



QUALITY NATURE - QUALITY HERITAGE - QUALITY LIFESTYLE

BUSINESS PAPER ORDINARY COUNCIL MEETING 28 SEPTEMBER 2016

Notice is hereby given in accordance with the provisions of the *Local Government Act 1993*, and pursuant to Clause 7(1) of Council's Code of Meeting Practice that an **Ordinary Council Meeting** will be held in the Tenterfield Shire Council Chambers, on **Wednesday 28 September 2016** commencing at the conclusion of the **Extraordinary Meeting**.

Damien Connor
General Manager

COMMUNITY CONSULTATION – PUBLIC ACCESS

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

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

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

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

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

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

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

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

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

CONFLICT OF INTERESTS

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

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

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

Remoteness

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

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

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

Relatives, Partners

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

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

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

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

No Interest in the Matter

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

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

Disclosure and participation in meetings

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

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

Participation in Meetings Despite Pecuniary Interest (S 452 Act)

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

Non-pecuniary Interests - Must be disclosed in meetings.

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

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

Disclosures to be Recorded (s 453 Act)

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

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## ORDER OF BUSINESS

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

# AGENDA

## 1. OPENING & WELCOME

## 2. (A) OPENING PRAYER

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

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

## (B) ACKNOWLEDGEMENT OF COUNTRY

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

## 3. APOLOGIES

## 4. DISCLOSURES & DECLARATIONS OF INTEREST

## 5. CONFIRMATION OF PREVIOUS MINUTES

### ***Recommendation***

That the Minutes of the Ordinary Council Meeting held on Wednesday, 24 August 2016 as typed and circulated, be confirmed and signed as a true record of the proceedings of that meeting.

## 6. TABLING OF DOCUMENTS

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

## 8. COMMUNITY CONSULTATION (PUBLIC ACCESS)

## 9. MAYORAL MINUTE

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

### ***Recommendation***

That the Items as listed hereunder be considered in the Confidential Section of the Meeting:

- Item ECO4/16 – Sale of Industrial Land Parcel – Lot 10
- Item GOV12/16 – Water Usage Account – Account No 12427
- Item GOV13/16 – Water Usage Account – Account No 8151

## **11. OPEN COUNCIL REPORTS**

### **OUR COMMUNITY**

Nil.

### **OUR ECONOMY**

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| (ITEM ECO1/16) | PATERSONS ROAD - ROAD RESERVE .....               | 7  |
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### **OUR ENVIRONMENT**

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**13. NOTICES OF MOTION**

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**15. CONFIDENTIAL BUSINESS**

(ITEM GOV12/16)    WATER USAGE ACCOUNT - ACCOUNT NO 12427

That above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 10A(2) (a) (b) of the Local Government Act, 1993, as the matter involves personnel matters concerning particular individuals; AND discussion in relation to the personal hardship of a resident or ratepayer.

(ITEM GOV13/16)    WATER USAGE ACCOUNT - ACCOUNT NO. 8151

That above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 10A(2) (a) (b) of the Local Government Act, 1993, as the matter involves personnel matters concerning particular individuals; AND discussion in relation to the personal hardship of a resident or ratepayer.

(ITEM ECO4/16)     SALE OF INDUSTRIAL LAND PARCEL - LOT 10

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

**16. MEETING CLOSED**

|                      |                                      |
|----------------------|--------------------------------------|
| <b>Department:</b>   | <b>Engineering Services</b>          |
| <b>Submitted by:</b> | Director Engineering Services        |
| <b>Reference:</b>    | <b>ITEM ECO1/16</b>                  |
| <b>Subject:</b>      | <b>Patersons Road - Road Reserve</b> |

|                                                               |                                                                                      |
|---------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                      |
| <b>Goal:</b>                                                  | Key Priority Focus Area 2 – Our Infrastructure                                       |
| <b>Strategy:</b>                                              | Direction 2.1 - Ensure a safe and efficient road network for all road users          |
| <b>Action:</b>                                                | 2.1a Roads and bridges will be well designed, constructed and efficiently maintained |

## SUMMARY

The purpose of this report is to update Council on the cadastral surveying and legal work required to place the existing constructed section of Patersons Road into a dedicated road reserve east and south of Acacia Creek at Legume. The current section of Patersons Road is not contained within a dedicated road reserve but traverses privately owned land.

## OFFICER'S RECOMMENDATION:

### That Council:

- (1) Advise affected landowners in writing that the land required to formalise the road reserve of Patersons Road be transferred to Council at fee simple (\$1) in accordance with past agreements and Council resolutions; and**
- (2) Consider the allocation of funds in the 2017/18 annual budget to complete the cadastral survey, legal, gazettal and transfer of land to form a dedicated public road reserve encompassing the existing road known as Patersons Road east and south of Acacia Creek for a distance of approximately 4.6 km to the common property boundary of Lot 31 DP 751076 and Lot 42 DP 751076; and**
- (3) Develop a Policy and supporting Protocol to outline the process for managing the formalisation of road reserves into the future.**

## BACKGROUND

At its meeting held in February 2000, Council resolved to:

- a) *arrange for the survey, gazettal and transfer of land to form a public road reserve encompassing the existing road known as Patersons Road east and south of Acacia Creek for a distance of approximately 5.2km to Paterson/Grayson property boundary at a cost of approximately \$13,000 with funds provided by review from the 1999/2000 RLR Program; and*
- b) *arrange for the transfer of land and formation of a public road reserve, 20.115 metres wide with the existing road centred on the reserve, would be subject to the following conditions:*
  - *There is no requirement, now or in the future, for the public road reserve to be fenced;*



Our Economy No. 1 Cont...

- *All fence crossings and gates are to be replaced with grids to Council Standards;*
  - *The grids will be supplied by the landowner provided that Council install the grids at no cost to the landowner; and*
  - *A "No Through Road" sign is erected at the intersection with MR622*
  - *Pipelines or any other capital improvements within the new road reserve are repaired by Council at no cost to the landowner if damaged by Council during its operations; and*
  - *The landowners will deed the road reserve to Council at fee simple (\$1)*
- c) *advise Mr Grayson and Mr Rickard that the survey, gazettal and construction of an extension of a public road south of the existing road known as Patersons Road would be at their full cost in accordance with Council's Plan of Management for the road network; and*
- d) *construct an all-weather access road within the gazetted road reserve of Patersons Road between MR622 and Acacia Creek at an estimated cost of \$59,000 with funds provided by review of the 1999/2000 RLR Program; and*
- e) *approve the reallocation of funding currently shown as being expended against the 1999/2000 RLR Program for Patersons Road as follows:  
\$19,000 to MR 622 maintenance  
\$5,000 to Rural Roads Maintenance; and*
- f) *advise the Legume Progress Association of Council's resolution."*

The above resolution was conveyed to property owners and Legume Progress Association. At its meeting held on 20 May 2004, the Council resolved to relinquish maintenance activities from 10 August 2004 on Patersons Road from Acacia Creek and resume maintenance activities upon application of the owners and the construction of the road on the surveyed alignment or a new dedicated alignment and advise property owners accordingly. The property owners were subsequently advised of the Council resolution of May 2004 and maintenance ceased. A letter of objection was received from the property owners in June 2004. Following the letter of objection, a site meeting with property owners was held in June 2004 and an outcome negotiated.

At its meeting held on 15 July 2004, Council resolved to "*carry out the survey and gazettal of the existing constructed road within Frank Patersons property and provide plant to assist with the installation of the grids to a maximum combined value of \$10,000*". Following receipt of a quotation, a Registered Surveyor was engaged in 2004 to carry out the following works:

- Establish dedicated public road over existing constructed road within Lots 3, 31 32 and 42 DP 751076;
- Close roads entirely within Lots 3, 31 and 42 DP 751076 and roads between lots 3 and 31, 28 and 21 and 28 and 42 DP 751076; and
- Prepare the necessary plan for Council to lodge with the NSW Department of Lands dedicating and closing the roads above.

It appears that the crown roads were unable to be closed due to the need to provide legal access to adjoining properties to the east.

A report was tabled at Councils Ordinary meeting held on 26 May 2010. At that meeting, the Council resolved that:

Our Economy No. 1 Cont...

- "1. The extension of the proposed formalisation of a road reserve around the existing Patersons Road south of Acacia Creek to include the east-west portion between lot 1 and 3 DP 751076;*
- 2. The additional cost for the survey work in an amount of \$5,500 (includes GST) with funding provided from the Formalise Road Reserves allocation in the 2009/10 Management plan;*
- 3. The deletion of provision of assistance with the installation of the grids in Patersons Road."*

A map showing the location of Patersons Road is at Attachment 1 (Booklet 1).

#### **REPORT:**

There are a vast number of roads within Tenterfield Shire that are located outside of the dedicated road reserve. In the above cases, the existing road or track in use follows the topography (i.e. to avoid rock outcrops, waterways, mountainous terrain etc.) with the dedicated road reserve being a "paper road" or lines on a map. Originally, the paper roads provided access to properties by foot or horse and are not suitable for use by motor vehicle (in some cases).

Part a) and b) of the Council resolution of February 2000 has not been completed to date. The cadastral survey ordered by Council in October 2004 has not been completed despite numerous contacts, via phone and email, with the Surveyors engaged to undertake the survey from both Council Officers and property owners. An email dated 10 December 2009 was received by Council from the Surveyor seeking approval for additional costs and to carry out further works required to complete the works. The additional cost for the survey work, with funding to be provided from the Formalise Road Reserves allocation in the 2009/10 Management Plan, was approved by Council in May 2010. To date, the survey plan, has yet to be completed and provided to Council by the Surveyor.

Part c) of the Council resolution of February 2000 has been completed.

Part d) of the Council resolution of February 2000 - construction of an all-weather access road within the gazetted road reserve of Patersons Road between MR622 and Acacia Creek at an estimated cost of \$59,000 with funds provided by review of the 1999/2000 RLR Program has been completed.

Part e) and f) of the Council resolution of February 2000 has been completed.

#### **Key Issues:**

The creation of a dedicated public road reserve to encompass the existing Patersons Road east and south of Acacia Creek has been ongoing for well over 16 years since the initial resolution in February 2000. Maintenance of this section of road by Council has continued, with its classification being classified as a Class D Road.

A Class D Road receives maintenance grading every 2 years in accordance with Council's adopted Road Network Management Plan. Property owners are anxious to finalise this matter as the subject section of Patersons Road traverses private property, with the matter remaining unresolved despite past Council commitments.

A constructed road should be located within a dedicated road reserve. Accordingly, it is a recommendation to Council that the survey of the road reserve of Paterson Road

Our Economy No. 1 Cont...

be finalised to protect access for the affected residents and to ensure that Council infrastructure is protected for perpetuity.

In accordance with past agreements with landowners, the land would be transferred to Council at fee simple (\$). The required cadastral survey for the road reserve, in accordance with the previous resolution, would extend up to the common boundary of Lot 31 DP 751076 and Lot 42 DP 751076.

### **COUNCIL IMPLICATIONS:**

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

Past discussions have occurred with landowners affected by the creation of a road reserve over the existing formed section of Patersons Road. These discussions have been ongoing since 2000.

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

- *NSW Roads Act 1993*
- *Road Network Management Plan*
- *Road Network Asset Management Plan*

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

Each year Council allocates a small amount of funding to progress formalisation of road reserves. Typically, this amount is \$15,000.

Council has expended approximately \$5K from the above account, with insufficient funds remaining to allow for the survey, legal and other work at Patersons Road to be completed. Consequently, if Council wishes to finalise this matter, additional funds will need to be sourced from the 2016/17 annual budget. Given the current impost on this year's budget, it is recommended that Council consider allocating funds in the 2017/18 annual budget to finalise the required survey and legal work.

The annual amount allocated to fund the formalisation of road reserves is insufficient given the vast amount of roads within our Shire that are not contained within a dedicated road reserve. Consequently, if Council deems the formalisation of road reserves within our Shire to be a priority, the annual amount allocated will need to be substantially increased to cover possible survey, legal and other costs (i.e. compensation).

An estimate has been sought from a local Registered Surveyor to finalise the survey work. The indicative estimate is \$15,000 plus \$2,000 in legal costs for registration of survey plan to open a new public road over the existing formed road known as Patersons Road. Other costs attributed to advertising the proposal will also be borne by Council.

Purchase Orders were previously raised in 2004 and 2010 respectively to engage a surveyor to survey the existing road / track in use and produce a survey plan for registration purposes. However, the registered surveyor has not been paid as the work has not been completed. Whilst every endeavour has been made by Council Officers to expedite the matter, the registered surveyor has failed to complete the survey and plan.

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

Nil

Our Economy No. 1 Cont...

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

Nil

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

Council is not obligated to provide a constructed access to every property within the Shire as such a requirement is extremely onerous and cost prohibitive. However, where there is a constructed and Council maintained road in existence, it is preferable for the constructed road to be contained within a dedicated road reserve to provide a legal corridor for transport and cover Council's infrastructure investment.

There are numerous constructed roads within our Shire not contained within a dedicated road reserve. There is potential for significant costs and risks to be borne by Council as a result of resolving road reserve issues across the Shire.

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

Nil

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

Nil

**Stephen Bell**

**Director Engineering Services**

|                               |                                                                                       |
|-------------------------------|---------------------------------------------------------------------------------------|
| Prepared by staff member:     | Jessica Gibbins, Engineering Officer                                                  |
| Approved/Reviewed by Manager: | Stephen Bell, Director Engineering Services                                           |
| Department:                   | Engineering Services                                                                  |
| Attachments:                  | <b>1</b> Attachment 1 (Booklet 1) - Map - Patersons Road - Road Reserve <b>1</b> Page |

|                      |                                        |
|----------------------|----------------------------------------|
| <b>Department:</b>   | <b>Engineering Services</b>            |
| <b>Submitted by:</b> | Director Engineering Services          |
| <b>Reference:</b>    | <b>ITEM ECO2/16</b>                    |
| <b>Subject:</b>      | <b>Snake Creek Road - Road Reserve</b> |

|                                                               |                                                                                      |
|---------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                      |
| <b>Goal:</b>                                                  | Key Priority Focus Area 2 – Our Infrastructure                                       |
| <b>Strategy:</b>                                              | Direction 2.1 - Ensure a safe and efficient road network for all road users          |
| <b>Action:</b>                                                | 2.1a Roads and bridges will be well designed, constructed and efficiently maintained |

## SUMMARY

The purpose of this report is to seek the approval of the Council for Officers to commence negotiations with landowners for the transfer of land to Council to enable the existing formed section of Snake Creek Road to be contained within a dedicated road reserve. Subject to the landowner agreeing to transfer the land to Council at fee simple, Council would then investigate the costs associated with undertaking the cadastral survey, legal and transfer of the land to Council to form the dedicated road reserve.

## OFFICER'S RECOMMENDATION:

### That Council:

- (1) Negotiate with the affected landowner to transfer the land required to formalise the road reserve of Snake Creek Road to Council at fee simple (\$1); and**
- (2) Investigate the costs involved with undertaking the cadastral survey, legal, gazettal and transfer of land to form a dedicated public road reserve encompassing the existing formed section of road known as Snake Creek Road, south east of the Bruxner Highway traversing Lot 177 DP 751541 for a distance of approximately 400m to the property boundary of Lot 4 DP 751541; and**
- (3) Consider the allocation of funds in the 2017/18 annual budget to finalise the cadastral survey, legal, gazettal and transfer of land to form a dedicated public road reserve at Snake Creek Road.**

## BACKGROUND

A Notice of Determination of Development Application 03/043 was issued by Council in May 2004 for a 20.12m wide road reserve to be dedicated to Council at nil cost over Lots 176 and 177 DP 751541 respectively. In so doing, this would place the formed section of Snake Creek Road into a dedicated road reserve rather than privately owned land. Since issue of the Development Application in 2004, the road dedication has not occurred and the property comprising Lots 176 and 177 DP 751541 has since sold.

Council has received correspondence from Solicitors acting on behalf of their client who recently purchased a multipart property off Snake Creek Road, south east of the Bruxner Highway.

Our Economy No. 2 Cont...

The new owners are eager to have the formed section of Snake Creek Road contained within a dedicated road reserve, given the existing formed road traverses private property and provides critical access to their land.

A map showing the location of Snake Creek Road is at Attachment 2 (Booklet 1).

#### **REPORT:**

There are a vast number of roads within Tenterfield Shire that are located outside the dedicated road reserve. In such cases, the existing formed road or track in use follows the topography (i.e. to avoid rock outcrops, waterways, mountainous terrain etc.) with the dedicated road reserve being a "paper road" or "lines on a map". Originally, the paper roads provided access to properties by foot or horse and are not suitable for use by motor vehicle (in some cases).

#### **Key Issues:**

Maintenance of Snakes Creek Road has been undertaken by Council over many years, with its classification being a Class D Road in accordance with Council's adopted Road Network Management Plan. A Class D Road receives planned maintenance grading every two (2) years.

Property owners are anxious to see this matter finalised as Snake Creek Road, near the Bruxner Highway, traverses private property (Lots 176 and 177 DP 751541) rather than being contained within a dedicated road reserve. Subject to Council agreeing to progress this matter, Council Officers will be required to negotiate with the affected landowner to facilitate transfer of the land required to formalise the road reserve at Snake Creek Road to Council at fee simple and investigate the costs associated with undertaking the required survey and legal works, with such costs to be considered for inclusion in the 2017/18 annual budget.

#### **COUNCIL IMPLICATIONS:**

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

Council has received correspondence from landowners at Snake Creek Road requesting that the road reserve be dedicated as a public road. Further negotiations will be required between Council and the affected landowners to reach an amicable and cost effective solution to facilitate the required land transfer to envelope the formed section of Snake Creek Road.

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

- *NSW Roads Act 1993*
- *Road Network Management Plan*
- *Road Network Asset Management Plan*

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

Each year Council allocates a small amount of funding to progress formalisation of road reserves. Typically, this amount is \$15,000.

Council has expended \$5K from the above account, with insufficient funds remaining to allow for the survey, legal and other work at Snake Creek Road to be completed. Consequently, if Council wishes to finalise this matter, additional funds will need to be sourced from the 2016/17 annual budget. Given the current impost on this year's budget, it is recommended that Council consider allocating funds in the 2017/18 annual budget to finalise the required survey and legal work.

## Our Economy No. 2 Cont...

The annual amount allocated to fund the formalisation of road reserves is insufficient given the vast amount of roads within our Shire that are not contained within a dedicated road reserve. Consequently, if Council deems the formalisation of road reserves within our Shire to be a priority, the annual amount allocated will need to be substantially increased to cover possible survey, legal and other costs (i.e. compensation).

An estimate has been sought from a local Registered Surveyor to carry out the necessary survey work to create a new road reserve dedicated as a new public road. The indicative estimate is \$5,000-\$7,000 plus \$2,000 in legal costs for registration of the survey plan to open a new section of public road over the existing section of formed road known as Snake Creek Road. Other costs are also likely such as the need to advertise the proposal.

**4. Asset Management (AMS)**

Nil

**5. Workforce (WMS)**

Nil

**6. Legal and Risk Management**

Council is not obligated to provide a constructed access to every property within the Shire as such a requirement is extremely onerous and cost prohibitive. However, where there is a Council constructed and maintained road in existence, it is preferable for the constructed road to be contained within a dedicated road reserve to provide a legal corridor for transport and to cover Council's infrastructure investment.

There are numerous constructed roads within our Shire not contained within a dedicated road reserve. There is potential for significant costs and risks to be borne by Council as a result of resolving road reserve issues across the Shire.

**7. Performance Measures**

Nil

**8. Project Management**

Nil

**Stephen Bell**  
**Director Engineering Services**

|                               |                                                                                         |
|-------------------------------|-----------------------------------------------------------------------------------------|
| Prepared by staff member:     | Jessica Gibbins, Engineering Officer                                                    |
| Approved/Reviewed by Manager: | Stephen Bell, Director Engineering Services                                             |
| Department:                   | Engineering Services                                                                    |
| Attachments:                  | <b>1</b> Attachment 2 (Booklet 1) - Map - Snake Creek Road - Road Reserve <b>1</b> Page |

|                      |                                                    |
|----------------------|----------------------------------------------------|
| <b>Department:</b>   | <b>Engineering Services</b>                        |
| <b>Submitted by:</b> | Director Engineering Services                      |
| <b>Reference:</b>    | <b>ITEM ECO3/16</b>                                |
| <b>Subject:</b>      | <b>Bald Rock Road - Closure of section of road</b> |

|                                                               |                                                                                      |
|---------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                      |
| <b>Goal:</b>                                                  | Key Priority Focus Area 2 – Our Infrastructure                                       |
| <b>Strategy:</b>                                              | Direction 2.1 - Ensure a safe and efficient road network for all road users          |
| <b>Action:</b>                                                | 2.1a Roads and bridges will be well designed, constructed and efficiently maintained |

## SUMMARY

The purpose of this report is to provide an update to Council on a section of Bald Rock Road, which has been recently approved for closure by NSW Crown Lands.

## OFFICER'S RECOMMENDATION:

- (1) That Council writes to the Applicant and Applicant's Solicitor expressing concerns over the impending closure of the Bald Rock Road reserve and request for the subject section of road reserve to remain open to the community and emergency services, with specific issues being:**
  - a) Council currently maintains the northern section of Bald Rock Road to a point inside Lot 51 DP 751491 and the southern section of Bald Rock Road to the north western boundary of Lot 112 DP 751524. The section in between is a 'track in use', which is not maintained by Council but is a valuable community asset for access purposes. Council may elect in the future to construct Bald Rock Road as a properly constructed through road to service the needs of the local community, travelling public and to facilitate good connectivity and traffic flow on the local road network but will not be able to do this if the subject section of road is closed for perpetuity; and**
  - b) Bald Rock Road, although only a 'track in use' through the subject section of road reserve to be closed, will be permanently severed thus creating a discontinuous road link. Severance of the road reserve will also add considerable additional kilometres and travel time to trips undertaken by locals, the travelling public and emergency services; and**
  - c) If the road closure takes effect, there will be no ability for traffic using each section of the severed road to turn-around or be notified in advance of the road closure; and**
  - d) In the event motorists reach the end point, motorists will be required to turnaround thereby adding considerable kilometres, travel time and cost to their trip journey; and**
  - e) Creating two sections of Bald Rock Road will be confusing to the travelling public. This may result in the need for one of the sections**



Our Economy No. 3 Cont...

**of Bald Rock Road to be renamed to avoid unnecessary confusion; and**

- f) Widespread complaints have been received from local residents and agencies such as Essential Energy and the Rural Fire Service strongly objecting to the road closure; and**
- g) Many locals use the subject road link. In discussions with the locals, they have advised that if the road is severed, their trip journey, travel time and out of pocket expenses for fuel etc. will be considerably greater; and**
- h) Bald Rock Road, although only a track in use through the subject section of road reserve to be closed, is used during times of emergencies for vehicular access; and**
- i) Council has been advised that the level of consultation afforded residents was extremely poor. Many residents and agencies claim they were not aware of the proposal to close part of the Bald Rock Road reserve and had they been afforded the courtesy of being notified of the closure by the Department, they would have strongly objected for the reasons outlined in this letter; and**
- j) Council only objects to the closure of the section of Bald Rock Road and not the other paper roads which were noted in the correspondence dated 22 May 2015, provided no lots are landlocked through any road closure.**

**(2) That Council writes to the Hon Thomas George MP, Member for Lismore, expressing concern over the planned closure of Bald Rock Road and to seek his assistance to stop the road closure for the benefit of the local community and travelling public.**

## **BACKGROUND**

In November 2007, an application was lodged with NSW Crown Lands by property owners to close a number of residual crown roads including the section of unmaintained Council public road (Bald Rock Road) traversing and/or adjoining Lots 51 and 52 DP 751497 and Lots 124, 132, 129 and 123 DP 751524.

In March 2014, NSW Crown Lands undertook formal advertising/referencing of the road closure. No submissions opposing the closure of any of the roads within the cluster were received from any landholders or public authorities. An email was sent by Council to Crown Lands on 1 April 2014 stating "Council has no objections to the proposed closures".

On 22 May 2015, NSW Crown Lands requested further feedback from Council as the original cluster diagram did not differentiate between Crown and Council roads. Council Officers raised concerns about potential land locking of various individual lots within the landowners holding, but stated that "if a legal means of access (i.e. Right of carriageway or similar) is provided then Council would have no objections to the proposed closure of these roads given that Council does not maintain this section of unformed road."

Our Economy No. 3 Cont...

In February / March 2016, NSW Crown Lands approved the closure subject to the landowners of Lots 51, 45, 44 and 52 DP 751497 and Lots 124, 132, 129, 123, 131 and 130 DP 751524 being benefited by a Right of Carriageway.

On 30 March 2016, Council received numerous complaints from the community in relation to the closure of the subject section of Bald Rock Road. As a result of the numerous complaints, Council Officers requested NSW Crown Lands to defer the closure of the subject section of "*until an amicable solution can be determined, one which is in the best interests of the local community and the landholder seeking the closure*". Council Officers also queried the level of consultation afforded the community and agencies such as the RFS given the extent of opposition received to the proposal.

On 21 June 2016, Council wrote to the Applicants Solicitor requesting comments as to whether their client would consider renegotiating the purchase of the Council unmaintained section of road at Bald Rock Road given this would be the most viable option for Council (and community) moving forward. If this was agreed to by their client, this would involve correspondence from Council to NSW Crown Lands stating not to include the subject section of the Bald Rock Road reserve in the road closure application. No response was received.

On 1 August 2016 Council again wrote to the Applicant's Solicitor as a matter of urgency requesting the Applicant to renegotiate the purchase of the subject section of the Bald Rock Road reserve given this would be the most attractive option for Council (and community) moving forward.

On 22 August 2016 Council received correspondence from Applicants Solicitor advising that Council should proceed to permit the application to go forward as has been agreed. The Applicant's Solicitor showed no willingness to negotiate the matter.

A map is provided at Attachment 3 (Booklet 1) showing the subject section of Bald Rock Road approved for closure by NSW Crown Land (shown yellow).

#### **REPORT:**

Bald Rock Road links New England Highway to Snakes Valley Road. Council currently maintains the northern section of Bald Rock Road to a point inside Lot 51 DP 751491 and the southern section of Bald Rock Road to the north western boundary of Lot 112 DP 751524. The section in between is only a track in use, which is not currently maintained by Council.

Council has had extensive contact with the NSW Crown Lands Case Officers, the Applicant, and the Solicitors acting for the Applicant involved with this road closure application. In August 2016, Council requested as a matter of urgency that the subject section of Bald Rock Road be left open and excluded from the closure plan of which was not yet compiled by NSW Crown Lands. This action was feasible with Crown Lands able to progress this matter following an agreement with the Applicant. In this regard, Council's concerns were as follows:

1. Council currently maintains the northern section of Bald Rock Road to a point inside Lot 51 DP 751491 and the southern section of Bald Rock Road to the north western boundary of Lot 112 DP 751524. The section in between is a track in use, which is not maintained by Council but is nonetheless a valuable community asset for access purposes. Council could elect in the future to

## Our Economy No. 3 Cont...

- construct Bald Rock Road as a properly constructed through road to service the needs of the local community, travelling public and to facilitate good connectivity and traffic flow on the local road network but will not be able to do this if the subject section of road is closed for perpetuity;
2. Bald Rock Road, although only a 'track in use' through the subject section of road reserve to be closed, will be permanently severed thus creating a discontinuous road link. Furthermore, severance of the road reserve will add considerable additional kilometres and travel time to trips undertaken by locals, the travelling public and emergency services (i.e. ambulances, fire brigade etc.);
  3. If the road closure takes effect, there will be no ability for traffic using each section of the severed road to turn-around or be notified in advance of the road closure.
  4. In the event motorists reach the end point (i.e. the location where each end of the Bald Rock Road has been severed), motorists will be required to turnaround thereby adding considerable kilometres, travel time and cost to their trip;
  5. Creating two sections of Bald Rock Road will be confusing to the travelling public. This may result in the need for one of the sections of Bald Rock Road to be renamed to avoid unnecessary confusion;
  6. Widespread complaints have been received from local residents and agencies such as Essential Energy and the Rural Fire Service strongly objecting to the road closure. A Tenterfield Shire Councillor has also objected to the closure;
  7. Many locals use the subject road link. In discussions with the locals, they have advised that if the road is severed, their trip journey, travel time and out of pocket expenses for fuel etc. will be considerably greater;
  8. Bald Rock Road, although only a track in use through the subject section of road reserve to be closed, is used during times of emergencies for vehicular access (i.e. the subject section of road was used by locals in the 2012 flood event). In addition the track in use is also used by the local fire brigade when responding to emergencies;
  9. Council has been advised that the level of consultation afforded residents was extremely poor. Many residents and agencies claim they were not aware of the proposal to close part of the Bald Rock Road reserve. Had they been afforded the courtesy of being notified of the closure by the Department, they would have strongly objected for the reasons outlined in this letter;
  10. Council only objects to the closure of the section of Bald Rock Road not the other paper roads which were noted in the correspondence dated 22 May 2015, provided no lots are landlocked through any road closure.

Council Officers have repeatedly requested the Applicant, through their Solicitor, to renegotiate the purchase of the subject section of Bald Rock Road but to no avail.

Our Economy No. 3 Cont...

As recently as 22 August 2016, Council received correspondence from the Applicant's Solicitor stating that the subject section of unmaintained, unformed road (approximately 5kms) which comprises "*a washed out causeway and over unsafe country with numerous hazards thereon*" is not safe for vehicular access and is not necessary for vehicles to pass over it.

The Rural Fire Service does not use it and any person claiming to wish to use it is merely attempting to create "*a storm in a tea cup*". Clearly, there is no desire of the Applicant to resolve the matter for the benefit of Council and the community.

### **COUNCIL IMPLICATIONS:**

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

There has been extensive consultation with NSW Crown Lands, the Applicant and the Applicants Solicitor in regards to the road closure at Bald Rock Road.

**2. Policy and Regulation**

Nil

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

Nil

**4. Asset Management (AMS)**

Council does not currently maintain subject section of Bald Rock Road. Therefore, there is no change to the Asset Management Strategy or Road Network Management Plan.

**5. Workforce (WMS)**

Nil

**6. Legal and Risk Management**

Council does not currently maintain the subject section of Bald Rock Road. Once the subject section of road is closed it will vest in the Crown who have entered into an agreement with adjoining landholders to purchase the subject land. Council could elect in the future to construct Bald Rock Road as a properly constructed through road to service the needs of the local community, travelling public and to facilitate good traffic flow on the local road network. If at any time in the future Council wants to construct this section of road, an agreement would have to be reached with the property owner to purchase the subject land as road reserve.

**7. Performance Measures**

Nil

**8. Project Management**

Nil

**Stephen Bell**  
**Director Engineering Services**

Our Economy No. 3 Cont...

Prepared by staff member: Jessica Gibbins, Engineering Officer  
Approved/Reviewed by Manager: Stephen Bell, Director Engineering Services  
Department: Engineering Services  
Attachments: **1** Attachment 3 (Booklet 1) - Map - 1  
Bald Rock Road - Closure of Section Page  
of Road

|                      |                                                      |
|----------------------|------------------------------------------------------|
| <b>Department:</b>   | <b>Strategic Planning and Environmental Services</b> |
| <b>Submitted by:</b> | Director Strategic Planning & Environmental Services |
| <b>Reference:</b>    | <b>ITEM ENV29/16</b>                                 |
| <b>Subject:</b>      | <b>Planning/Development Update</b>                   |

|                                                               |                                                                                                                                                                                                                                            |
|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                                                                                                                                                                            |
| <b>Goal:</b>                                                  | <i>DIRECTION 1.5 – Land use planning strategies and policies enhance and support sustainable economic growth.</i>                                                                                                                          |
| <b>Strategy:</b>                                              | <i>STRATEGY 1.5b – Exercise Council’s statutory functions under the EPAA 1979 properly and equitably to determine applications efficiently and in accordance with statutory requirements and/or Council policy and standards.</i>          |
| <b>Action:</b>                                                | <i>Proper execution of delegated authorities in a timely and professional manner in accordance with the adopted policy “Limit of Delegated Authority in Dealing with Development Applications and Complying Development Certificates”.</i> |

## SUMMARY

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

## OFFICER’S RECOMMENDATION:

***That Council receives and notes the Report “Planning/Development Update” for August 2016.***

## BACKGROUND

This report provides a review of development applications and processing undertaken by Council for the month of August 2016. The data herein is that provided to the Australian Bureau of Statistics (ABS) for development monitoring purposes.

## REPORT:

### APPLICATIONS LODGED WITH COUNCIL IN AUGUST 2016

| App No.     | Lodged    | Applicant                     | Lot/Sec/DP                 | Location                        | Development                                                                   |
|-------------|-----------|-------------------------------|----------------------------|---------------------------------|-------------------------------------------------------------------------------|
| DA 2016.064 | 02-Aug-16 | COUCH Dennis                  | B/151480                   | 180 Manners Street, Tenterfield | Enclose Existing Deck                                                         |
| DA 2016.065 | 04-Aug-16 | Tenterfield Surveys (Torrens) | 3/1065438                  | Rivertree Road, Liston          | Two (2) Lot Subdivision                                                       |
| DA 2016.066 | 09-Aug-16 | UHLMANN Paul                  | 130/10769 41               | 130 Logan Street, Tenterfield   | Alterations to Existing Building                                              |
| DA 2016.067 | 12-Aug-16 | GIBBS Peter                   | 4/1199020                  | Patersons Road, Legume          | Farm Machinery Shed                                                           |
| DA 2016.068 | 16-Aug-16 | Tenterfield Surveys (Lamb)    | 162/66494 0 & 4 & 5/113435 | 453 Killarney Road, Legume      | Subdivision (Boundary Adjustment - creating two (2) lots from three (3) lots) |

## Our Environment No. 29 Cont...

|                 |               |                                   |           |                                             |                            |
|-----------------|---------------|-----------------------------------|-----------|---------------------------------------------|----------------------------|
| DA<br>2016.069  | 17-Aug-<br>16 | MICHEL Janice M                   | 2/724086  | 307A Mount<br>Lindesay Road,<br>Tenterfield | Dwelling & Shed            |
| CDC<br>2016.070 | 23-Aug-<br>16 | D'ANDILLY<br>Michael &<br>Barbara | 2/1090604 | Torrington Road,<br>Stannum                 | Dwelling                   |
| CDC<br>2016.071 | 25-Aug-<br>16 | LEWIS Jamie &<br>Susan            | 8/841194  | 98 McKechnie Road,<br>Liston                | In-ground Swimming<br>Pool |

**DETERMINATIONS APPROVED THROUGH  
STAFF DELEGATION IN AUGUST 2016**

| App No.        | Lodged    | Date of Approval | Approval Time | Applicant                                           | Lot/ Sec/ DP    | Location                                      | Description of Development                                                                                       |
|----------------|-----------|------------------|---------------|-----------------------------------------------------|-----------------|-----------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| DA<br>2016.056 | 07-Jul-16 | 08-Aug-16        | 33 Days       | HARLOW<br>Patricia                                  | 322/<br>1204016 | Mount<br>Lindesay<br>Road, Liston             | Wine Cellar &<br>Shed                                                                                            |
| DA<br>2016.058 | 22-Jul-16 | 30-Aug-16        | 40 Days       | Tenterfield<br>Surveys<br>(Sturtridge &<br>Greaves) | 14/751488       | Catarrh<br>Creek Road,<br>Torrington          | Two (2) Lot<br>Subdivision                                                                                       |
| DA<br>2016.059 | 22-Jul-16 | 15-Aug-16        | 25 Days       | BEER Peter                                          | 2/558643        | 102 Rouse<br>Street,<br>Tenterfield           | Installation of<br>Two (2)<br>Accommodation<br>Cabins and<br>Attached<br>Carports at<br>Existing<br>Caravan Park |
| DA<br>2016.060 | 22-Jul-16 | 31-Aug-16        | 18 Days       | BROWN Sarah                                         | 53/751540       | Larreseys<br>Lane,<br>Tenterfield             | Dwelling                                                                                                         |
| DA<br>2016.061 | 25-Jul-16 | 17-Aug-16        | 19 Days       | MILL William &<br>Diane                             | 13/751081       | 7065 Mount<br>Lindesay<br>Road,<br>Cullendore | Dwelling                                                                                                         |
| DA<br>2016.064 | 02-Aug-16 | 24-Aug-16        | 13 Days       | COUCH Dennis                                        | B/151480        | 180 Manners<br>Street,<br>Tenterfield         | Enclose<br>Existing Deck                                                                                         |
| DA<br>2016.065 | 04-Aug-16 | 31-Aug-16        | 29 Days       | Tenterfield<br>Surveys<br>(Torrens)                 | 3/1065438       | Rivertree<br>Road, Liston                     | Two (2) Lot<br>Subdivision                                                                                       |

## Our Environment No. 29 Cont...

|                 |           |           |         |                                   |                 |                                     |                                        |
|-----------------|-----------|-----------|---------|-----------------------------------|-----------------|-------------------------------------|----------------------------------------|
| DA<br>2016.066  | 09-Aug-16 | 31-Aug-16 | 22 Days | UHLMANN Paul                      | 130/<br>1076941 | 130 Logan<br>Street,<br>Tenterfield | Alterations to<br>Existing<br>Building |
| CDC<br>2016.070 | 23-Aug-16 | 29-Aug-16 | 9 Days  | D'ANDILLY<br>Michael &<br>Barbara | 2/1090604       | Torrington<br>Road,<br>Stannum      | Dwelling                               |

**APPLICATIONS CURRENTLY OUTSTANDING**

| DA No. | Lodged    | Status of Application                          | Applicant                               | Location                                          | Proposed Development                                                          |
|--------|-----------|------------------------------------------------|-----------------------------------------|---------------------------------------------------|-------------------------------------------------------------------------------|
| 15.111 | 4-Nov-15  | Additional Information Required from Applicant | Tenterfield Surveys P/L (Graham)        | 235 Bulwer St, T'field                            | Two (2) Lot Subdivision                                                       |
| 15.139 | 18-Dec-15 | Awaiting Recommendation from NSW RFS           | Tenterfield Surveys P/L (Coffman)       | 436 Sugarbag Rd, Drake                            | Two (2) Lot Subdivision                                                       |
| 16.024 | 21-Mar-16 | Additional Information Required from Applicant | O'MULLANE Ian & Judith                  | 8 Welch St, Urbenville                            | Change of Use Place of Public Worship into a Dwelling                         |
| 16.055 | 30-Jun-16 | Additional Information Required from Applicant | SHAW Warwick & Stacey                   | 298 Urbenville Rd, Urbenville                     | Swimming Pool/Deck & Fence                                                    |
| 16.062 | 25-Jul-16 | Awaiting Recommendation from NSW RFS           | Tenterfield Surveys (Hurtz & Szymanski) | Herding Yard Creek Rd & Mount Lindesay Rd, Liston | Two (2) Lot Boundary Adjustment                                               |
| 16.063 | 27-Jul-16 | Additional Information Required from Applicant | SIMPSON Laura                           | 5134 Mount Lindesay Rd, Liston                    | Change of Use - Shed to Dwelling                                              |
| 16.067 | 12-Aug-16 | In Progress                                    | GIBBS Peter                             | Paterson Rd, Legume                               | Farm Shed                                                                     |
| 16.065 | 16-Aug-16 | Awaiting Recommendation from NSW RFS           | Tenterfield Surveys P/L (Lamb)          | Killarney Rd, Legume                              | Subdivision (Boundary Adjustment - Creating two (2) Lots from three (3) Lots) |



## Our Environment No. 29 Cont...

|        |           |                                                |                     |                            |                 |
|--------|-----------|------------------------------------------------|---------------------|----------------------------|-----------------|
| 16.069 | 17-Aug-16 | Additional Information Required from Applicant | MICHEL Janice       | Mount Lindesay Rd, T'field | Dwelling & Shed |
| 16.071 | 25-Aug-16 | In Progress                                    | LEWIS Jamie & Susan | 98 McKechnie Rd, Liston    | Swimming Pool   |

Our Environment No. 29 Cont...

| FY 16/17 Development Statistics     |                             |                                                    |                              |                                   |             |                        |                           |                           |  |  |
|-------------------------------------|-----------------------------|----------------------------------------------------|------------------------------|-----------------------------------|-------------|------------------------|---------------------------|---------------------------|--|--|
|                                     | Dwellings                   | Additions/<br>Renovations to<br>Existing Dwellings | Garages, Carports<br>& Sheds | Commercial or<br>Industrial Works | Subdivision | Recreation/<br>Tourism | FY 16/17<br>Monthly Total | FY 15/16<br>Monthly Total |  |  |
| Jul-16                              | No. 3<br>Value \$513,000.00 | 0<br>\$0.00                                        | 2<br>\$178,000.00            | 0<br>\$0.00                       | 2<br>\$0.00 | 1<br>\$32,770.00       | 8<br>\$723,770.00         | 9<br>\$496,563.00         |  |  |
| Aug-16                              | No. 2<br>Value \$318,000.00 | 3<br>\$63,600.00                                   | 2<br>\$68,500.00             | 0<br>\$0.00                       | 2<br>\$0.00 | 0<br>\$0.00            | 9<br>\$450,100.00         | 12<br>\$814,550.00        |  |  |
| Sep-16                              | No.                         |                                                    |                              |                                   |             |                        |                           | 8                         |  |  |
| Oct-16                              | No.                         |                                                    |                              |                                   |             |                        |                           | \$613,123.00              |  |  |
| Nov-16                              | No.                         |                                                    |                              |                                   |             |                        |                           | \$1,315,369.00            |  |  |
| Dec-16                              | No.                         |                                                    |                              |                                   |             |                        |                           | 24                        |  |  |
| Jan-17                              | No.                         |                                                    |                              |                                   |             |                        |                           | \$963,350.00              |  |  |
| Feb-17                              | No.                         |                                                    |                              |                                   |             |                        |                           | 9                         |  |  |
| Mar-17                              | No.                         |                                                    |                              |                                   |             |                        |                           | \$491,650.00              |  |  |
| Apr-17                              | No.                         |                                                    |                              |                                   |             |                        |                           | 3                         |  |  |
| May-17                              | No.                         |                                                    |                              |                                   |             |                        |                           | \$82,400.00               |  |  |
| Jun-17                              | No.                         |                                                    |                              |                                   |             |                        |                           | 9                         |  |  |
|                                     | No.                         |                                                    |                              |                                   |             |                        |                           | \$2,632,960.00            |  |  |
|                                     | No.                         |                                                    |                              |                                   |             |                        |                           | 15                        |  |  |
|                                     | No.                         |                                                    |                              |                                   |             |                        |                           | \$1,289,999.00            |  |  |
|                                     | No.                         |                                                    |                              |                                   |             |                        |                           | 10                        |  |  |
|                                     | No.                         |                                                    |                              |                                   |             |                        |                           | \$630,217.00              |  |  |
|                                     | No.                         |                                                    |                              |                                   |             |                        |                           | 9                         |  |  |
|                                     | No.                         |                                                    |                              |                                   |             |                        |                           | \$993,968.00              |  |  |
|                                     | No.                         |                                                    |                              |                                   |             |                        |                           | 9                         |  |  |
|                                     | No.                         |                                                    |                              |                                   |             |                        |                           | \$676,127.00              |  |  |
| No. (Year to Date)                  | 5                           | 3                                                  | 4                            | 0                                 | 4           | 1                      | 17                        | 131                       |  |  |
| FY 16/17 Total Value (Year to Date) | \$831,000.00                | \$63,600.00                                        | \$246,500.00                 | \$0.00                            | \$0.00      | \$32,770.00            | \$1,173,870.00            |                           |  |  |
| FY 15/16 Total Value                | \$7,917,361.10              | \$487,700.00                                       | \$777,052.90                 | \$1,633,163.00                    | \$0.00      | \$184,999.00           |                           | \$11,000,276.00           |  |  |

Our Environment No. 29 Cont...

### **COUNCIL IMPLICATIONS:**

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

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

**2. Policy and Regulation**

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

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

Nil

**4. Asset Management (AMS)**

Nil

**5. Workforce (WMS)**

Nil

**6. Legal and Risk Management**

Nil

**7. Performance Measures**

Nil

**8. Project Management**

Nil

**James Ruprai**  
**Director Strategic Planning & Environmental Services**

Prepared by staff member: Jenni Pentland, Senior Administration Officer

Approved/Reviewed by Manager: James Ruprai, Director Strategic Planning & Environmental Services

Department: Strategic Planning and Environmental Services

Attachments: There are no attachments for this report.

|                      |                                                             |
|----------------------|-------------------------------------------------------------|
| <b>Department:</b>   | <b>General Managers Office</b>                              |
| <b>Submitted by:</b> | General Manager                                             |
| <b>Reference:</b>    | <b>ITEM GOV6/16</b>                                         |
| <b>Subject:</b>      | <b>Tenterfield Shire Council - Code of Meeting Practice</b> |

|                                                               |                                                                                            |
|---------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                            |
| <b>Goal:</b>                                                  | Council achieves excellence in corporate governance                                        |
| <b>Strategy:</b>                                              | Implement strategies, policies and practices to achieve excellence in corporate governance |
| <b>Action:</b>                                                | Undertake all legislative requirements of Local Government                                 |

## SUMMARY

The purpose of this report is to provide to Council a revised draft Code of Meeting Practice for consideration and adoption and subsequently place the draft on public exhibition for a period of 28 days.

## OFFICER'S RECOMMENDATION:

- (1) That Council adopts the revised Code of Meeting Practice (V14.0) as per Attachment 4 (Booklet 1); and**
- (2) Places the document on public exhibition for comment for a period of 28 days.**

## BACKGROUND

Council is required to review its Code of Meeting Practice at least once within each Council term.

Following recent review and revision the draft Code of Meeting Practice is now presented to Council for adoption in draft form to be placed on public exhibition for a period of 28 days in accordance with s361-363 of the Local Government Act.

## REPORT:

A recent review of Councils Code of Meeting Practice resulted in the identification of some minor amendments that will help increase the effectiveness, efficiency and transparency of Council meeting practices for both Ordinary Council and Committee meetings.

Amendments have been made to the Code to detail the recently included Oath or Affirmation of Office to be undertaken by all Councillors at the commencement of a Council term, the inclusion of a motions and amendments flowchart and alterations to the order of business at Council meetings.

Further minor alterations have been made to add rigour to the procedures associated with deputations, the handling of petitions, notices of motion, use of mobile phones, Councillor workshops and the unauthorised recording of meetings.

A copy of the revised Code of Meeting Practice (V14.0) is included as Attachment 4 (Booklet 1).

Our Governance No. 6 Cont...

### **COUNCIL IMPLICATIONS:**

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

The draft Code of Meeting Practice V14.0 is to be placed on public exhibition for a period of 28 days following adoption by Council. A public notice advertisement will be placed in the media as well as in Council's newsletter.

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

- NSW Local Government Act 1993;
- NSW Local Government (General) Regulations 2005;
- OLG Model Code of Meeting Practice.

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

No change.

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

No change.

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

No change.

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

No change.

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

Council is required to review its Code of Meeting Practice at least once within each Council term.

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

No change.

**Damien Connor**  
General Manager

|                               |                                                              |          |
|-------------------------------|--------------------------------------------------------------|----------|
| Prepared by staff member:     | Damien Connor, General Manager                               |          |
| Approved/Reviewed by Manager: | Damien Connor, General Manager                               |          |
| Department:                   | General Managers Office                                      |          |
| Attachments:                  | <b>1</b> Attachment 4 (Booklet 1) - Code of Meeting Practice | 53 Pages |

|                      |                                                                                              |
|----------------------|----------------------------------------------------------------------------------------------|
| <b>Department:</b>   | <b>General Managers Office</b>                                                               |
| <b>Submitted by:</b> | General Manager                                                                              |
| <b>Reference:</b>    | <b>ITEM GOV7/16</b>                                                                          |
| <b>Subject:</b>      | <b>PAYMENT OF EXPENSES &amp; PROVISION OF FACILITIES TO COUNCILLORS - DRAFT POLICY 1.160</b> |

|                                                               |                                                                                            |
|---------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                            |
| <b>Goal:</b>                                                  | Council achieves excellence in corporate governance                                        |
| <b>Strategy:</b>                                              | Implement strategies, policies and practices to achieve excellence in corporate governance |
| <b>Action:</b>                                                | Undertake all legislative requirements of Local Government                                 |

## SUMMARY

The purpose of this report is to present the revised Payment of Expenses & Provision of Facilities to Councillors Policy to Council for adoption following its recent review.

## OFFICER'S RECOMMENDATION:

### That Council:

- (a) Adopts the revised Payment of Expenses & Provision of Facilities to Councillors Policy 1.160 as per Attachment 5 (Booklet 2); and**
- (b) Places the document on public exhibition for comment for a period of 28 days.**

## BACKGROUND

The NSW Parliament recently passed amendments to the *Local Government Act 1993* (the LGA) focusing mainly on improving governance and strategic business planning.

One of the changes to the Act was that *Payment of Expenses and Provision of Facilities to Councillors policies* are to be adopted by a council within the first 12 months of the term of a new council, instead of the previous requirement to re-determine the policy annually by the 30<sup>th</sup> November each year (s252 LGA).

Amendments to this policy are also no longer required to be specifically notified to the Office of Local Government (s 253 LGA).

Resultantly, a review of Council's Payment of Expenses & Provision of Facilities to Councillors Policy has been undertaken with the intention of ensuring that Council's policy is as current and robust as possible and promotes transparency and accountability.

## REPORT:

Minor changes have been required to be made to Council's previously adopted version of this policy, they include the following items:

- To match changes made to the ATO's vehicle expenses rates;
- To provide a standards and limits section for payments types;
- To improve readability, cut over into the new policy template and implement version control.

Our Governance No. 8 Cont...

## COUNCIL IMPLICATIONS:

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

Section 253 of the *NSW Local Government Act 1993* requires that a revised Council's Payment of Expenses & Provision of Facilities to Councillors Policy is to be placed on public exhibition for comment for a period of 28 days.

### 2. Policy and Regulation

- NSW Local Government Act 1993;
- NSW Local Government (General) Regulations 2005;
- OLG Guidelines for the Payment of Expenses and Facilities 2009;
- OLG Circulars 11/27 and 16/30.

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

No change.

### 4. Asset Management (AMS)

No change.

### 5. Workforce (WMS)

No change.

### 6. Legal and Risk Management

N/A

### 7. Performance Measures

In accordance with section 428 of the *Local Government Act*, Council discloses in its Annual Report the following items:

- The amount of money expended during the financial year on Councillor and Mayoral fees;
- A statement of the total amount expended during the year on the provision of facilities and the payment of expenses for each Councillor;
- The Council's policy for the payment of expenses and provision of facilities to Councillors.

### 8. Project Management

N/A

**Damien Connor**  
General Manager

Prepared by staff member: Damien Connor, General Manager

Approved/Reviewed by Manager: Damien Connor, General Manager

Department: General Managers Office

|              |                                      |       |
|--------------|--------------------------------------|-------|
| Attachments: | <b>1</b> Attachment 5 (Booklet 2) -  | 12    |
|              | Payment of Expenses & Provision      | Pages |
|              | of Facilities to Councillors - Draft |       |
|              | Policy 1.160                         |       |

Our Governance No. 8 Cont...

|                      |                                                                                         |
|----------------------|-----------------------------------------------------------------------------------------|
| <b>Department:</b>   | <b>General Managers Office</b>                                                          |
| <b>Submitted by:</b> | General Manager                                                                         |
| <b>Reference:</b>    | <b>ITEM GOV8/16</b>                                                                     |
| <b>Subject:</b>      | <b>COUNCILLOR ACCESS TO INFORMATION AND INTERACTION WITH STAFF - DRAFT POLICY 1.163</b> |

|                                                               |                                                                                            |
|---------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                            |
| <b>Goal:</b>                                                  | Council achieves excellence in corporate governance                                        |
| <b>Strategy:</b>                                              | Implement strategies, policies and practices to achieve excellence in corporate governance |
| <b>Action:</b>                                                | Undertake all legislative requirements of Local Government                                 |

## SUMMARY

The purpose of this report is to present the revised Councillors Access to Information and Interaction with Staff Policy to Council for adoption following its recent review.

## OFFICER'S RECOMMENDATION:

### That Council:

**(a) Adopts the revised Councillor's Access to Information and Interaction with Staff Policy 1.163 as per Attachment 6 (Booklet 2); and**

**(b) Places the document on public exhibition for comment for a period of fourteen (14) days.**

## BACKGROUND

Council's Councillor Access to Information and Interaction with Staff Policy was last adopted in August 2015. Each Council policy undergoes a regular review to ensure currency and relevance.

Following review and revision it is now presented to Council for adoption in accordance with s165 of the *Local Government Act 1993*.

## REPORT:

Only minor changes have been required to be made to Councils previously adopted version of this policy, they were primarily based on the following items:

- To match changes made to the Model Code of Conduct;
- To remove references to superseded legislation;
- To improve readability, cut over into the new policy template and implement version control.

## COUNCIL IMPLICATIONS:

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

All Council Policies are placed on public exhibition for comment for a period of at least fourteen (14) days.



Our Governance No. 8 Cont...

## **2. Policy and Regulation**

- NSW Local Government Act 1993;
- NSW Local Government (General) Regulations 2005;
- Government Information Public Access Act 2009 (GIPA);
- Privacy and Personal Information Protection Act 1998 (PPIPA).

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

No change.

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

No change.

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

No change.

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

N/A

## **7. Performance Measures**

- Annual GIPA Act reporting to the Information and Privacy Commission.
- Annual Code of Conduct reporting to the Office of Local Government.

## **8. Project Management**

N/A

**Damien Connor**  
**General Manager**

Prepared by staff member: Damien Connor, General Manager

Approved/Reviewed by Manager: Damien Connor, General Manager

Department: General Managers Office

Attachments: **1** Attachment 6 (Booklet 2) - **8**  
Councillor's Access to Information and Interaction with Staff Policy - **Pages**  
Draft Policy 1.163

|                      |                                |
|----------------------|--------------------------------|
| <b>Department:</b>   | <b>Corporate Services</b>      |
| <b>Submitted by:</b> | Director of Corporate Services |
| <b>Reference:</b>    | <b>ITEM GOV9/16</b>            |
| <b>Subject:</b>      | <b>Finance and Accounts</b>    |

|                                                               |                                                                                                                 |
|---------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                                                 |
| <b>Goal:</b>                                                  | <i>Direction 6.1 – Council has a long-term vision based on principles of sustainability.</i>                    |
| <b>Strategy:</b>                                              | <i>Strategy 6.1c Provide Financial Services for the Council in an accurate, timely, open and honest manner.</i> |
| <b>Action:</b>                                                | <i>Review monthly reports to Council to ensure that they are easy to read and provide timely information.</i>   |

## SUMMARY

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

## OFFICER'S RECOMMENDATION:

**That Council receive and note the Manager Finance's Report "Finance and Accounts" for the period ended 31 August 2016.**

## BACKGROUND

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

## REPORT:

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

### (a) Reconciliation of Accounts

Reconciliation of cash books of all funds have been carried out with the appropriate bank statements as at 31 August 2016.

Cash Book Balances on this date were as follows:-

|                        |    |              |        |
|------------------------|----|--------------|--------|
| General (Consolidated) | \$ | 1,806,627.82 | Credit |
| General Trust          | \$ | 321,533.93   | Credit |

Our Governance No. 9 Cont...

(b) Summary of Investments

Attached to this report is a certified schedule of all Council's investments as at 31 August 2016 showing the various invested amounts and applicable interest rates.

**COUNCIL IMPLICATIONS:**

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

Nil.

**2. Policy and Regulation**

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

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

The Reserve Bank reduced the cash rate (the market interest rate on over-night funds) to 1.50% on 2 August after previously reducing it to 1.75% on 3 May 2016. Lower interest rates will affect Councils capacity to meet projected investment returns.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

While a reduction in projected investment returns will have a negative impact on the operating performance ratio, the settlement proceeds from the class action against Lehman Brothers Australia will more than offset this. The impact of these changes will be reflected in the performance measures included in the next Quarterly Budget Review (QBR).

**8. Project Management**

Nil.

**Allan Shorter**  
**Director Corporate Services**

Prepared by staff member: Paul Chawner, Finance Manager  
Approved/Reviewed by Manager: Allan Shorter, Director Corporate Services  
Department: Corporate Services

Our Governance No. 9 Cont...

Attachments:

- |          |                                                                          |           |
|----------|--------------------------------------------------------------------------|-----------|
| <b>1</b> | Attachment 7 (Booklet 2) -<br>Summary of Investments - 31<br>August 2016 | 1<br>Page |
|----------|--------------------------------------------------------------------------|-----------|

|                      |                                  |
|----------------------|----------------------------------|
| <b>Department:</b>   | <b>Corporate Services</b>        |
| <b>Submitted by:</b> | Director of Corporate Services   |
| <b>Reference:</b>    | <b>ITEM GOV10/16</b>             |
| <b>Subject:</b>      | <b>Posted Expenditure Report</b> |

|                                                               |                                                                                                                |
|---------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                                                |
| <b>Goal:</b>                                                  | <b>Direction 6.1 – Council has a long-term vision based on principles of sustainability.</b>                   |
| <b>Strategy:</b>                                              | <b>Strategy 6.1c Provide Financial Services for the Council in an accurate, timely, open and honest manner</b> |
| <b>Action:</b>                                                | <b>Review monthly reports to Council to ensure that they are easy to read and provide timely information.</b>  |

## SUMMARY

The purpose of this report is to monitor progress on major and critical expenditure items and flag when the expenditure reaches 60% of budget whether the item will meet budgeted targets.

## OFFICER'S RECOMMENDATION:

**That Council receive and note the "Posted Expenditure Report" for the period August 2016.**

## BACKGROUND

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

The posted expenditure report for the period ended 31 August 2016 provides information on the percentage (%) of the original budget expended.

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

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

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

## REPORT:

There is no major over-expenditure to report.

Budget revotes approved by Council at its July meeting have been included in the "Approved Changes – Other" column.

Budget carry forwards from 2015/16 for projects in progress have also been included in the "Approved Changes - Other" column. The carry forward of these budgets is authorised by Clause 211 of the Local Government (General) Regulation 2005.

Our Governance No. 10 Cont...

The expenditure budget for the Roads to Recovery Program will be reduced by a net amount of \$478,713 being an additional \$454,639 shown in the "Approved Changes - Other" column representing unspent grant funds from projects in the 2015/16 program, less \$933,352 shown in the "Recommended Changes Next QBR" column. This amount represents a \$733,352 reduction in 2016/17 funding (which has been re-allocated to 2017/18 by the Commonwealth Government), and a \$200,000 transfer to the Fixing Country Roads Program.

Any other proposed budget amendments are included in the "Recommended Changes Next QBR" column.

### **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 & LTFFP)**

All amendments noted in this report will be included in the September QBR.

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

Nil.

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

Nil.

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

Nil.

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

The impact of the changes shown in this report will be reflected in the performance measures included in the next Quarterly Budget Review (QBR).

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

Nil.

**Allan Shorter**  
**Director Corporate Services**

Prepared by staff member: Paul Chawner, Finance Manager  
 Approved/Reviewed by Manager: Allan Shorter, Director Corporate Services  
 Department: Corporate Services  
 Attachments: **1** Attachment 8 (Booklet 2) - Capital Expenditure Program 2016/17 - 31 August 2016 **3** Pages

|                      |                                           |
|----------------------|-------------------------------------------|
| <b>Department:</b>   | <b>Corporate Services</b>                 |
| <b>Submitted by:</b> | Director Corporate Services               |
| <b>Reference:</b>    | <b>ITEM GOV11/16</b>                      |
| <b>Subject:</b>      | <b>Draft 2015/16 Financial Statements</b> |

|                                                               |                                                                                                                                                                                |
|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                                                                                                                |
| <b>Goal:</b>                                                  | Direction 6.1 - Council has a long-term vision based on principles of sustainability.                                                                                          |
| <b>Strategy:</b>                                              | Strategy 6.1c Provide Financial Services for the Council in an accurate, timely, open and honest manner.                                                                       |
| <b>Action:</b>                                                | Continue to work towards long term financial sustainability in line with Council's financial strategies and NSW State Government performance benchmarks. Statutory compliance. |

### SUMMARY

The purpose of this report is to present to Council the Draft 2015/16 Financial Statements and to subsequently refer the Statements to audit. In accordance with S416 of the *Local Government Act 1993*, Council is required to pass a resolution to this effect along with the making of a number of other conformance statements.

### OFFICER'S RECOMMENDATION:

#### That:

- (1) **Council's Draft 2015/16 Financial Statements are prepared in accordance with:**
  - **The Local Government Act 1993 (as amended) and the regulations made there under;**
  - **The Australian Accounting Standards, and**
  - **The Local Government Code of Accounting Practice and Financial Reporting;**
- (2) **The report presents fairly the Council's operating result and financial position for the year;**
- (3) **The report accords with Council's accounting and other records;**
- (4) **Council is not aware of any matter that would render this report false or misleading in any way;**
- (5) **Council's Draft Financial Statements be referred to audit;**
- (6) **Council delegate to the Mayor, Deputy Mayor, General Manager and Responsible Accounting Officer to sign the 'Statement by Council and Management' for inclusion with the Statements;**
- (7) **Council delegate authority to the General Manager to finalise the date at which the Auditor's Report and Financial Statements are to be presented to the public; and**

Our Governance No. 11 Cont...

**(8) Council delegate authority to the General Manager to set the 'authorised for issue' date upon receipt of the Auditor's Report.**

**BACKGROUND**

Council is required annually to complete year end Financial Statements in accordance with S413 (1) of the *Local Government Act*. These reports are to be completed as soon as practicable after the end of financial year in accordance with Australian Accounting Standards and must include a General Purpose Financial Statement, Special Purpose Financial Statements for all of Council's business activities, Special Schedules and the prescribed Councillors Statement.

Council has four (4) months from the end of financial year to prepare, adopt and have audited the financial reports in accordance with S416 (1) of the *Local Government Act*.

**REPORT:**

In order to continue to progress toward lodgement of the Financial Statements with the appropriate bodies, it is now required that Council refer the attached (Attachment 9 Booklet 3) Draft Financial Statements to audit and that it makes a resolution in accordance with S413 (2c) of the *Local Government Act*, that the report is in accordance with:

- the *Local Government Act 1993* and the regulations made there under,
- the Australian Accounting Standards, and
- the Local Government Code of Accounting Practice and Financial Reporting,
- that it presents fairly the Council's operating result and financial position for the year,
- that the Council is not aware of any matter that would render this report false or misleading in any way, and
- the statements accord with Councils accounting and other financial records.

Additionally Council is also required to delegate authority to the Mayor, Deputy Mayor, General Manager and Responsible Accounting Officer to sign the 'Statement by Council and Management' that forms part of the financial report in accordance with Clause 215 of the Local Government (General) Regulation.

Given the tight timeframes within which the audited financial statements need to be lodged with the Office of Local Government and the timing for the Auditor's Report to be presented to the general public, it would also be prudent at this time to delegate authority to the General Manager to execute the following:

- Finalise the date at which the auditor's report and financial statements are to be presented to the public in compliance with S418 (1) of the Local Government Act.
- Set the authorised for issue date upon receipt of the auditor's report in accordance with AASB 110.



Our Governance No. 11 Cont...

### **COUNCIL IMPLICATIONS:**

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

Once finalized the Financial Statements are to be publicly exhibited in accordance with the *Local Government Act*, including advertising of the key results in the newspaper.

Council's auditor is also required to make presentation on the results at a Council Meeting following completion and audit of the Statements.

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

- *Local Government Act 1993*;
- Local Government Regulations (General) 2005;
- Australian Accounting Standards;
- Local Government Code of Accounting Practice and Financial Reporting.

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

The Draft Financial Statements are a report on the financial outcome for the 2015/16 year.

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

No changes recommended.

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

No changes recommended.

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

N/A

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

Results for key macro financial indicators contained in Note 13 of the Statements.

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

N/A

**Allan Shorter**  
**Director Corporate Services**

|                               |                                                                                 |
|-------------------------------|---------------------------------------------------------------------------------|
| Prepared by staff member:     | Paul Chawner, Finance Manager                                                   |
| Approved/Reviewed by Manager: | Allan Shorter, Director Corporate Services                                      |
| Department:                   | Corporate Services                                                              |
| Attachments:                  | <b>1</b> Attachment 9 (Booklet 3) - 100<br>2015/2016 Financial Statements Pages |

**(ITEM RC36/16) REPORT OF COMMITTEE & DELEGATES - DISABILITY ADVISORY COMMITTEE - 10 AUGUST 2016**

---

**REPORT BY:** Cr Donald Forbes, Chairperson

A meeting of the Disability Advisory Committee was held on Wednesday, 10 August 2016. Minutes of the Meeting are attached.

**RECOMMENDATION**

That the report from the Disability Advisory Committee meeting of 10 August 2016 be received and noted.

**ATTACHMENTS**

**1** Minutes of Meeting 4 Pages



## **MINUTES OF DISABILITY ADVISORY COMMITTEE WEDNESDAY 10 AUGUST 2016**

MINUTES OF THE **Disability Advisory Committee** OF TENTERFIELD SHIRE held at the Council Committee Room on Wednesday 10 August 2016 commencing at 10.12am

### **ATTENDANCE**

Councillor Donald Forbes (Chair)  
Jenni Pentland (Committee Member)  
Michael Harris (Committee Member)  
Jennifer Croaker (Guide Dogs Representative)  
Benjamin Roberts (Committee Member)

### **ALSO IN ATTENDANCE**

Jessica Gibbins (Engineering Officer)  
Belinda Murphy (Carer)  
Stephen Bell (Director Engineering Services)  
Harry Bolton (Senior Economic Development Officer)

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

## **APOLOGIES**

**Resolved** that the apologies of Dianne Clayton (Community Development Officer), Tonya Curry (Committee Member) and Anne Rix (Ageing Disability & Home Care) be received and accepted.

(Ben Roberts/Michael Harris)

## **CONFIRMATION OF MINUTES**

**Resolved** that the Minutes of the Disability Advisory Committee meeting held on Wednesday, 11 May 2016, as circulated, be confirmed and signed as a true record of the proceedings of the meeting with an amendment that Jenni Pentland was in attendance at this meeting.

(Jenni Pentland/Jennifer Croaker)

## **BUSINESS ARISING FROM THE MINUTES**

### **Regional Access Sharing**

Council resolved at the Ordinary meeting of November 2015, that the Minutes of future Disability Advisory Committee Meetings be circulated to other Councils who wish to participate. Jessica Gibbins advised that she had emailed the May 2016 Minutes to Armidale Dumaresq and Glen Innes Severn Councils. Armidale Dumaresq Council has provided the Minutes from their Access Advisory Committee which was circulated to the Committee.

**ACTION:** Jennifer Croaker to forward email contact details to Jess Gibbins of other relevant Councils such as Gunnedah, Tamworth, Moree, Liverpool Plains Narrabri and Gwydir Councils should they wish to participate. Jess Gibbins to then circulate the Minutes to Committee members.

### **2017 Business Awards Night**

Council's Senior Economic Development Officer, Harry Bolton addressed the Committee about the possibility of implementing an award for the 2017 Business Awards Night as an initiative for a business that improves accessibility to their premises for people with disability or the frail aged which also incorporates customer service.

Jess Gibbins tabled the Awards Nomination Form and process that Armidale Dumaresq Regional Council uses. Harry suggested that the Nominations should be judged by a panel made up from the Committee and the Award be presented by a Committee Representative on the Awards Night. Nominations will need to be assessed in June for the Awards night in August. Could be a simple form with 10 questions asked of each business, with one component requiring an inspection of the business by the judging panel. The winner receives a monetary prize and a trophy. Sponsorship will be required to fund this new category.

Jenny Croaker emailed the form and criteria that Armidale Dumaresq Council uses. Jess Gibbins will email a copy of this form to members after the meeting.

Jenny Croaker advised the Committee that the Armidale Awards are run through their Access Committee but this year they were run through the Chambers to get the wider community involved.

They were against self-nomination of businesses, however believes it is great idea for Tenterfield. Harry Bolton advised that the awards are currently held under the Tenterfield Shire Council Banner however the 2017 Awards will be run in conjunction with the newly created organisation of Tenterfield Tourism Industry & Business Chambers.

**ACTION:** The new Committee to discuss implantation of this award at a future meeting.

### **Resignation of Committee Member**

Jess Gibbins advised the Committee that Council readvertised the vacant committee member position however due to a new Council being elected in September with Committee representation being reviewed, all positions will be advertised in the near future.

### **Digital Accessibility**

Previously, Jennifer Croaker presented a Powerpoint Presentation that showed the importance of having good features on websites to allow everybody in the community to access. Jennifer advised the Committee that Armidale Dumaresq Council has recently been updating their website.

Jess Gibbins emailed the information forwarded by Jenny Croaker about website accessibility to Council's Web Assistant that may be beneficial to Council when uploading documents to the websites.

### **Accessible Accommodation website "RollAwayz".**

Jess Gibbins circulated by email, the link to the RollAwayz website that allows the public to plan an accessible holiday. RollAwayz opens in Google Earth to show the location of wheelchair accessible accommodation in hotels, resorts, motels, hostels and bed and breakfasts across Australia. Jenni Pentland advised the Committee that only one business in Tenterfield is listed on the website.

In Dianne Claytons absence Jess Gibbins reported that all businesses will be advised by email to become aware & hopefully add their businesses to the website.

### **Rollout of the National Disability Insurance Scheme (NDIS) in our Region**

Jess Gibbins advised that Anne Rix was invited to attend the meeting to present an update on the roll out of the NDIS, however was unable to attend at this time.

### **Disability Action Plan - Review**

Jess Gibbins advised that Council's Maintenance staff will schedule the installation of a layback at the rear of KLAS building to allow wheelchair access

from the Foodworks Carpark to Bruxner Park. This will be undertaken when resources permit.

Jenni Pentland asked Stephen Bell about the dots (tactile markers) lifting in the main street. The issue will be addressed and there may be a different form of treatment when the final Stage of the main street improvements are implemented in the near future. Jenny Croaker asked about upgrading the water fountains as more would be ideal. Stephen advised that there are some in Bruxner Park however there are no plans at this time to install additional fountains in the main street.

Stephen Bell advised the Committee that there is funding in Council's annual budget for further improvements to the main street. If any items need to be looked at and improved in terms of disability access, Stephen advised the Committee to advise Council's Engineering Department. Pavers will be replaced in the main street, tactile pavers including directional markers will be installed at crossings, and some pavement deformities at Memory Lane will be fixed. The handrail currently in place at Memory Lane will be removed and a new one installed for better accessibility.

**ACTION:** Any suggestions for improvements to the section of the main street, between High Street and Manners Street, to facilitate improved disability access to be emailed to Jess Gibbins and discussed at the next meeting.

Stephen Bell thanked the Committee and Councillor Forbes as Chairperson for their contribution and acknowledged the work completed by the Committee thus far.

There being no further business, the Chairperson declared the meeting closed at 11.05 am.

.....  
Cr Donald Forbes  
Chairperson

**(ITEM RC37/16) REPORT OF COMMITTEE & DELEGATE - TENTERFIELD SHIRE LOCAL TRAFFIC COMMITTEE MEETING - 19 AUGUST 2016**

---

**REPORT BY:** Peter Petty, Mayor

A meeting of the Tenterfield Shire Local Traffic Committee was held on Friday, 19 August 2016. Minutes of the Meeting are attached.

**RECOMMENDATION**

- (1) That the report from the Tenterfield Shire Local Traffic Committee meeting of 19 August 2016 be received and noted; and further
- (2) That pending assessment of the RMS Service Signposting Guidelines to assess whether meets the warrants for signposting, Council to consider erecting a new sign on the Mount Lindsay Road indicating the direction to the Legume Hall and a new service sign on the Mount Lindsay Road indicating the direction to the overnight camping facility.

**ATTACHMENTS**

- 1 Minutes of Meeting 6 Pages



**MINUTES OF**  
**TENTERFIELD SHIRE LOCAL TRAFFIC**  
**COMMITTEE MEETING**  
**FRIDAY 19 AUGUST 2016**

MINUTES OF THE **Tenterfield Shire Local Traffic Committee Meeting** OF TENTERFIELD SHIRE held at the Council Chambers on Friday 19 August 2016 commencing at 10.00am

**ATTENDANCE**

Councillor Peter Petty (Mayor/Chair)  
Councillor Brian Murray  
Councillor Gary Verri  
Councillor Tom Peters  
Jessica Healey (RMS)  
Glen Lamb (Representing Hon Thomas George MP)

**ALSO IN ATTENDANCE**

Director of Engineering Services (Stephen Bell)  
Engineering Officer (Jessica Gibbins)

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



## **APOLOGIES**

Hon Thomas George MP Member for Lismore & Robert Clark (NSW Police).

**Resolved** that the apologies be accepted.

(Glen Lamb/Cr Tom Peters)

## **CONFIRMATION OF MINUTES**

**Resolved** that the minutes of the Tenterfield Shire Local Traffic Committee meeting held on Friday 22 April 2016 are a true and accurate record of that meeting.

(Glen Lamb/Cr Brian Murray)

## **BUSINESS ARISING FROM PREVIOUS MINUTES**

Nil.

## **GENERAL BUSINESS**

### **1. LOCAL ROADSIDE INFORMATION SIGNS - LEGUME**

The Legume Progress Association submitted a request for consideration of the installation of two small roadside information signs in the village of Legume, indicating the location of the Public Hall and the location of an overnight camping facility.

#### Comment

Stephen Bell (SB) advised the Committee that there was no quorum for the Local Traffic Committee meeting held in June therefore all items are included in this meeting for consideration by the Committee.

Discussion was held regarding the road signs. Glen Lamb suggested that the sign could be erected on the existing sign post on Mount Lindesay Road. Jessica Healey recommended Council consider adopting a Policy in line with the RMS Service Signposting Guidelines for eligibility assessment for camping grounds to ensure consistency of applications across the Shire.

Jessica Healey also highlighted concerns regarding proliferation of signposting for Council consideration.

### **RECOMMENDATION:**

Pending assessment of the RMS Service Signposting Guidelines to assess whether meets the warrants for signposting, Council to consider erecting a new sign on the Mount Lindesay Road indicating the direction to the Legume Hall and a new service sign on the Mount Lindesay Road indicating the direction to the overnight camping facility.

(Cr Tom Peters/Cr Gary Verri)

RMS Rep -Y  
Council -Y  
MP Rep -Y

Police -Y

## **2. SPEEDING VEHICLES – EAST STREET, TENTERFIELD**

The Member for Lismore, the Honourable Thomas George MP, has been approached by a resident of East Street, Tenterfield, regarding a concern with speeding vehicles. The resident has requested that a traffic count be undertaken to see if any action is required.

Stephen Bell advised the Committee that traffic counts will be arranged and tabled at a future meeting of the Traffic Committee. If speeding is evident then the speed data, inclusive of the times of day when speeding is an issue, will be forwarded to the Local Police for their action.

### **Action:**

Jessica Gibbins to arrange traffic counters to be placed at East Street and advise the Committee of the speed data at a future meeting of the Traffic Committee.

RMS Rep -Y

Council -Y

MP Rep -Y

Police Rep - Y

## **3. PEDESTRIAN CROSSINGS LIGHTING – ROUSE STREET (NEW ENGLAND HIGHWAY), TENTERFIELD**

A resident and business owner of Tenterfield has expressed concern regarding the visibility of pedestrians using the pedestrian crossing on Rouse Street at sundown. The resident has suggested a near miss between his vehicle and a pedestrian would not have occurred if there was better lighting.

Discussion was held with regard to the beautification of Rouse Street. Cr Tom Peters commented that the garden beds are wonderful, however the trees need to be trimmed regularly as it is difficult to see past the height of the trees. Mayor Petty commented that he is proud of the project and the Parks & Gardens staff do a great job.

Stephen Bell commented that since the time the main street was upgraded, the standard of lighting has increased and that lighting at night may be an issue when assessed against the requirements of the Australian Standard. Jessica Healey discussed the requirements for approaches to pedestrian crossings and the two categories (Rural and Urban). Council can discuss with Essential Energy to undertake a lighting plan and then request RMS to fund the program.

### **Actions:**

- Council to liaise with RMS road user safety officer to arrange funding for lighting assessment under the 40kms zone High Pedestrian Area program.
- Pedestrian warning signs to be upgraded to fluoro in accordance with Australian Standards to enhance visibility and awareness of the crossing.

RMS Rep -Y

Council -Y

MP Rep –Y  
Police Rep – Y

**4. SAFETY CONCERNS – INTERSECTIONS OF PADDYS FLAT AND PLAIN STATION ROADS WITH BRUXNER HIGHWAY, TABULAM**

A resident and school bus driver of Tenterfield has expressed safety concerns regarding the intersections of the Bruxner Highway at Paddys Flat Road and Bruxner Highway at Plain Station Road. The concerns raised include sight distance (visibility to oncoming vehicles), signage and markings. The item has also been sent to RMS Grafton by the resident.

Stephen Bell tabled the concerns raised by the resident, including comments received from Rob Clarke. He advised the Committee that the Bruxner Highway is under the control of the RMS. Therefore, any safety issues at the subject locations would need to be investigated by RMS.

Jessica Healey advised that the RMS investigates all fatal crashes on NSW State roads for compliance against relevant design practices and Australian Standards, which includes review of adequate sight distance. RMS advised they would liaise with Council regarding any subsequent recommendations of the investigation. Jessica Healey referred to Councils enforcement powers such as under the Local Government Act, for removal of unauthorised advertising and recommended that this should be pursued. Jessica Healey commented the RMS have been in ongoing consultation with eh aboriginal community at Tabulam, noting they have also raised safety concerns at his location. Stephen Bell confirmed he is in ongoing liaison with RMS Road Safety User Officer regarding the road safety audits for aboriginal communities.

Discussed that the Balund-a correctional facility signposting was erected as part of the opening of that site. RMS advised this signposting must not have been triggered under the DA process for Balund-a to obtain RMS concurrence as it does not meet RMS standards and should be removed or relocated as appropriate. Mayor Petty commented that traffic has increased due to the Correctional Facility and Blueberry Farm.

**Action:**

Council to investigate the placement of Balund-a signage within the road reserve and contact owners for removal of unauthorised advertising structures to improve sight distance and safety at the subject locations. Vegetation maintenance to be also investigated.

**5. SIGNAGE QUERY – INTERSECTION OF BRUXNER HIGHWAY AND NEW ENGLAND HIGHWAY**

A visitor to Tenterfield came to Council's customer service counter to verbally report that when driving westwards on the Bruxner Highway (High Street) and coming to the intersection of the Bruxner Highway and the New England Highway, there is no sign to indicate which way to go (i.e. Stanthorpe or Glen Innes).

**Action:**

Jessica Healey advised that RMS would liaise with Council for installation of intersection guide signposting at this location including an advanced guide sign located near the METRO Service Station on the Bruxner Highway.

**BUSINESS WITHOUT NOTICE**

**1. B-DOUBLE ROUTE REQUEST**

**Duff Pastoral have requested consideration of a B-Double Route**

Duff Pastoral have requested permission to operate 25 metre B Double Trucks east along the Bruxner Highway to their property at 11530 Bruxner Highway. Stephen Bell advised that the access to their property would need to be upgraded to accommodate B-Double access. Also, an assessment would need to be undertaken of Bruxner Highway to assess whether the subject section of road is able to cater for B-Double access. Stephen Bell also stated that such applications for B-Double access on the local road network are normally submitted through the National Heavy Vehicle Regulator.

**Action:**

Council to forward the request to RMS who can send feedback prior to lodgement with the National Heavy Vehicle Regulator (NHVR). This matter is to be brought back for discussion at the next Local Traffic Committee Meeting.

**2. NEW ENGLAND HIGHWAY/OLD BALLANDEAN ROAD INTERSECTION**

This matter has been an ongoing issue. The comments received from RMS to Thomas George were tabled at the meeting. RMS have been trying to identify a cost effective way of addressing safety in a way that would attract funding. Options investigated have included improvements to the vertical realignment to achieve sight distance requirements for a 100km speed zone and relocation of the intersection. Both options are very expensive and in excess of \$2 million threshold for blackspot funding.

RMS have settled on an alternative option of potentially resealing the road and improving line marking and signposting. Another option may be to ban the right turn out of Old Ballandean Road.

Mayor Petty commented that this is a bad accident area and that the cheaper option may not be sufficient in the longer term. Jessica Healey commented that the RMS are still investigating a preferred way to address the safety issues. However, there is benefit from resealing the road and improving the line marking and signposting to better delineate the intersection. Council can submit its own application for blackspot funding and that RMS may be able to do a joint application for funding pending confirmation of Council's contribution.

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With the town bypass, this may present a good opportunity to see the different change in vehicle movement patterns. Stephen Bell commented that there is no support in banning the right turn out of Old Ballandean Road given the impacts that such a ban would have on traffic flow in the area.

**3. REQUEST FOR SIGNAGE ON MOUNT LINDESAY ROAD**

Councillor Verri requested a sign be erected on the Mount Lindesay Road, near Boundary Road, indicating the distance to Urbenville.

**Action:**

Council to investigate the possibility of erecting a sign.

**4. PARKING ENQUIRY IN URBENVILLE**

Councillor Verri commented that on Saturday mornings in Urbenville there are numerous unregistered motorbikes that take up all the parking in the main street.

**Action:**

Council's Rangers to investigate parking of unregistered bikes in the main street of Urbenville.

As the new term of Council is due in September, Peter Petty (Chair) thanked all the Committee for their assistance with the Local Traffic Committee.

There being no further business the Chairman declared the meeting closed at 11.27 am.

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Mayor Peter Petty  
Chairperson

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**(ITEM RC38/16) REPORTS OF COMMITTEES & DELEGATES - AUDIT & RISK COMMITTEE - 7 SEPTEMBER 2016**

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**REPORT BY:** Allan Shorter, Director Corporate Services

A meeting of the Audit & Risk Committee was held on Wednesday, 7 September 2016. Minutes of the meeting are attached.

**RECOMMENDATION**

- (1) That the report and recommendations from the Audit & Risk Committee meeting of 7 September 2016 be received and noted; and**
- (2) The Committee advises having received and considered the draft Risk Management Policy dated 24 August 2016 and supports the policy and attachment; and**
- (3) The Committee advises having received and considered the draft Audit & Risk Committee Charter dated 24 August 2016 and supports the Charter and attachment; and**
- (4) The Committee recommends that the Internal Audit Program 2016/17 include the following:**
  - (a) 1. Asset Management – and Council request the General Manager to provide a scope of the project to Committee members for consideration which such is available; and**
  - 2. Business Continuity Management – with the Committee noting that initially this work will be undertaken by Echelon at no cost to Council and endorse the scope as presented by the Director of Corporate Services; and**
  - 3. Records and Information Management.**
- (b) The audit scope for Tourism and Visitation Strategy be removed as this is not an item for consideration by this Committee.**
- (5) That the Internal Audit Committee Performance Report for Financial Year Ended 30 June 2016 be adopted.**

**ATTACHMENTS**

- 1 Minutes of Meeting 3 Pages**



**MINUTES OF**  
**AUDIT & RISK COMMITTEE**  
**WEDNESDAY, 7 SEPTEMBER 2016**

MINUTES OF THE **Audit & Risk Committee** OF TENTERFIELD SHIRE held at the Tenterfield Shire Council Chamber on Wednesday, 7 September 2016 commencing at 11.00 am.

**ATTENDANCE**

Mr Chris Gallagher – Independent External Member  
(Chairperson)  
Councillor Mary Leahy  
Councillor Michael Petrie  
Mr Steve O'Rourke – Independent External Member  
Mr Andrew Page – Independent External Member

**ALSO IN ATTENDANCE**

General Manager (Damien Connor)  
Executive Assistant & Media (Noelene Hyde)  
Director of Corporate Services (Allan Shorter)  
WHS & Risk Management Officer (Wes Hoffman)

*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.*

In opening the meeting, the Chairperson thanked Councillor Mary Leahy for her valuable assistance and input into this Committee which has been much appreciated by all Committee members.

**DISCLOSURES OF INTERST**

Nil.

**APOLOGIES**

Nil.

**CONFIRMATION OF MINUTES**

**Resolved** that the Minutes of the Internal Audit Committee meeting held on Wednesday, 1 June 2016, as circulated, be confirmed and signed as a true record of the proceedings of the meeting.

(Steve O'Rourke/Mary Leahy)

**GENERAL BUSINESS**

**Risk Management Policy**

**RECOMMENDATION**

The Committee advises having received and considered the draft Risk Management Policy dated 24 August 2016 and supports the policy and attachment.

(Mary Leahy/Andrew Page)

**Audit & Risk Committee Charter**

**RECOMMENDATION**

The Committee advises having received and considered the draft Audit & Risk Committee Charter dated 24 August 2016 and supports the Charter and attachment.

(Michael Petrie/Andrew Page)

**Outstanding Items – Previous Meetings**

The Committee determined that the highest priority items are as follows:

1. Asset management;
2. Business continuity management; and
3. Records & Information management.

**RECOMMENDATION**

The Committee recommends that the Internal Audit Program 2016/17 include the following:

- (a) 1. Asset Management – and Council request the General Manager to provide a scope of the project to Committee members for consideration when such is available; and



2. Business Continuity Management – with the Committee noting that initially this work will be undertaken by *Echelon* at no cost to Council and endorse the scope as presented by the Director of Corporate Services; and
  3. Records and Information Management.
- (b) The audit scope for Tourism and Visitation Strategy be removed as this is not an item for consideration by this Committee.  
(Steve O'Rourke/Mary Leahy)

**Internal Audit Committee Performance Report for Financial Year Ended 30 June 2016**

**RECOMMENDATION**

That the Internal Audit Committee Performance Report for Financial Year Ended 30 June 2016 be adopted.

(Chris Gallagher/Andrew Page)

**GENERAL BUSINESS**

Nil.

**NEXT MEETING**

Wednesday, 7 December 2016, 11.00 am in the Tenterfield Shire Council Chamber.

There being no further business the Chairperson declared the meeting closed at 12.24 pm.

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Chris Gallagher  
Chairperson

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|----------------------|-----------------------------------------------------|
| <b>Department:</b>   | <b>General Managers Office</b>                      |
| <b>Submitted by:</b> | General Manager                                     |
| <b>Reference:</b>    | <b>ITEM RES2/16</b>                                 |
| <b>Subject:</b>      | <b>COUNCIL RESOLUTION REGISTER - SEPTEMBER 2016</b> |

|                                                               |                                           |
|---------------------------------------------------------------|-------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                           |
| <b>Goal:</b>                                                  | <a href="#">Click here to enter text.</a> |
| <b>Strategy:</b>                                              | <a href="#">Click here to enter text.</a> |
| <b>Action:</b>                                                | <a href="#">Click here to enter text.</a> |

### 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 the Council Resolution Register to September 2016 be received and noted.**

**Damien Connor**  
General Manager

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|-------------------------------|------------------------------------------------------------------------------------|----------|
| Prepared by staff member:     | Noelene Hyde, Executive Assistant & Media                                          |          |
| Approved/Reviewed by Manager: | Damien Connor, General Manager                                                     |          |
| Department:                   | General Managers Office                                                            |          |
| Attachments:                  | <b>1</b> Attachment 10 (Booklet 4) - Council Resolution Register to September 2016 | 15 Pages |