



QUALITY NATURE - QUALITY HERITAGE - QUALITY LIFESTYLE

BUSINESS PAPER

ORDINARY COUNCIL MEETING

WEDNESDAY, 27 SEPTEMBER 2017

Notice is hereby given in accordance with the provisions of the *Local Government Act 1993*, and pursuant to Clause 2.3 of Council's Code of Meeting Practice that an **Ordinary Council Meeting** will be held in the Tenterfield Shire Council Chamber, on **Wednesday 27 September 2017** to commence **following the Extraordinary Meeting** which commences at **9.30 am**.

Kylie Smith
Acting Chief Executive

Presentation at Meeting:

10.45 am –Mr Roger Fry – Westpac Life Saver Rescue Helicopter

COMMUNITY CONSULTATION – PUBLIC ACCESS

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

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

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

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

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

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

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

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

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

CONFLICT OF INTERESTS

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

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

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

Remoteness

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

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

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

Relatives, Partners

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

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

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

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

No Interest in the Matter

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

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

Disclosure and participation in meetings

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

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

Participation in Meetings Despite Pecuniary Interest (S 452 Act)

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

Non-pecuniary Interests - Must be disclosed in meetings.

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

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

Disclosures to be Recorded (s 453 Act)

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

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## ORDER OF BUSINESS

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

# AGENDA

## 1. OPENING & WELCOME

## 2. (A) OPENING PRAYER

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

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

## (B) ACKNOWLEDGEMENT OF COUNTRY

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

## 3. APOLOGIES

## 4. DISCLOSURES & DECLARATIONS OF INTEREST

## 5. CONFIRMATION OF PREVIOUS MINUTES

### *Recommendation*

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

- Ordinary Council Meeting, Wednesday 23 August 2017
- Extraordinary Council Meeting, Tuesday 5 September 2017

## 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

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Nil.

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**16. MEETING CLOSED**

|                      |                                                       |
|----------------------|-------------------------------------------------------|
| <b>Department:</b>   | <b>Chief Executive Office</b>                         |
| <b>Submitted by:</b> | Acting Chief Executive                                |
| <b>Reference:</b>    | <b>ITEM COM8/17</b>                                   |
| <b>Subject:</b>      | <b>August 2017 - Corporate Officer Service Update</b> |

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

## SUMMARY

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

## OFFICER'S RECOMMENDATION:

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

## BACKGROUND

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

## REPORT:

### 1. Community Development

Tenterfield in Touch has 386 subscribers receiving the weekly newsletter.

Meetings attended:

- Disability, Inclusion & Access Advisory Committee – 14 August
- Aboriginal Advisory Committee – 15 August.
- Service Network meeting – 16 August

Tenterfield Tennis Club received \$4,290 to install air conditioning from FRRR funding.

Tenterfield District Cricket Association Inc received \$5000 Local Sport Grant to purchase roller and bowling machines.

The Tenterfield PAM Hospital is applying to ClubGrants to install an external shower facility for chemical contamination emergencies.

Acquitted the NAIDOC Week 2017 grant.

Submitted Live and Local Strategic Initiative grant application.

Submitted Seniors Week 2018 grant application.



Our Community No. 8 Cont...

Mental health grant application was unsuccessful. Still holding the movie but unable to produce tower display or have refreshments.

## 2. Economic Growth and Tourism

The new Tenterfield True Brand was officially launched at the Sir Henry Parkes School of Arts on 9 August 2017 and was facilitated by the Tilma Group. 70 people attended the launch and feedback on the new brand has been positive. The brand has been provided to businesses to use in their marketing and promotions.

Photographer Reichlyn Aguilar spent two days in Tenterfield in early August, using and promoting the #tenterfieldtrue to her 36,000 Instagram followers. Reichlyn visited the museums in town, Arrajay Downs, Bald Rock and Basket Swamp, and 5 other locals joined Reichlyn for an instameet at Sunset (Timbarra Trig) and sunrise (Tenterfield Station). Since this visit the Visit Tenterfield Facebook and Instagram pages have seen a significant increase in page followers.

33 nominations were received for the Business and Tourism Excellence Awards from a range of businesses, events and employees across 72 different categories. Judging was undertaken in early August by the Tilma Group and winners were announced at the Gala Dinner on Thursday, 14 September 2017.

Work is being undertaken on a new website for the New England High Country and marketing campaigns for 2017/2018.

Visitors to the Tenterfield Visitor Information Centre during August numbered 1,583 which is a 2.9% increase on August 2016. Comments and reviews from visitors are consistently positive.

The SEDO and TO attended the AGM for the Tenterfield Chamber of Tourism, Industry & Business where a new fully elected board was sworn in.

## 3. Theatre and Museum Complex

### *Museum Activities*

|             |                                                 |         |                         |
|-------------|-------------------------------------------------|---------|-------------------------|
| 2 Aug       | Byron Writers Festival                          | Theatre | School of Arts          |
| 4 - 5 Aug   | Capt Thunderbox & The Great Post Office Robbery | Theatre | Tenterfield Drama Group |
| 12 Aug      | Music Supper Club                               | Cinema  | School of Arts          |
| 21 - 27 Aug | Eisteddfod                                      | Theatre | School of Arts          |

The Byron Writers Festival was well attended with excellent audience participation with the three authors in attendance. The Festival is keen to return in 2018.

Captain Thunderbox and the Great Post Office Robbery proved to be a great success, with 3 workshops conducted engaging 15 students from Tenterfield.

This month's Music Supper Club featured classical music and was attended by 40 aficionados.

Our Community No. 8 Cont...

The Tenterfield Eisteddfod was conducted during the month and attracted a large numbers of entrants displaying excellent performances throughout the week.

### ***Cinema Details***

|            | <b>Aug-17</b> |
|------------|---------------|
| Screenings | 16            |
| Admissions | 194           |

## **4. Finance and Technology**

The Finance team continue to work on the end of year financial statements.

The Corporate Services team have been working with Council's bankers to reduce Council's costs of banking.

Over the past month Council staff have been busy receiving rates and charges for the first instalment of rates.

## **5. Corporate and Governance**

Development of Council's Enterprise Risk Management Strategy continues. Staff are progressing with the development of an enterprise wide Risk Register, Risk Plan and formal reporting structure. Echelon Australia have been engaged to provide Business Continuity Plan Development Services as part of Council's overarching ERM Strategy.

A Records Management Action Plan has been developed to address the outcomes of a 2016 compliance review by Relevancy Pty Ltd of Council's recordkeeping practises. A quotation has been requested to deliver outstanding tasks based on the recommendations from the compliance review.

The Policy Review project is underway, with policies distributed to staff for review and amendment.

Preparation for Council's Audit & Risk Committee meeting to be held on 4 October 2017 has commenced. A teleconference was held on 21 August 2017 with Mr Peter Sheville, Chair of the Committee, to progress actions from the Committee's meeting of 14 June 2017.

## **6. Workforce Development**

Extensive work with training providers has been completed, to ensure scheduled acquittal of Innovation Grant Funds, secured to enhance employee skills and development and to respond to identified training needs. Reporting supplied to the Office of Local Government.

Discussions held with Apprenticeship bodies on positive progress with traineeships.

An advanced 3 day Traffic Control Management course has been conducted to meet regulatory requirements. Basic Scaffolding training has also been provided to meet safety requirements. The Safe Hold Training System has been updated. A short LG NSW HR workshop was attended to ensure recent Award Changes were adequately addressed and to obtain an update on Industrial issues.

Our Community No. 8 Cont...

Interviews of appropriately qualified engineers were conducted to progress the recruitment of a Manager Asset Management & Project Planning. A number of Position Descriptions were updated to reflect required workplace changes. Work was progressed on updating Council's Website and the introduction of an Intranet.

No time was lost due to workplace safety incidents and no injuries were sustained, 292 days have now passed without a lost time injury.

## **7. Library Services**

Statistics for August 2017:

### ***Activities***

- Book Week display
- Book Week story time visit by Tenterfield Child Care Centre
- Author visit – *Kissing the Black Dog* by Wayne Ellis
- Children's area seating and shelving delivered and installed

### ***Statistics***

Physical loans: 2,084

Co-op eLoans: 27

Total of Loans: 2,111

Library Users (registered): 1,644

New borrowers: 18

Computer Users: 470

Computer Hours: 522.25

WiFi logins: 358

OPAC searches: 2,909

Tenterfield Star database searches: 253

Interlibrary loans: 14

Home Library Service Loans: 112

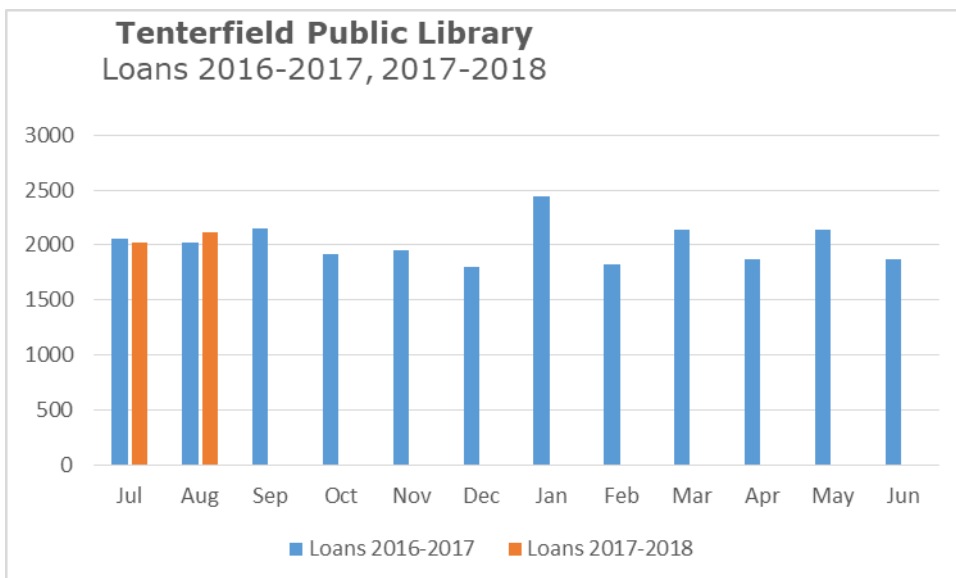
Reservations satisfied: 46

Holdings as at 5 September 2017: 35,709

### ***Comment***

Visitation and loans have both remained stable with small increases compared to last month and the same period last year.

Our Community No. 8 Cont...



**COUNCIL IMPLICATIONS:**

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

Our Community No. 8 Cont...

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

**Kylie Smith**  
**Acting Chief Executive**

|                               |                                           |
|-------------------------------|-------------------------------------------|
| Prepared by staff member:     | Kylie Smith, Acting Chief Executive       |
| Approved/Reviewed by Manager: | Kylie Smith, Acting Chief Executive       |
| Department:                   | Chief Executive Office                    |
| Attachments:                  | There are no attachments for this report. |

|                      |                                                     |
|----------------------|-----------------------------------------------------|
| <b>Department:</b>   | <b>Infrastructure, Environment &amp; Regulation</b> |
| <b>Submitted by:</b> | Chief Operating Officer                             |
| <b>Reference:</b>    | <b>ITEM COM9/17</b>                                 |
| <b>Subject:</b>      | <b>LED LIGHT - MAIN STREET ENHANCEMENT</b>          |

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

### SUMMARY

At the 23 August 2017 meeting, Council resolved (Resolution 171/17) to "authorise the Chief Operating Officer to investigate the costs involved in installing LED lights in Rouse Street between Molesworth and Miles Streets, and also Bruxner Park to provide a more appealing and welcoming streetscape to the CBD. Existing budget for Christmas lights and streetscape to be utilised. The Chief Operating Officer should report back to the next Council meeting".

The following report provides approximate costs and options associated with installing LED lighting as out-lined in the Council Resolution.

### OFFICER'S RECOMMENDATION:

#### That Council:

- (1) Trial solar powered LED decorative lighting to trees in Bruxner Park; and**
- (2) Fund Item 1 using the current 2017/2018 \$8,000 Christmas tree decoration budget and a \$3,000 budget reallocation with the same to be identified at the mid year budget review; and**
- (3) Consider in future budgets, the LED lighting of Rouse Street trees between Molesworth and Miles Streets subject to funding availability and trial feedback.**

### BACKGROUND

The installation of decorative LED lighting to Rouse Street and Bruxner Park was discussed in the previous Council meeting where it was requested that Council staff investigate the costs associated with the installation of decorative lighting.

Our Community No. 9 Cont...

**REPORT:**

As can be seen in Attachment 1 (Booklet 1), there is wide variety of what can be put in place from an aesthetic view point (i.e. refer to the articles on what has been done overseas etc). Also there is quite a price difference in the hardware depending on longevity of use and operating environment.

Staff have interpreted Council's resolution to imply putting in place on selected street trees a level of decorative lighting that has the potential to stay in place once erected with a minimum of maintenance and or impact on other infrastructure like power.

When providing decorative lighting to trees, Council needs to be mindful of four (4) issues; power source, future interference with tree maintenance, vandalism and ongoing maintenance costs.

Regarding power source, a portable power pack powered by solar for each individual tree is the most desirable way forward in terms of the cost of set up and maintenance risks. The power pack would need to be mounted on the tree higher in the canopy to minimize vandalism risk.

Regarding interference with tree maintenance, the reality is whatever is in place would need to be temporarily removed prior to tree maintenance, however the extent of tree pruning is an infrequent event dictated by either safety perceptions or arborist opinion on the need for tree health intervention.

Regarding on going costs, such are not expected to be significant, but after 12 months of service, Council will have a better idea of real component life in the Tenterfield environment. If Council goes with the "commercial grade" solar powered options procured from Australian firms like that shown in Attachment 1 (Booklet 1), one could reasonably expect a service life which is superior to cheaper lower quality equipment.

Based on discussions with other Councils, it appears the best solution initially would be to purchase warm white solar powered LED Strip Lights.

As show in the aerial view of the street at Attachment 2 (Booklet 1), there are approximately 60 trees located along Rouse Street (including those at intersections). At Bruxner Park there are 24 trees.

There are various types of solar powered Rope LED lights available. These kits include their own solar panel and battery pack which along with the light cables could be zip-tied to the tree branches temporarily. What could be considered is the following according to tree size.

| <b>Tree Size</b> | <b>LED Kit</b>    | <b>Labour, Plant &amp; Equipment Hire</b> | <b>Kit Cost</b> | <b>Total Cost per Tree</b> |
|------------------|-------------------|-------------------------------------------|-----------------|----------------------------|
| Small-3m         | 1 x 300 light kit | \$160                                     | \$260           | \$420                      |
| Medium-3 to 8m   | 2 x 300 light kit | \$320                                     | \$520           | \$840                      |
| Large-8+m        | 3 x 300 light kit | \$480                                     | \$780           | \$1,260                    |

Our Community No. 9 Cont...

The indicative capital cost for the areas requested by Council are as follows:

| Area                          | Small Trees          | Medium Trees        | Large Trees         | Total Cost by Area |
|-------------------------------|----------------------|---------------------|---------------------|--------------------|
| Molesworth to High Street     | 14                   |                     |                     | \$5,880            |
| High Street to Manners Street | 28                   |                     |                     | \$11,760           |
| Manners to Miles Street       | 10                   |                     |                     | \$4,200            |
| Bruxner Park                  | 13 – costing \$5,460 | 8 – costing \$6,720 | 3 – costing \$3,780 | \$15,960           |
|                               |                      |                     | <b>TOTAL</b>        | <b>\$37,800</b>    |

If Council was of the mind to trial this streetscape addition, additional budget would need to be found or a re-prioritisation of budget as currently the budget is limited to an allocation of \$8,000 in Parks & Gardens for town Christmas tree decorations.

As there is different quality technologies available, it would seem prudent to focus only on Bruxner Park this year with the emphasis being on the 3 largest trees and the 4 medium sized trees facing nearest to the Highway using quality equipment for an amount of \$7,140. The 13 smaller trees in Bruxner Park could be trialed with a cheaper kit \$70 kit for an installed cost of \$3,000.

Based on performance over the following 12 months, Council staff could then assess what provides the most reliable, cost effective way forward for the 3 blocks of Rouse Street trees between Molesworth and Miles Streets.

### **COUNCIL IMPLICATIONS:**

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

Council could obtain feedback from the community over the next 12 months on Bruxner Park lighting changes as a guide for deciding on whether to extend tree lighting to the 3 blocks of Rouse Street between Molesworth and Miles Streets.

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

Nil.

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

Suggest a reallocation of budget of \$3,000 to be found at the mid year budget review if Council is of the mind to spend more than the current allocation of \$8,000.

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

Nil.

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

Nil.

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

Other than locating the solar panel at a height making it difficult for people to remove such, there is little risk other than vandalism.



Our Community No. 9 Cont...

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

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

Prepared by staff member: Andre Kompler, Chief Operating Officer  
Approved/Reviewed by Manager: Andre Kompler, Chief Operating Officer  
Department: Infrastructure, Environment & Regulation  
Attachments:

|          |                                                                  |         |
|----------|------------------------------------------------------------------|---------|
| <b>1</b> | Attachment 1 (Booklet 1) - Information on LED Kits               | 7 Pages |
| <b>2</b> | Attachment 2 (Booklet 1) - Aerial View of Streets & Bruxner Park | 1 Page  |

|                      |                                                                              |
|----------------------|------------------------------------------------------------------------------|
| <b>Department:</b>   | <b>Infrastructure, Environment &amp; Regulation</b>                          |
| <b>Submitted by:</b> | Chief Operating Officer                                                      |
| <b>Reference:</b>    | <b>ITEM ECO24/17</b>                                                         |
| <b>Subject:</b>      | <b>August 2017 Infrastructure, Engineering, Planning and Services Update</b> |

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

## SUMMARY

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

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

## OFFICER'S RECOMMENDATION:

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

## BACKGROUND

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

## REPORT:

### 1. Roads & Bridges

#### General Information

- Three (3) applications have been submitted under the Fixing Country Roads funding applications for replacing Emu Creek Bridge on Hootens Road, Boonoo Boonoo Bridge on Mt Lindesay Road and sealing the unsealed sections on Mt Lindesay Road, between Tenterfield and Legume.

#### Road Maintenance (Grading)

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

Our Economy No. 24 Cont...

Central Grader

- Bald Rock Road (northern), Scrub School Road, Kelly's Road, Landers Road, Bryan's Gap Road, Barney Downs Road and Koch's Road.

Northern Grader

- Headgate Road, White Swamp Road (maintenance); followed by resheeting at White Swamp Road, Mt Clunie Road and Graham's Creek Road.

Western Grader

- Mt Speribo Road, Sandy Flat Road and Bald Rock Road.

Eastern Grader

- Gillgurry Road, Old Main Camp Road, Main Camp Road and Morgan's Creek Road.

**Minor Bridge Repairs**

- Minor repairs to decking and insitu wing walls to prevent further scouring of the bridge abutments have been conducted on the Deepwater River Bridge on Torrington Road.



**Regional & State Roads**

*Mount Lindesay Road – Bald Rock*

- This full construction job has a sealing date of 29 September 2017.

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### **Heavy Patching and Bitumen Sealing**

- Minor patching of Regional Roads and Local roads over the next month. We'll be focusing on our pavement repairs of reseal areas over the next two (2) months, ready for reseals in the summer.

### **Gravel sheeting**

Resheeting Castlerag Road is complete, followed by White Swamp, Mt Clunie and Graham's Creek Roads over the next two (2) months.

### **Bridges and Causeways**

#### Wallaby Creek Bridge (Tooloom Road)

- Designs for guard rail is being finalized to go out to quote for supply, fabrication and erection as per approved design. This work will require special fabrication of guard rail to the existing bridge deck as well as guard rail approaches. Because of lead times to fabrication and consequent guard rail supply and erection, expected completion date for guard rail is November.
- Approach earthworks and deck finishing (asphalting) are complete. Approaches are ready to be sealed.

## Our Economy No. 24 Cont...

Bellevue Road

- Causeway replacement 700 metres from the Casino Road decking is poured. Concrete is curing, approaches expect to be completed Friday, 22 September, and sealing of these approaches will be completed on Tuesday, 26 September 2017.

Rocky River Road

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

Our Economy No. 24 Cont...

### Major Bridge Components Replacements

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

### **Flood Damage from 2017**

- An Emergent Works submission has been presented to Public Works for RMS approval. Preparation has commenced on the Restoration Claim to be presented to Public Works for approval over the coming months.
- We have submitted some sites to Public Works for specific upfront funding to proceed with geotech investigations at some slip sites. Once we have this approval to proceed we will begin geotech investigations to assist with suitable designs to repair the slips.
- We're assessing all of our claim submission and gathering more evidence to ensure that we're able to claim the maximum eligible amount under NDRRA guidelines.
- NDRRA works are required to be completed within one year from time of event. Due to the nature of some of our works and late declaration, we will be seeking an extension of time to two years from the date of the event.

### **Town Streets**

- Scott Street footpath is expected to commence week beginning Tuesday, 19 September 2017. This work is expected to take three (3) to four (4) weeks and join the path in Scott Street to the path at the Football Oval. There are some other minor works to do around the paths in front of St Joseph's. We anticipate to do this in the school holidays.

### **Grants**

Staff submitted three (3) NSW Fixing Country Roads grant program applications which closed 1 September 2017.

- Emu Creek Bridge replacement and approach roads works on Hootens Road
- Upgrade and sealing of the remaining 17km of unsealed sections of Regional Road- Mt Lindesay Road.
- Boonoo Boonoo Bridge on Mt Lindesay Road

Background work was also done on a number potential future bridge grant applications for other parts of the transport network per the following.

- Tooloom Road – Beaury Creek – Major component replacement
- Beaury Ck Road – Five Mile Creek – Bridge replacement
- Paddy's Flat Road – Kangaroo Creek – Major component replacement
- White Swamp Road – Woodenbong Creek – Major component replacement
- Boorook Road – Boorook Creek - Bridge replacement

Our Economy No. 24 Cont...

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

### **Capital Projects Update**

#### **Dam Wall Upgrade**

- Tender documents have been prepared and forwarded to two (2) tenderers in keeping with Council resolution. A site inspection preceded by a joint tenderer's meeting has been held. Requests for Information have been received, answered and returned to both tenderers. Tenders are due to close Friday, 15 September 2017.
- The dam designers have been requested to indicate their terms and conditions for engagement on as needs basis to support the construction program. The designers have the responsibility to "sign off" that the dam upgrade has been completed according to their design intent.

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

- A program has been established to upgrade all condition rated category 4 and 5 mains in Tenterfield by relining/pipeline bursting within 3 years.
- Quotations have been received for this financial year's program to upgrade the lowest rated (category 5) Tenterfield sewers, the preferred quotation identified, and contract documentation is now being prepared.
- Sewer main extension - Traill Lane - materials have been procured and Council staff are starting this work in September.
- Jennings Sewer Feasibility study by consultants (Hunter H2O) has been completed. The study indicates that a conventional sewerage scheme is not financially viable.

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

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

#### **Community Recycling Centre**

- This has been substantially completed and is expected to be in operation by the end of September. EPA final inspection has been carried out and minor adjustments to the layout have been carried out in response.
- A new fork lift for the Centre has been purchased and operators inducted.
- Fork lift operation training has been completed for those waste operators who were not qualified.

Our Economy No. 24 Cont...

### **Operations and Maintenance**

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

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

#### **Tenterfield Flood Warning System**

- An external review of the flood warning system identified a number of issues, including the need for upgrading electronic network (2G to 3G). The system will be programed for rectification as soon as possible.

#### **Tenterfield Sewage Treatment Plant**

- A protective weather shield (from existing iron sheets) has been installed around the sludge disposal pump area to improve WHS and operational conditions.
- A number of pumps have been replaced, following failures.
- The problem with the anoxic tanks (rags caught on stirrers keep tripping out the small motors) is being addressed and a contractor has been engaged.

#### **Tenterfield Blackwater Dump Point**

- The caravan/RV dump point located on Showground Trust property in the caravan park adjacent to the showground is currently inoperable. A recent blockage was attended by Council staff, but could not be cleared. A search of records revealed that the dump point was originally installed following an application from the Trust.
- Council has offered to repair/replace the dump point at ratepayers' expense, provided the Trust accepts responsibility for its future operation and maintenance. The Trust has not yet responded.

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

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

#### **Composting/Waste Reduction Programs**

- Composting, worm farming and kitchen caddies units for a composting / waste reduction program were obtained under an EPA grant about 3 years ago. The program was run in collaboration with Granite Borders Landcare. Left over units remain undistributed. Staff are preparing an EPA acceptable program of marketing and distribution of the remaining units.

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

- Council endorsed the 2017/18 charge for the trial collection.
- An audit of the bin serial numbers at the depot (bins returned) and the collection run has been carried out and stickers obtained for the opt-in ratepayers to fix to their bins.



### Our Economy No. 24 Cont...

- A letter was sent to all ratepayers along the route inviting them to opt-in or opt-out of the service. Similarly advertising on 10FM occurred. Whilst a few ratepayers indicated there might be some people in circumstances not enabling them to respond to the opt-in opt-out survey by the cut off date, such cases will be dealt with on merits.
- Stickers have now been sent to those ratepayers who either responded with a yes to participation in the trial, or failed to answer. These stickers are to be affixed to their bins.
- The new trial collection service has been delayed and will now commence the week starting 18/9/2017.

#### **Boonoo Boonoo Landfill**

- Representatives from EPA and SafeWork NSW conducted a follow up inspection of the asbestos pit and the waste landfill. They identified several issues that required attention:
  - Effective covering of asbestos pit – satisfactory since last visit.
  - Covering of active cell is needs to be put in place. Negotiations have been made with Council's Roads department to apply a soil cover over the major exposed parts of the cell.
  - The waste drop off point was assessed as unsafe and the operational truck drop of practice needed revising pending change to the truck drop off point retaining wall structure. Council engaged an engineering consultant to advise on an acceptable solution. The fill material is being redistributed so that the drop-off point becomes effectively a level surface and so eliminates the risk.

### **3. Planning**

- Staff continued to process development applications, construction certificates, on-site sewage management applications, general counter/written/phone enquiries and undertake mandatory inspections. The Special Purpose Heritage Committee met to review and made recommendations to Council on the 12 applications received for the Local Heritage Places Fund Scheme 2017/18.
- During the previous month Council received a Development Application for a 68 Lot Staged rural residential subdivision on Talmoi Road, however the application was later withdrawn by the applicant.
- Senior Planner attended the first of a two day training program in Coffs Harbour on the newly introduced Biodiversity Offsets Scheme and also attended a one day Heritage Workshop in Tamworth.

### **4. Environmental Services Operations**

#### **Noxious Weeds**

##### **Weed Control**

- Mother of Millions – Cullendore Road, Border Crossing, Flagstone Road, Legume, Mt Lindsey Highway, Legume and Mt Lindsey Highway, Maryland.

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- Cats Claw Creeper – Billarimba Station, Rocky River.

### Weed Control Inspections

- High risk pathway inspections along Bruxner Highway and Mt Lindsey Highway.
- Border Crossing Inspections at Cullendore Road, Amosfield Road and Killarney Road.
- Waterways High Risk Pathways along Clarence River and Mole River.
- Tenterfield Aerodrome for Patterson's Curse.

### Council Lands Sprayed

- Sunnyside Loop Road Transfer Station, Tenterfield
- Bruxner Park, Rouse Street, Tenterfield
- Swimming Pool, Rouse Street, Tenterfield

### Saleyards

| <b>Cattle numbers for August 2017</b> |                 |                     |
|---------------------------------------|-----------------|---------------------|
| Prime                                 | 382 Head        | \$347,743.59        |
| Private Weighing                      | 20 Head         | \$ 24,066.00        |
| <b>Total</b>                          | <b>402 Head</b> | <b>\$371,809.59</b> |

### Parks & Gardens

- Pruned Street Trees
- Sprinkler Repairs
- Removed Graffiti from Public Toilets
- Sprayed Paved Footpaths for Weeds
- Mowed Parks and Road Verges
- Brush-cut Parks and Along the Creek
- Rouse Street Gardens Maintenance – Weeding, Mulching and Replanting
- Pruned Low Limbs in Parks
- Removed Fallen Limbs from Town Streets
- Removed Rubbish along Tenterfield Creek
- Edged Walking/Bike Track
- Playground Inspections
- Watered Gardens
- Re-mulched Gardens with Sugarcane Mulch
- Daily Cleaning and Repairs of Parks Toilets and BBQ's
- Rubbish Removal of Main Street and Parks Bins
- Garden maintenance at Millbrook Park
- Mowing of parks and road verges
- Brush cutting
- Removal of eight (8) dangerous willow trees from Lower Shirley Park
- Weed spraying and
- Removing Privet from town streets.

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### **Cemetery**

- Mowing, Sprayed and Edged Tenterfield Cemetery;
- Mowed Stannum Cemetery; and
- There were seven (7) funerals in Tenterfield, two (2) in Urbenville and one (1) in Torrington the month of August.

### **Companion Animal Activities**

- Three (3) dogs were impounded;
- There were two (2) dogs and eight(8) cats surrendered;
- There were five (5) dogs euthanised and eight (8) cats rehomed with the RSPCA; and
- There were no dogs picked up and returned to their owners without being impounded.

### **Registration**

- There were a total of three (3) dogs, zero (0) working dog and Zero (0) cats permanently identified (micro chipped) and registered.

### **Illegal Dumping**

- Investigated illegal dumping at Dalmon near old rubbish tip, no names were found
- Materials dumped on Mt McKenzie Road (no names found).

### **Untidy/Unhealthy Premises**

- Investigated three (3) overgrown lots in Urbenville with one (1) from a previous month complying with the letter and two (2) letters drafted
- Inspected two (2) over grown blocks in town for compliance with previous letters and no further action required.

### **Ranger Patrols**

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

### **Infringement Notices**

- Nil.

## **5. Engineering & Fleet**

### **Engineering**

- Held Local Traffic Committee Meeting 3 August 2017, followed up on various issues from this meeting.
- Investigated signage issues in township of Torrington. Council has removed incorrect signage of Bates Road & replaced with new signage depicting Torrington Road. Residents have been notified. It appears the discrepancies have been caused by the changeover from Glen Innes Severn Shire. Contact has been made with Glen Innes Severn Council to check addressing data in their Shire to ensure continuity of addresses through both Shires.

## Our Economy No. 24 Cont...

- Snakes Creek Road reserve matter still progressing. Met on-site with affected property owners, awaiting confirmation from Crown Lands concerning the section of land through what appears to be Travelling Stock Route (TSR). Report to go to future Council meeting with regards to land acquisition for the subject section of road.
- Patersons Road reserve matter still progressing, Surveyor engaged & liaising with Surveyor as to whether road can be closed in compensation of road opening.
- Rover Park Road – grids issue. Met with property owners again and discussed road reserve issues pertaining to the grid locations. Should the grids be deemed as located in the road reserve arrangements will be made with the property owners to either upgrade the grids to Council standards or remove the grids in accordance with Council’s Policy 2.162.
- MacLeod’s Creek Road matter ongoing. Council has provided correspondence to the property owner advising that the section of road in question has been deemed as a private road beyond the property boundary where the road adjoins the crown road. There is a council road reserve (paper road) traversing the property however it has not been constructed. Currently the bridge is rated as 5 tonne only and any upgrading of the bridge will be required to be undertaken by property owners. Some of the bridge girders will be replaced when resources are available.
- Issued 8 Permits, issued under Section 138 of the Roads Act, 1 for essential energy works, 1 hazard reduction burn.
- Issued 7 new Rural Address Numbers.
- Continuing to check Council’s Addressing data with Rates, as part of Council’s participation in the Council Address Data Alignment Pilot Project LPI.
- Liaised with Crown Lands Department on various road matters.
- General road queries, address queries, road closures, works matters.
- Continued to update MyRoadInfo.
- Letters have been sent out to business owners concerning Annual Inspections to be carried out in accordance with Council’s Liquid Trade Waste compliance program with inspections commencing 18 September 2017.

**Fleet**

- Delivery and induction/training of Unit 71 – Backhoe Loader was conducted on 14 August 2017.

## Our Economy No. 24 Cont...



- The annual service and registration inspections of Council Fleet vehicles and equipment are progressing ahead of RMS inspections scheduled for the 12<sup>th</sup> October.
- Final inspection of Unit 52 – Light Tipper for Parks and Gardens has been conducted with delivery scheduled by end of September.
- Final design drawings have been received for Unit 137 – Float Trailer. Approval has been given to proceed with design and expected delivery of new unit will be early in the New Year.
- Delivery of the new Community Recycling Centre forklift - Unit 103 has taken place and inductions will be conducted in the upcoming weeks.
- With annual service and registration inspections of RFS vehicles and equipment inspections now completed, minor repairs are ongoing during the upcoming Fire Season.
- Registration inspections, Blue slip inspections and adjustment of records for the general public continue to occur every Wednesday as required for Council to retain its certification as an Authorised Inspection Station for the RMS.
- Ongoing repair and service of Council Fleet items both in house and on site throughout the Shire area, Water and Sewerage pumps and equipment, Parks and Gardens equipment and support to all Departments.

**CONCLUSION**

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

Our Economy No. 24 Cont...

**COUNCIL IMPLICATIONS:**

- 1. Community Engagement / Communication (per engagement strategy)**  
Legume community given an update on the Mt Lindesay Road upgrade. Future newsletters to provide project progress to the stakeholder groups represented.
- 2. Policy and Regulation**  
Nil change
- 3. Financial (Annual Budget & LTFP)**  
Nil change
- 4. Asset Management (AMS)**  
Nil change
- 5. Workforce (WMS)**  
Nil change
- 6. Legal and Risk Management**  
Nil change
- 7. Performance Measures**  
Nil change
- 8. Project Management**  
Nil change

**Andre Kompler**  
Chief Operating Officer

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

|                      |                                                     |
|----------------------|-----------------------------------------------------|
| <b>Department:</b>   | <b>Infrastructure, Environment &amp; Regulation</b> |
| <b>Submitted by:</b> | Senior Administration & Planning Assistant          |
| <b>Reference:</b>    | <b>ITEM ECO25/17</b>                                |
| <b>Subject:</b>      | <b>Planning/Development Update</b>                  |

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

### SUMMARY

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

### OFFICER'S RECOMMENDATION:

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

### BACKGROUND

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

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

| App No.     | Lodged    | Applicant                             | Lot/Sec/DP                      | Location                                          | Development                                                                                        |
|-------------|-----------|---------------------------------------|---------------------------------|---------------------------------------------------|----------------------------------------------------------------------------------------------------|
| DA 2017.077 | 01-Aug-17 | Uniplan Group Pty Ltd                 | 1/568736                        | 73 Martin Street, Tenterfield                     | Manufactured Dwelling                                                                              |
| DA 2017.078 | 04-Aug-17 | HILL Karen                            | 15/1115307                      | 572 Beaury Creek Road, Urbenville                 | Change of Use - Use of Existing Dwelling for Short Term Tourist & Visitor Accommodation & New Deck |
| DA 2017.079 | 07-Aug-17 | GAULD Neill & Susan                   | 100/751071                      | 314 Wylie Creek Road, Maryland                    | Dwelling                                                                                           |
| DA 2017.080 | 08-Aug-17 | Tenterfield Surveys (Sharpe)          | 111, 153, 155, 160 & 408/751498 | Red Hill & Pyes Creek Road, Tenterfield (Bolivia) | Five (5) Lot Boundary Adjustment                                                                   |
| DA 2017.081 | 08-Aug-17 | Tenterfield Surveys (Jennison)        | 13/1080966                      | 89 Haddocks Road, Tenterfield                     | Seven (7) Lot Staged Subdivision                                                                   |
| DA 2017.082 | 10-Aug-17 | DAVIS Russell & Marlyn                | 1/780259                        | 419 Schrodgers Road, Tenterfield                  | Home Business (Cooking/Food Preparation)                                                           |
| DA 2017.084 | 17-Aug-17 | Tenterfield Golf Club (Mr Dean Hines) | A/356723                        | 288 Pelham Street, Tenterfield                    | Shed                                                                                               |
| DA 2017.085 | 22-Aug-17 | SULLIVAN Juanita                      | 21/1232223                      | 160 Pelham Street, Tenterfield                    | Alterations to Existing Dwelling                                                                   |
| DA 2017.086 | 24-Aug-17 | O'NEILL Pamela                        | 1/1104763                       | 369 Washpool Creek Road, Tenterfield              | Relocation of Existing Dwelling                                                                    |
| DA 2017.087 | 30-Aug-17 | HICKEY Tony (Gilbey)                  | A/393584                        | 28 Duke Street, Jennings                          | Alterations to Existing Dwelling                                                                   |

\*DA 2017.083 - Proposed Sixty Eight (68) Lot Staged Subdivision application was withdrawn.

Pursuant to the provisions of Clause 52 of the Environmental Planning and Assessment Regulation 2000, the application has been formally withdrawn and relevant fees refunded.



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

| App No.     | Lodged    | Date of Approval | No. of Days | Applicant                                                           | Lot/ Sec/ DP                                                      | Locality                                              | Description of Development                                                              |
|-------------|-----------|------------------|-------------|---------------------------------------------------------------------|-------------------------------------------------------------------|-------------------------------------------------------|-----------------------------------------------------------------------------------------|
| DA 2017.046 | 18-Apr-17 | 22-Aug-17        | 72 Days     | Tenterfield Surveys (Elinara P/L)                                   | 262/ 1119548                                                      | 276 Mt McKenzie Road, Tenterfield                     | Five (5) Lot Staged Subdivision                                                         |
| DA 2017.048 | 01-May-17 | 31-Aug-17        | 1 Day       | Woodenbong Trailbike Ride (Ray Buchanan)                            | Multiple                                                          | West of Woodenbong Properties, Koreelah               | Special Event - Trailbike Ride                                                          |
| DA 2017.058 | 14-Jun-17 | 7-Aug-17         | 21 Days     | Urbenville Progress Association - Steve Goldthorpe & Suzanne Vinall | B/373177                                                          | 7 Beaury Street, Urbenville                           | Alteration & Extension to Urbenville Hall                                               |
| DA 2017.061 | 23-Jun-17 | 14-Aug-17        | 53 Days     | Bindarrabi Pty Ltd - WYBORN                                         | 34/751068                                                         | 1189 White Swamp Road, Koreelah                       | Bushfire Shelter                                                                        |
| DA 2017.063 | 27-Jun-17 | 23-Aug-17        | 58 Days     | Hanmark Holdings P/L (Lester Hamblin)                               | 4/713825                                                          | 5314 Mount Lindesay Road, Liston                      | Change of Use - Use of Existing Dwelling for Short Term Tourist & Visitor Accommodation |
| DA 2017.066 | 30-Jun-17 | 22-Aug-17        | 54 Days     | TAYLOR Owen                                                         | 3/1105200                                                         | Mole River Road, Tenterfield (Woodside)               | Dwelling                                                                                |
| DA 2017.067 | 06-Jul-17 | 21-Aug-17        | 45 Days     | LIGHTFOOT Peter & Bronwyn                                           | 72/751539                                                         | via Tarban Road, Tenterfield                          | Dwelling                                                                                |
| DA 2017.069 | 12-Jul-17 | 23-Aug-17        | 43 Days     | Tenterfield Traditional Archers Inc (Robert Rogan)                  | 5/181566, 531 & 564/751540, 563/ 1077892, 565, 566 & 567/ 1078300 | Dam Lane, Tenterfield                                 | Recreational Facility (Archery Range)                                                   |
| DA 2017.075 | 26-Jul-17 | 14-Aug-17        | 20 Days     | GASPARIN Andrew                                                     | 32 & 33/751051                                                    | 3100 Mount Lindesay Road, Tenterfield (Carrols Creek) | Extractive Industry (Gravel Quarry)                                                     |
| DA 2017.076 | 31-Jul-17 | 28-Aug-17        | 29 Days     | ZANNES Peter                                                        | 2/631792                                                          | 189 Pelham Street, Tenterfield                        | Alterations to Existing Motel Units                                                     |
| DA 2017.077 | 01-Aug-17 | 7-Aug-17         | 7 Days      | Uniplan Group Pty Ltd                                               | 1/568736                                                          | 73 Martin Street, Tenterfield                         | Manufactured Dwelling                                                                   |
| DA 2017.081 | 08-Aug-17 | 31-Aug-17        | 24 Days     | Tenterfield Surveys (Jennison)                                      | 13/1080966                                                        | 89 Haddocks Road, Tenterfield                         | Seven (7) Lot Staged Subdivision                                                        |
| DA 2017.082 | 10-Aug-17 | 30-Aug-17        | 21 Days     | DAVIS Russell & Marlyn                                              | 1/780259                                                          | 419 Schrodgers Road, Tenterfield                      | Home Business (Cooking/Food Preparation)                                                |

Our Economy No. 25 Cont...

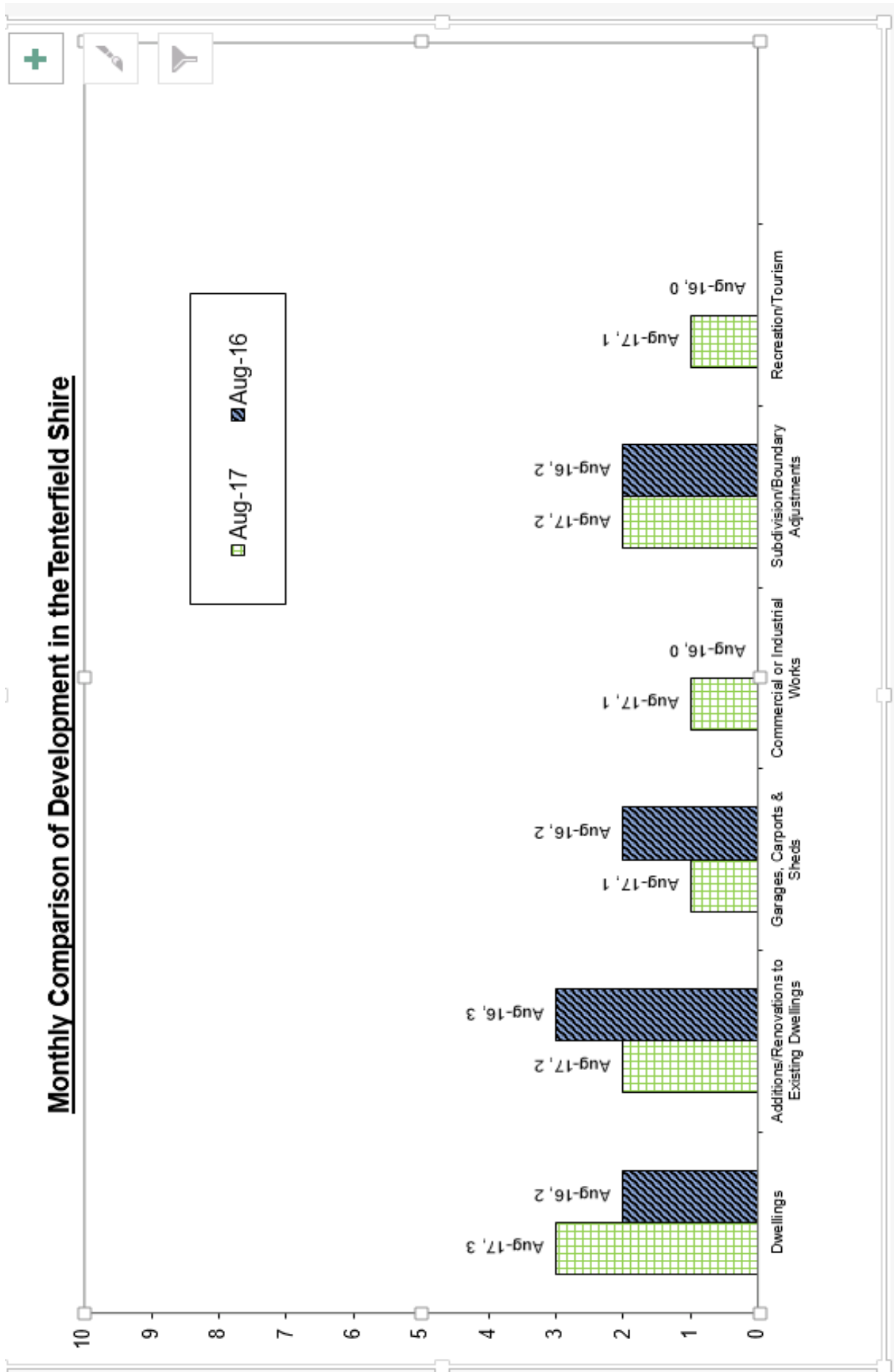
**APPLICATIONS CURRENTLY OUTSTANDING (AS AT 18 SEPTEMBER 2017)**

| DA No. | Lodged    | Status of Application/Comment                            | Applicant                                  | Location                                    | Proposed Development                                                         |
|--------|-----------|----------------------------------------------------------|--------------------------------------------|---------------------------------------------|------------------------------------------------------------------------------|
| 16.103 | 14-Nov-16 | Information Required from Applicant                      | Tenterfield Family Funerals (Glen Curry)   | 61-63 Rouse St, T'field                     | Crematorium                                                                  |
|        |           | Insufficient Information provided to commence assessment |                                            |                                             |                                                                              |
| 17.045 | 18-Apr-17 | Information Required from Applicant                      | Currie Brown Australia P/L                 | 1823 New England Hwy, Jennings              | Demolition of Existing Service Station & Construction of New Service Station |
|        |           | Insufficient Information provided to complete assessment |                                            |                                             |                                                                              |
| 17.070 | 12-Jul-17 | Awaiting Recommendation from RFS                         | Tenterfield Surveys P/L (Stranieri & Gray) | 327 & 381 Mt McKenzie Rd, T'field           | Two (2) Lot Boundary Adjustment                                              |
|        |           | All Council requirements completed                       |                                            |                                             |                                                                              |
| 17.080 | 08-Aug-17 | Awaiting Recommendation from RFS                         | Tenterfield Surveys P/L (Sharpe)           | Red Hill & Pyes Creek Rd, T'field (Bolivia) | Five (5) Lot Boundary Adjustment                                             |
|        |           | All Council requirements completed                       |                                            |                                             |                                                                              |

Our Economy No. 25 Cont...

| FY 17/18 Development Statistics        |                             |                                                    |                              |                                   |             |                        |                           |                           |  |  |
|----------------------------------------|-----------------------------|----------------------------------------------------|------------------------------|-----------------------------------|-------------|------------------------|---------------------------|---------------------------|--|--|
|                                        | Dwellings                   | Additions/<br>Renovations to<br>Existing Dwellings | Garages, Carports<br>& Sheds | Commercial or<br>Industrial Works | Subdivision | Recreation/<br>Tourism | FY 17/18<br>Monthly Total | FY 16/17<br>Monthly Total |  |  |
| Jul-17                                 | No. 2<br>Value \$916,785.00 | 0<br>\$0.00                                        | 1<br>\$23,000.00             | 2<br>\$18,700.00                  | 4<br>\$0.00 | 1<br>\$21,900.00       | 10<br>\$980,385.00        | 8<br>\$723,770.00         |  |  |
| Aug-17                                 | No. 3<br>Value \$548,000.00 | 2<br>\$59,000.00                                   | 1<br>\$84,000.00             | 1<br>\$0.00                       | 2<br>\$0.00 | 1<br>\$10,000.00       | 10<br>\$701,000.00        | 9<br>\$150,100.00         |  |  |
| Sep-17                                 | No.                         |                                                    |                              |                                   |             |                        | 0<br>\$0.00               | 14<br>\$1,238,721.00      |  |  |
| Oct-17                                 | No.                         |                                                    |                              |                                   |             |                        | 0<br>\$0.00               | 10<br>\$937,690.00        |  |  |
| Nov-17                                 | No.                         |                                                    |                              |                                   |             |                        | 0<br>\$0.00               | 13<br>\$391,690.00        |  |  |
| Dec-17                                 | No.                         |                                                    |                              |                                   |             |                        | 0<br>\$0.00               | 10<br>\$930,366.00        |  |  |
| Jan-18                                 | No.                         |                                                    |                              |                                   |             |                        | 0<br>\$0.00               | 8<br>\$1,605,823.00       |  |  |
| Feb-18                                 | No.                         |                                                    |                              |                                   |             |                        | 0<br>\$0.00               | 19<br>\$1,439,127.00      |  |  |
| Mar-18                                 | No.                         |                                                    |                              |                                   |             |                        | 0<br>\$0.00               | 17<br>\$595,287.00        |  |  |
| Apr-18                                 | No.                         |                                                    |                              |                                   |             |                        | 0<br>\$0.00               | 8<br>\$3,976,300.00       |  |  |
| May-18                                 | No.                         |                                                    |                              |                                   |             |                        | 0<br>\$0.00               | 7<br>\$446,300.00         |  |  |
| Jun-18                                 | No.                         |                                                    |                              |                                   |             |                        | 0<br>\$0.00               | 12<br>\$987,851.00        |  |  |
| No. (Year to Date)                     | 5                           | 2                                                  | 2                            | 3                                 | 6           | 2                      | 20                        | 135                       |  |  |
| FY 17/18 Total Value<br>(Year to Date) | \$1,464,785.00              | \$59,000.00                                        | \$107,000.00                 | \$18,700.00                       | \$0.00      | \$31,900.00            | \$1,681,385.00            |                           |  |  |
| FY 16/17 Total Value                   | \$7,876,009.00              | \$549,510.00                                       | \$1,088,136.00               | \$4,171,600.00                    | \$0.00      | \$37,770.00            |                           | \$13,423,025.00           |  |  |

Our Economy No. 25 Cont...



Our Economy No. 25 Cont...

**COUNCIL IMPLICATIONS:**

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

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

**2. Policy and Regulation**

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

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

Nil.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

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

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

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

Department: Infrastructure, Environment & Regulation

Attachments: There are no attachments for this Report

|                      |                                                                        |
|----------------------|------------------------------------------------------------------------|
| <b>Department:</b>   | <b>Infrastructure, Environment &amp; Regulation</b>                    |
| <b>Submitted by:</b> | Engineering Officer                                                    |
| <b>Reference:</b>    | <b>ITEM ECO26/17</b>                                                   |
| <b>Subject:</b>      | <b>Rocky River Road - Public Gate &amp; Vehicle Bypass Application</b> |

|                                                               |                                                                                                                                                                     |
|---------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                                                                                                     |
| <b>CSP Goal:</b>                                              | <b>Transport</b> - TRSP 15 - We have an effective interconnected transport system that is safe, efficient and affordable for us as a community.                     |
| <b>CSP Strategy:</b>                                          | We have a well-designed and functioning road network suitable for all users now and take into consideration future network consumption and demand.                  |
| <b>Delivery Plan Action:</b>                                  | Asset Planning, Policy and Management provide strategic direction and information to Council enabling the sustainable management of its asset portfolio as a whole. |
| <b>Operational Plan Action:</b>                               | Review and update the Asset Management Strategy and Policy.                                                                                                         |

## SUMMARY

The purpose of this report provides details of a request to construct one (1) public gate and vehicular bypass (grid) on Rocky River Road for primary production purposes.

## OFFICER'S RECOMMENDATION:

**That Council as the roads authority under the Roads Act 1993:-**

- (1) Approves the installation of a public gate and vehicular by-pass on Rocky River Road at approx. 10.87 km east of the Billirimba Road intersection in accordance with Council Policy No 2.162 – Public Gates and Vehicle By-passes; and**
- (2) Provide applicant with Council consent as outlined in 4.2 Council's Internal Administrative Procedures of Policy 2.162.**
- (3) Advertise the approval with proposed installation 1 month after advertising as required by the Roads Regulation 2008.**

## BACKGROUND

Council received an application for the installation of a public gate and vehicle bypass (grid) at Rocky River Road 10.87km east of the Billirimba Road intersection. The applicant paid the relevant application fee in accordance with Council's Fees & Charges.

The proposal was advertised in Council's Your Local News 31 July 2017 Edition as required. The closing date for submissions was 2:00 pm on Monday 28 August 2017.

## REPORT:

Rocky River Road is an unsealed road classified as Class C Secondary Rural roads in Council's adopted Road Network Management Plan. Secondary Rural Roads are roads which carry traffic volumes less than 75 vehicles per day between Billirimba Road and Long Gully Road for a length of approximately 35 km.

Our Economy No. 26 Cont...

The proposed public gate and vehicular bypass is located at approximately 10.87 km east of the Billirimba Road intersection.

Following are photographs of proposed public gate/vehicle bypass location taken by Council staff on 22 June 2017.



Photo #1 – Facing towards Billirimba Road showing sight distance of 200m



Photo # 2 – Facing towards Drake showing Sight distance of 150m

Our Economy No. 26 Cont...

Sight distances at the proposed site are satisfactory in both directions. No submissions were received in respect of the proposed public gate and vehicular bypass. The applicant also provided Council with written consent from the adjoining property owner for the erection of the proposed vehicle bypass at this location.

### **COUNCIL IMPLICATIONS:**

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

The proposal was advertised in Council's Your Local News 31 July 2017 Edition as required. The closing date for submissions was 2:00 pm on Monday 28 August 2017.

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

Council's Policy Statement 2.162 States that Council's preference is for Public Gates and Vehicle Bypasses (Grids) not to be installed on public roads. It is acknowledged however that gates and vehicle bypasses may be required under certain circumstances for genuine primary production purposes. In this case, the installation of the Grid has been specifically requested by the property owner. Policy Statement 2.162 also states that no gates will be approved on the carriageway for Class C roads in Council's Road Network management Plan however, vehicle bypasses (grids) may be approved and will be required to have an accompanying gate.

Section 128 to 137 inclusive of the Roads Act 1993 and Section 67 to 70 inclusive of the Roads (General) Regulation 2000 provides the legislative framework for Tenterfield Shire Council as the Roads Authority to approve the issue of a permit to install a public gate or vehicle bypass on an unfenced public road where it intersects a boundary fence.

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

All costs associated with the supply, installation and subsequent maintenance of the public gate and vehicular bypass will be at full cost to the applicant in accordance with Council's Policy 2.162. The applicant has paid the relevant application fee as outlined in Council's Fees & Charges.

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

Nil.

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

Nil

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

Installation and subsequent maintenance of the public gate and vehicular bypass at this location will be in accordance with Council's Policy 2.162. Ownership and maintenance responsibilities for Public Gates & Vehicle Bypasses rest with the land owner as defined in Section 128 to 137 inclusive of the Roads Act 1993 and Section 67 to 70 inclusive of the Roads (General) Regulation 2000 which provides the legislative framework for Tenterfield Shire Council as the Roads Authority to approve the issue of a permit to install a public gate or vehicle bypass on an unfenced public road where it intersects a boundary fence. Part 6 of the Roads Regulation 2008 also applies.



Our Economy No. 26 Cont...

Routine inspections will be undertaken by Council staff to ensure structural integrity and compliance with Council's Policy specification to minimise risk to road users.

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

It is the grid owners responsibly to install the grid in accordance with the standards detailed in Council's Policy 2.162 and to maintain for its perpetuity including up to 20m of Council's road either side of the grid. Council's Asset staff undertake routine inspections on grids within the Shire to ensure compliance with Council standards.

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

Nil.

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

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

|                      |                                                                |
|----------------------|----------------------------------------------------------------|
| <b>Department:</b>   | <b>Infrastructure, Environment &amp; Regulation</b>            |
| <b>Submitted by:</b> | Engineering Officer                                            |
| <b>Reference:</b>    | <b>ITEM ECO27/17</b>                                           |
| <b>Subject:</b>      | <b>Unnamed Right of Carriageway off Ogilvie Drive, Tabulam</b> |

|                                                               |                                                                                                                                                                     |
|---------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                                                                                                     |
| <b>CSP Goal:</b>                                              | <b>Transport</b> - TRSP 15 - We have an effective interconnected transport system that is safe, efficient and affordable for us as a community.                     |
| <b>CSP Strategy:</b>                                          | We have a well-designed and functioning road network suitable for all users now and take into consideration future network consumption and demand.                  |
| <b>Delivery Plan Action:</b>                                  | Asset Planning, Policy and Management provide strategic direction and information to Council enabling the sustainable management of its asset portfolio as a whole. |
| <b>Operational Plan Action:</b>                               | Establish an Asset Management Working Group.                                                                                                                        |

## SUMMARY

The purpose of this report is to commence the next step in the road naming process to name a Right of Carriageway (ROC) off Ogilvie Drive, Tabulam located approximately 3.064 km from Plains Station Road that services several properties. In accordance with Geographical Names Board (GNB) guidelines this private road is identified as a "Lane".

## OFFICER'S RECOMMENDATION:

### That Council:

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

## BACKGROUND

Council at its 24 May 2017 Ordinary Council meeting resolved (Resolution 63/17) "That a decision on this matter be adjourned and it lay on the table until the next Ordinary Council meeting".

Council at its 28 June 2017 Ordinary meeting also resolved (Resolution 93/17) "That Council:

- (1) Endorses the name "Granite" Lane as the name of this unnamed lane for the purposes of commencing formal public consultation.*
- (2) Advertise the proposed road name of "Granite Lane" allowing 28 days for public response to Council's intention to so name the road and commence gazettal process of the same unless advised of more appropriate names which:*

Our Economy No. 27 Cont...

- (a) *relate to the cultural and or historical significance of the location and;*
- (b) *are consistent with the NSW Geographical Names Board guidelines.*

- (3) *Bring a report back to Council on public consultation results with final recommendation for name adoption and subsequent gazettal and signposting stating not only the road name but also "No Through Road", and "Council does not maintain this road".*

**REPORT:**

As stated previously, correspondence from a property owner that uses the ROC was received by Council requesting the ROC be named and identified for use by emergency services and utilities.

As per Council Report ENG 34/15 dated 28 October 2015, Council as the Roads Authority must adhere to the procedure outlined in the *NSW Roads Regulation 2008* when naming a public or private road. In NSW, the Geographical Names Board (GNB) must be notified of all road naming proposals. The naming of roads in NSW is standardised to ensure that the process is transparent and easy to understand for regulatory bodies and members of the community.

A consistent approach to road naming benefits emergency services, transport and goods and service delivery and provides opportunities for community consultation when determining road names. In this regard, the NSW Addressing User Manual outlines the GNB policy, principles, processes and procedures for addressing.

The main objective of naming this "un-named Right of Carriageway" off Ogilvie Drive is to:

- Facilitate prompt responses by emergency services such as the Police, Ambulance and Fire Brigade;
- Facilitate efficient delivery of services such as those offered by Telstra and Essential Energy;
- Comply with the Australian Standard AS/NZ 4819:2011 Rural and Urban Addressing.

The GNB guidelines suggest the following rules/criteria be applied when naming a road:

- Name duplication within a local government area should be avoided. If possible duplication of names in proximity to adjacent local government areas should also be avoided.
- Roads crossing local government boundaries should have a single and unique name.
- Names should be appropriate to the physical, historical or cultural character of the area concerned.

Preferred sources for road names include:

- Aboriginal names;
- Local history;
- Early explorers, pioneers, settlers and other eminent persons;
- War/casualty lists;
- Thematic names such as flora or fauna,

Our Economy No. 27 Cont...

The approvals process for road naming under the Roads Act 1993 and as detailed in the NSW Addressing Manual endorsed by GNB requires;

1. Council to endorse a proposed road name followed by,
2. Advertising the proposed road name allowing a submission period of 28 days followed by,
3. A decision of Council to accept the proposed name. Followed by advertising of the road name followed by Gazettal. Once gazetted, the lane can be signposted.

### COUNCIL IMPLICATIONS:

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

To-date, property owners that use this right of carriageway were originally consulted by way of letter requesting to submit suggestions to Council for proposed Lane names.

The following submissions were received from property owners who use this lane:

| Suggested Road Name | Reason                                                                            |
|---------------------|-----------------------------------------------------------------------------------|
| Rocky Ridge Lane    | No reason was given but assuming the name is due to the rocky granite in the area |
| Eagle Ridge Lane    | No reason was given but assuming the name is due to local fauna in the area       |
| Granite Lane        | Resident advised that the granite is the biggest feature of the local countryside |

Council's Engineering Officer liaised with the Geographical Names Board (GNB) who checked the lane names against parameters such as duplication, relevance etc. Following review of all names received from residents for Council consideration, Rocky Ridge Lane, Eagle Ridge Lane and Granite Lane all met the GNB road naming guidelines, however there is a Rocky River Road and an Eagle Trail within the 50km vicinity of this ROC.

In accordance with the attached extract from the GNB road naming guidelines as shown in the attached Process AP1: Road Naming/Renaming – Local Government (Attachment 3 (Booklet 1)) Council's Engineering Officer has completed steps AP1.1 and AP1.2. Following the initial in-house endorsement from Council, AP1.4 *consultation with Public and Authorities* has now occurred.

Council advertised the proposed name of "Granite Lane" in Council's "Your Local News" August Edition and on Council's Website seeking written submissions up until 28 August 2017. The proposal was also submitted through the GNB online naming system which automatically sends the proposal to the necessary authorities, with no submissions received. Council's Engineering Officer also sent a follow up letter with a copy of Council's report to the affected property owners that use this ROC seeking any submissions of the proposed name of "Granite Lane". No objections were received.

Consequently, it is the opinion of Council Officers that Council now adopts the name "Granite Lane" for the un-named Right of Carriageway at this location

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and continues to finalise the naming of this lane in accordance with the NSW Addressing Policy and Procedure.

## **2. Policy and Regulation**

The Comprehensive Property Addressing System has established a framework for NSW to achieve streamlined and standardised approach to address management. This is in line with the GNB NSW Address Policy.

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

Cost of advertising, supply and installation of the signposts will be undertaken by Council. Gazettal of the road name will be undertaken by the Spatial Services as part of the Online Road Naming System.

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

Nil. This Right of Carriageway does not meet requirements of the Road Network Asset Management Plan. A signpost will be installed stating that Council does not maintain this road.

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

Nil.

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

The main objective of naming this "un-named Right of Carriageway" off Ogilvie Drive is to:

- Facilitate prompt responses by emergency services such as the Police, Ambulance and Fire Brigade;
- Facilitate efficient delivery of services such as those offered by Telstra and Essential Energy;
- Comply with the Australian Standard AS/NZ 4819:2011 Rural and Urban Addressing.

## **7. Performance Measures**

Nil.

## **8. Project Management**

Nil.

**Andre Kompler**  
Chief Operating Officer

|                               |                                                                                                              |
|-------------------------------|--------------------------------------------------------------------------------------------------------------|
| Prepared by staff member:     | Jessica Gibbins, Engineering Officer                                                                         |
| Approved/Reviewed by Manager: | Andre Kompler, Chief Operating Officer                                                                       |
| Department:                   | Infrastructure, Environment & Regulation                                                                     |
| Attachments:                  | <b>1</b> Attachment 3 (Booklet 1) - Process <b>1</b><br>API: Road Naming/Renaming - Local Page<br>Government |

|                      |                                                     |
|----------------------|-----------------------------------------------------|
| <b>Department:</b>   | <b>Infrastructure, Environment &amp; Regulation</b> |
| <b>Submitted by:</b> | Engineering Officer                                 |
| <b>Reference:</b>    | <b>ITEM ECO28/17</b>                                |
| <b>Subject:</b>      | <b>Proposed Road Closure Application</b>            |

|                                                               |                                                                                                                                                 |
|---------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                                                                                 |
| <b>CSP Goal:</b>                                              | <b>Transport</b> - TRSP 15 - We have an effective interconnected transport system that is safe, efficient and affordable for us as a community. |
| <b>CSP Strategy:</b>                                          | The management of Council's assets will be long term and focused on meeting the needs of the community now, and into the future.                |
| <b>Delivery Plan Action:</b>                                  | Management of the transport infrastructure assets in response to changing community need.                                                       |
| <b>Operational Plan Action:</b>                               | Implement and review Road Network Management Plan (RNMP) and the Road Network Asset Management Plan (RNAMP).                                    |

## SUMMARY

The purpose of this report is to present a proposal to close a Council public road off Robinsons Lane, Tenterfield.

## OFFICER'S RECOMMENDATION:

### That Council:

- (1) Advise the NSW Department of Industry-Lands (Crown) that Council has no objections to the proposed closure of the section of dedicated public road off Robinsons Lane as shown on the attached plan providing that no lots will become landlocked. Either the lots are required to be consolidated or a legal means of access be provided by the applicant eg. through an Easement or Right of Carriageway. An agreement would be required between the applicant and the property owner of Lot A DP 929836 prior to the subject section of road being closed.**
- (2) Advise the applicant of the above and provide the applicant with a letter of support from Council stating that council supports the closure of this section of road and are aware that this section of road will vest in the Crown upon closure and the crown will dispose of the subject section of road. The applicant is to make application to the Crown for road closure.**

## BACKGROUND

The property owner of Lots 240, 198, 197, 203 and 453 DP 751540 originally applied to Crown Lands in 2014 to close the section of public road adjacent to their property which at the time was thought to be dedicated to the Crown. Advice from Crown Lands has found that the unformed road is actually dedicated to Council and therefore prior to processing the request, the Crown require a letter from Council stating that Council support the closure of the unformed Council public road.

## REPORT:

The section of road proposed to be closed is merely a paper road (line on a map) that has never been constructed nor maintained by Council.

## Our Economy No. 28 Cont...

An unformed road upon closure vests in the Crown and may comprise all or part of the residue of a certificate of title or old system deed. Where the land will vest in the Crown as Crown land any future disposal or dealing will be a matter for Crown Land. In this case, the Crown have indicated they require a letter of support from Council stating "the road will vest in the Crown upon closure and the Crown will dispose of the subject road".

The section of road that the applicant has applied to close will potentially land lock Lots 197 and Lot 453 DP 751540. It would also land lock Lot A DP 929836 which is owned by a different property owner.

Although Lots 240, 198, 197, 203 and 453 DP 751540 are currently held in the one ownership, should the ownership of these affected lots change in the future through sale, the lot will be landlocked with no legal means of access as a result of the council road closure. For the road closure to be considered on merit, a legal means of access (ie Right Of Carriageway (ROC) or easement from the gazetted public road will need to be in place. Alternatively, if the lots were consolidated into one by the applicant then the issue of access would not be a concern. The owner of Lot A DP 929836 would be referenced through the Road Closure Process and an agreement would be required between property owners prior to the subject section of road being closed.

It should be noted that the NSW Department of Lands hold the view that if the lots are held in the one ownership or consolidated by the applicant as a condition of the road closure then Council's objections could be overruled. (See map at Attachment 4 (Booklet 1)).

### **COUNCIL IMPLICATIONS:**

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

Crown Lands undertake community consultation as part of their process for closing of roads which involves advertising the proposal allowing a submission period of 28 days, referencing all adjoining landholders & appropriate authorities.

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

- Part 4 Division 1 of the Roads Act 1993

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

Road closure and sale to the adjoining property owner will increase Council's ratable land. Where the land will vest in the Crown as Crown land any future disposal or dealing will be a matter for Crown Land. In this case, the Crown have indicated they require a letter of support from Council stating "the road will vest in the Crown upon closure and the Crown will dispose of the subject road". Therefore the applicant is responsible for all costs, application fees etc. and there will be no cost to Council.

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

Nil. This road reserve (paper road) is unformed and does not meet the requirements of the Road Network Management Plan.

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

Nil.

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

Information obtained from Crown Lands indicates that closure of a public road dedicated to Council that has never had any infrastructure constructed on it results in the ownership vesting in the Crown with the road closure process being carried out by the Department of Industry-Lands (Crown). The Department of Industry - Lands require formal notification from Council that it has no objections to the proposed road closure so that it can proceed with the application.

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

Nil.

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

Nil.

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

|                               |                                                                                       |                  |
|-------------------------------|---------------------------------------------------------------------------------------|------------------|
| Prepared by staff member:     | Jessica Gibbins, Engineering Officer                                                  |                  |
| Approved/Reviewed by Manager: | Andre Kompler, Chief Operating Officer                                                |                  |
| Department:                   | Infrastructure, Environment & Regulation                                              |                  |
| Attachments:                  | <b>1</b> Attachment 4 (Booklet 1) -<br>Proposed Road Closure - Map of<br>subject Lots | <b>1</b><br>Page |



|                      |                                                     |
|----------------------|-----------------------------------------------------|
| <b>Department:</b>   | <b>Infrastructure, Environment &amp; Regulation</b> |
| <b>Submitted by:</b> | Senior Planner                                      |
| <b>Reference:</b>    | <b>ITEM ENV18/17</b>                                |
| <b>Subject:</b>      | <b>Local Heritage Places Fund 2017/18</b>           |

|                                                               |                                                                                                                                         |
|---------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                                                                         |
| <b>CSP Goal:</b>                                              | <b>Community</b> - COMM 4 - The community is welcoming, friendly, and inclusive where diverse backgrounds are respected and celebrated. |
| <b>CSP Strategy:</b>                                          | Cultural heritage is recognised, protected and respected.                                                                               |
| <b>Delivery Plan</b>                                          | Provide advice, planning and inspection that preserve and promotes the Shire's heritage.                                                |
| <b>Action:</b>                                                | Administer a Heritage Advisory Service and Local Heritage Assistance Fund in line with Council's Heritage Strategy.                     |
| <b>Operational Plan Action:</b>                               |                                                                                                                                         |

## SUMMARY

The purpose of this report is to provide a summary and recommendations on community applications made under the Local Heritage Places Fund Scheme for 2017/18 for maintenance and conservation works of heritage items, within heritage conservation areas and with the support of Council's Heritage Advisor.

## OFFICER'S RECOMMENDATION:

### That Council:

- (1) Endorses the offers of funding as detailed in the table at Attachment 5 (Booklet 1) and forwards letters of offer to the eligible applicants; and**
- (2) Any funding not accepted, or not claimed by the claim date, be redistributed evenly amongst completed projects.**

## BACKGROUND

Each year, Council allocates funding to contribute to the Local Heritage Places Fund, which is co-funded by the Office of Environment and Heritage. A total of \$25,500.00 is made available for works which contribute to the maintenance and conservation of heritage with the Tenterfield Shire.

## REPORT:

Applications are presented after consideration by Council's Heritage Advisor and review by Council's Heritage Specific Purpose Committee. The attached table (Attachment 5 (Booklet 1)) identifies the applications made, works proposed and recommendations for funding. As in previous funding years, Council can offer up to 50% of the estimated cost of works, with the remaining 50% provided by the owner. It is recommended that funding is distributed evenly across eligible applications, with an amount of \$2,122.75 offered for ten (10) projects and lesser amounts to projects where the total cost of estimated cost of works does not exceed \$4,000.00 (being 50% of the total cost).

Offers of funding will be forwarded to applicants upon Council's resolution. Should any applicants decide not to accept the funding, or any projects not be completed by the April 2018 deadline, it is recommended that any surplus funding be evenly

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distributed amongst completed projects at that time. This is consistent with Council's practice with prior funds.

A total of thirteen (13) applications for the 2017-18 financial year have been received for works in the local government area. There is a broad range of works and projects proposed and it is recommended that all projects be supported and offered funding.

The applications were considered at Council's Heritage Specific Purpose Committee meeting of 18 August 2017, where the recommendations as contained in the attachment were endorsed.

### **COUNCIL IMPLICATIONS:**

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

Funding availability and call for applications was advertised between 7 June 2017 and 11 August 2017 on Council's website and in 'Your Local News.'

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

***Tenterfield Heritage Strategy 2015-18 – Strategy No. 5 states that Council will;***

- Continue to operate a Local Heritage Fund to provide assistance to owners of heritage assets.
- Allocate Council funds to run the programme and optimise grant funding opportunities.
- Consider how the grant programme might be supplemented through corporate sponsorship to meet potential increased future demand from additional heritage listings.

Endorsement of the recommended funding allocation is in line with Council's Heritage Strategy and supports the aims and actions contained within the Strategy.

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

Council has allocated a total of \$25,500.00 to the Local Heritage Places Fund. Upon completion of the project, Council will claim an amount of \$6,000.00 from the NSW Office of Environment and Heritage under the 2017-18 NSW Heritage Grants Program.

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

No implications.

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

No implications.

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

No implications.

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

No implications.

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

No implications.

Our Environment No. 18 Cont...

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

Prepared by staff member: Tamai Davidson, Senior Planner  
Approved/Reviewed by Manager: Andre Kompler, Chief Operating Officer  
Department: Infrastructure, Environment & Regulation  
Attachments: **1** Attachment 5 (Booklet 1) - Local Heritage Places Fund 2017/18 - Applications & Recommendations **2** Pages

|                      |                                                          |
|----------------------|----------------------------------------------------------|
| <b>Department:</b>   | <b>Infrastructure, Environment &amp; Regulation</b>      |
| <b>Submitted by:</b> | Senior Planner                                           |
| <b>Reference:</b>    | <b>ITEM ENV19/17</b>                                     |
| <b>Subject:</b>      | <b>Short-term Holiday Letting in NSW - Options Paper</b> |

|                                                               |                                                                                                                                   |
|---------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                                                                   |
| <b>CSP Goal:</b>                                              | <b>Environment</b> - ENVO 9 - Our natural environment will be protected, enhanced and promoted for future generations.            |
| <b>CSP Strategy:</b>                                          | Land use planning provisions support and promote sustainable land use and management in the Shire.                                |
| <b>Delivery Plan</b>                                          | Provision of advice and guidance on legislative compliance for the construction of dwellings and commercial/industrial buildings. |
| <b>Action:</b>                                                | Monitor and review Council's Local Environmental Plan and other strategic and supporting planning documents.                      |
| <b>Operational</b>                                            |                                                                                                                                   |
| <b>Plan Action:</b>                                           |                                                                                                                                   |

## SUMMARY

The purpose of this report is to advise Council of the "Short-term Holiday Letting in NSW – Options Paper, July 2017" and recommend that a submission be made. The Paper is currently open for consultation with all stakeholders and explores approaches to implement a whole of Government framework, addressing land use and planning concerns, strata managed buildings and the amenity of existing residents in relation to short-term holiday lettings. A copy of the Options Paper can be found at Attachment 6 (Booklet 1).

## OFFICER'S RECOMMENDATION:

**That Council lodge a submission to the Short-term Holiday Letting in NSW Options Paper, identifying the options, in order of preference, as;**

- 1. Planning regulation – with broader exemptions in regional areas and incorporated in to the State Environmental Planning Policy (Exempt and Complying Development Codes);**
- 2. Registration – registration through NSW Fair Trading;**
- 3. Industry self-regulation;**
- 4. Strata regulation.**

## BACKGROUND

In recent times across NSW and nationally, there has been rapid growth in short-term holiday letting (STHL), particularly since the emergence of online booking services (eg Airbnb, Stayz). In 2016 the NSW Legislative Assembly Committee on Environment and Planning conducted an inquiry into the adequacy of regulation for STHL in NSW. The Government's response to the inquiry supports putting in place a regulatory framework for STHL and the Options Paper seeks feedback on the approaches to enable economic benefits while managing the social and environmental impact of STHL.

STHL has the potential to generate impacts on the community if not adequately managed, including noise, waste, traffic and parking, safety and security.

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However, it is acknowledged that these impacts vary between regional and metropolitan areas and can be managed in different ways.

Current provisions in *Tenterfield LEP 2013* mean that any conversion of dwellings for STHL or Bed & Breakfast style accommodation (letting out a room/s in your own home) require a Development Application to be lodged with Council for assessment. To date, Council has not been made aware of any impacts or issues surrounding this form of use.

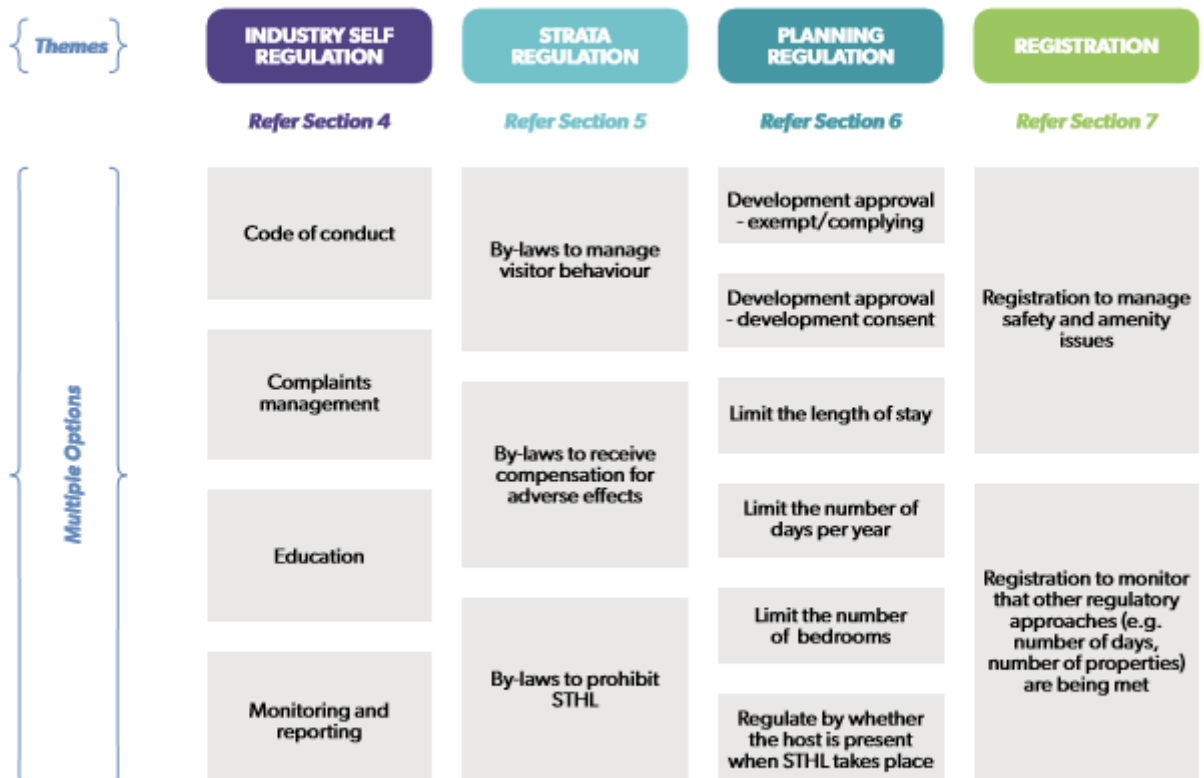
**REPORT:**

There are a number of regulatory options that could be considered either individually or in combination as having the potential to manage the impacts of STHL, which include;

- Greater industry self-regulation through a strong Code of Conduct;
- Registration or licensing of STHL operators;
- Changes to strata laws to protect residents' amenity;
- Regulation through the planning system.

Below is an extract from the Paper outlining the potential options available for a future framework for STHL.

**Figure 1: Potential Options**



**Note:** The policy options for STHL could include regulatory or non-regulatory approaches, or a combination of both. A combination of options from any rows or columns (or/and other options not covered in the paper) can be chosen to suggest a policy framework for the STHL in the submission form.

It is acknowledged that there are variations in the degree of use and impacts of STHL across the state and, to date, this form of accommodation in the Tenterfield Shire has not reached the scale that has become apparent in metropolitan and coastal areas

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(Byron Shire estimates over 900 STHL houses are let to tourists). Council has seen interest in STHL in recent times with eleven (11) development applications approved since 2013.

Based on the history in Tenterfield it is considered that the majority of STHL options could be classified as 'exempt' and not require council consent, falling under the "Planning Regulation" option. However, there may be some circumstances where a Development Application is warranted eg when the dwelling is located on bushfire prone land and requires the general terms of approval from the NSW Rural Fire Service.

In lodging a submission, Council are requested to identify the preferred options to be considered in the future regulatory framework. In this regard, it is recommended that, in order of preference, the following be considered;

1. Planning regulation – with broader exemptions in regional areas, using numbers of days per year and compliance with a code of conduct to regulate and incorporated in to the State Environmental Planning Policy (Exempt and Complying Development Codes).
2. Registration – registration through Department of Fair Trading.
3. Industry self regulation – least preferred.
4. Strata regulation – this has little to no impact in Tenterfield Shire.

The current consultation process will identify approaches to implement a framework for future regulation of the STHL which will be further consulted at a future time.

### **COUNCIL IMPLICATIONS:**

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

The Options Paper is currently on public consultation via the NSW Planning & Environment website, with submissions closing on 31 October 2017. Staff also forwarded relevant information to the Tenterfield Chamber of Commerce, Industry & Tourism should they wish to lodge a submission on behalf of their members.

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

- The Options Paper is the next step in determining a policy framework, by engaging with stakeholders, industry and the general public to discuss the appropriate level of regulation that is required to best meet the needs of the community. Any changes to Legislation or Policy will undergo the required consultation at a future time.

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

No implications.

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

No implications.

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

No implications.

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

No implications.

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**7. Performance Measures**

No implications.

**8. Project Management**

No implications.

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

|                               |                                                                                                                   |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------|
| Prepared by staff member:     | Tamai Davidson, Senior Planner                                                                                    |
| Approved/Reviewed by Manager: | Andre Kompler, Chief Operating Officer                                                                            |
| Department:                   | Infrastructure, Environment & Regulation                                                                          |
| Attachments:                  | <b>1</b> Attachment 6 (Booklet 1) - Short-term Holiday Letting in NSW - Options Paper - July 2017 <b>32</b> Pages |

|                      |                                                               |
|----------------------|---------------------------------------------------------------|
| <b>Department:</b>   | <b>Infrastructure, Environment &amp; Regulation</b>           |
| <b>Submitted by:</b> | Administration Officer                                        |
| <b>Reference:</b>    | <b>ITEM ENV20/17</b>                                          |
| <b>Subject:</b>      | <b>Alcohol Free Zones - Tenterfield, Drake and Urbenville</b> |

|                                                               |                                                                                                                                              |
|---------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                                                                              |
| <b>CSP Goal:</b>                                              | <b>Community</b> - COMM 1 - Tenterfield Shire is a vibrant, welcoming and safe community.                                                    |
| <b>CSP Strategy:</b>                                          | Encourage families and young people to live, enjoy and stay in Tenterfield Shire.                                                            |
| <b>Delivery Plan Action:</b>                                  | Encourage activities for young people and families in Tenterfield Shire.                                                                     |
| <b>Operational Plan Action:</b>                               | Continue to strengthen community safety and crime prevention partnerships with Police, licensees, businesses, regulatory and other agencies. |

### SUMMARY

The aim of this report is to request Council to re-establish the current Alcohol Free Zones (EFZ) in Tenterfield, Drake and Urbenville.

### OFFICER'S RECOMMENDATION:

#### That Council:

- (1) Receive and note the report "Alcohol Free Zones - Tenterfield, Drake and Urbenville".
- (2) Engage in consultation re the re-establishment of the following alcohol free zones, effective from 31 October 2017 to 30 October 2021:

#### Tenterfield

All public places that are public roads, footpaths or public car parks within the area bounded by the following:

- Naas Street between Pelham Street and East Street
- East Street between Naas Street and Douglas Street
- Douglas Street between East Street and Pelham Street
- Pelham Street between Douglas Street and Naas Street

#### Drake

Proposed Zones are as follows:

- Bruxner Highway / Fairfield Street between Stuart Street and Picarbin Street
- Alison Street (South) from Bruxner Highway / Fairfield Street to Drake Community Hall
- Alison Street (North) from Bruxner Highway / Fairfield Street to Koreelah Street

#### Urbenville

Proposed Zones are as follows:



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- **Stephen Street between Boomi Street and Tooloom Street.**
- **Beaury Street between Boomi Street and Tooloom Street.**
- **Boomi Street between Beaury Street and Stephen Street.**
- **Welch Street between Beaury Street and Stephen Street.**
- **Urban Street between Deane Street and Lindsay Street.**
- **Tooloom Street between Beaury Street and Lindsay Street.; and further**

**(3) Subject to no objections, the Alcohol Free Zones as detailed in the report be re-established by Council.**

### **BACKGROUND**

The current AFZs in Tenterfield, Drake and Urbenville expire on the 30 October 2017.

In accordance with Section 644 B of the Local Government Act 1993 (the Act), AFZ can only be for a maximum period of four (4) years. Under Section 644B (4) "An alcohol-free zone may be **re-established** from time to time, in accordance with this Part, for further periods each not exceeding 4 years".

AFZs only apply to the following:

- a. *a public road or part of a public road, or*
- b. *a public place that is a car park or part of a car park."*

The current zones are as follows:

#### **Tenterfield**

All public places that are public roads, footpaths or public car parks within the area bounded by the following:

- Naas Street between Pelham Street and East Street
- East Street between Naas Street and Douglas Street
- Douglas Street between East Street and Pelham Street
- Pelham Street between Douglas Street and Naas Street

#### **Drake**

All public places that are public roads, footpaths or public car parks within the area bounded by the following:

- Bruxner Highway / Fairfield Street between Stuart Street and Picarbin Street
- Alison Street (South) from Bruxner Highway / Fairfield Street to Drake Community Hall
- Alison Street (North) from Bruxner Highway / Fairfield Street to Koreelah Street

#### **Urbenville**

All public places that are public roads, footpaths or public car parks within the area bounded by the following:

- Stephen Street between Boomi Street and Tooloom Street.

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- Beaury Street between Boomi Street and Tooloom Street.
- Boomi Street between Beaury Street and Stephen Street.
- Welch Street between Beaury Street and Stephen Street.
- Urben Street between Deane Street and Lindsay Street.
- Tooloom Street between Beaury Street and Lindsay Street.

## **REPORT:**

### **Tenterfield**

Council has liaised with the local Sargent who has no objections to having the same alcohol free zones in the Tenterfield area. They are still needed and Police want them in place for another term.

### **Drake and Urbenville**

Casino Police has requested that the Alcohol Free Zones remain in place in its current form and also that the existence of Alcohol Free Zones provides an invaluable tool for Police in ensuring the quiet and good order of small communities and that it would certainly not be in the best interests of the Drake community to have the Zone lifted.

Similarly they have recommended that the Urbenville Alcohol Free Zones remain in the current form. The Alcohol Free Zones are working well and again they assist in maintaining the quiet and good order of the local community.

In order to re-establish the AFZs by 30 October 2017, it is necessary for Council to adopt a resolution to that effect.

## **COUNCIL IMPLICATIONS:**

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

Council is required under the Local Government Act 1993 No 30, Section 644A to prepare a proposal and publish in a newspaper circulating in the area as a whole or in a part of the area that includes the zone concerned. Council is to also invite representations and objections from persons and groups within the area, indicating that any representations or objections by them be made within fourteen (14) days after the date on which the notice is published.

Council must give a copy of its proposal to each of the following persons indicating that any representations or objections by them must be made within 30 days after the date on which the copy is given:

- The officer in charge of the police station within or nearest to the proposed "alcohol – free zone; and
- Each holder of a licence in force under the Liquor Act 2007 for premises that border on, or adjoin or are adjacent to, the proposed alcohol-free zone.

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

The Zones will be in force for four (4) years from 31 October, 2017.

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

Any costs associated with new or replacement signage will be funded from existing budget allocations.

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**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Without re-establishing these signs Police and Council's Enforcement Officers will not be able to enforce the law in relation to drinking in a public place.

**7. Performance Measures**

The current AFZs have been working well and will assist the Police in dealing with alcohol consumption in key public roads, footpaths and car parks.

Council's Enforcement Officers along with the Police are in support of re-establishing the AFZ's in our Shire as the Police can dispose of any alcohol that they find in the area the signs also discourage the community from drinking in the prescribed areas. The AFZ's are a great deterrent to stop people from consuming alcohol on the street after the pubs have closed, this reduces anti-social behaviour and malicious damage in the CBD.

**8. Project Management**

Nil.

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

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

|                      |                                                       |
|----------------------|-------------------------------------------------------|
| <b>Department:</b>   | <b>Chief Executive Office</b>                         |
| <b>Submitted by:</b> | Acting Chief Executive                                |
| <b>Reference:</b>    | <b>ITEM GOV63/17</b>                                  |
| <b>Subject:</b>      | <b>Local Government Grants Commission Submissions</b> |

|                                                               |                                                                                                                                                                                                                                                                 |
|---------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                                                                                                                                                                                                 |
| <b>CSP Goal:</b>                                              | <b>Leadership</b> - LEAD 13 - Council recognises the diversity of the communities that make up the Tenterfield Shire Council Local Government Area.                                                                                                             |
| <b>CSP Strategy:</b>                                          | Council recognises the diversity of the communities that make up the Tenterfield Shire Council Local Government Area.                                                                                                                                           |
| <b>Delivery Plan Action:</b>                                  | Identify, represent, advocate and lobby for inclusion of the Shire's needs in regional and state planning.                                                                                                                                                      |
| <b>Operational Plan Action:</b>                               | Advocate for the reinstatement of the quantum of the Federal Financial Assistance Grant to the equivalent of 1% of Commonwealth taxation revenue to more adequately provide Council's with the resources required to meet the local infrastructure and service. |

## SUMMARY

Letter received from the Local Government Grants Commission inviting Council to make a submission on the financial impact of inherent expenditure disabilities beyond the Council control not recognised in the current calculation methodology forming the basis of the financial assistance allocations.

## OFFICER'S RECOMMENDATION:

### That Council:

- (1) Write to the Local Government Grants Commission thanking them for the opportunity to make a submission, advising that Council will not make a submission at this time.**
- (2) Affirm in the correspondence Councils commitment to continue to Lobby for an increase in the quantum of the Federal Financial Assistance Grants to the equivalent of 1% of Commonwealth Taxation revenue.**

## BACKGROUND

The Local Government Grants Commission attended Tenterfield Shire Council on 19 July 2017 and provided a detailed briefing on the background to the Commission, paused indexation, grants for 2016-17, Councils grant calculation and a general discussion on the methodology used to allocate funding.

Members of the Commission in attendance were as follows:

The Hon Jenny Gardiner, Chair  
 Graeme Fleming, Commissioner  
 Alan McCormack, Commissioner  
 Helen Pearce, Executive Officer

At this meeting Council choose not to make a presentation to the group on its particular needs.

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**REPORT:**

The request for submissions from the Local Government Grants Commission inviting Council to make a submission on the financial impact of inherent expenditure disabilities beyond the Council control is attached to this report.

At this time no event that would influence the determination of Tenterfield Shire Council specific disability factors has been identified for submission to the Commission.

The existing methodology adopted by the NSW Local Government Grants Commission based on the revenue allowance and expenditure allowance, are significantly constrained by the funds made available by the Federal Government.

Whilst an argument has been put forward previously, to abolish minimum grants to more wealthy Councils, of most concern is the distribution of funds by the Commission is one third of the required amount calculated under the existing methodology.

Whilst it is outside the scope of the request for submissions, it is suggested that Council acknowledge receipt of the letter in writing, affirming Councils commitment to advocate for the reinstatement of the quantum of the Federal Financial Assistance Grant of 1% of the Commonwealth taxation revenue to more adequately provide Councils with the resources required to meet the local infrastructure and service needs of communities.

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

Nil

**2. Policy and Regulation**

- Commonwealth Local Government (Financial Assistance) Act 1995
- NSW Local Government Act 1993

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

Nil.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

This report outcome may impact on the implementation of the Operational Plan and Delivery Program 2017/18 performance measures linked to the Civic Office Service.

**8. Project Management**

Nil.

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**Kylie Smith**  
**Acting Chief Executive**

Prepared by staff member: Kylie Smith, Acting Chief Executive  
Approved/Reviewed by Manager: Kylie Smith, Acting Chief Executive  
Department: Chief Executive Office  
Attachments: There are no attachments for this report.

|                      |                                                             |
|----------------------|-------------------------------------------------------------|
| <b>Department:</b>   | <b>Chief Executive Office</b>                               |
| <b>Submitted by:</b> | Executive Assistant & Media                                 |
| <b>Reference:</b>    | <b>ITEM GOV64/17</b>                                        |
| <b>Subject:</b>      | <b>2017 LGNSW ANNUAL CONFERENCE - SUBMISSION OF MOTIONS</b> |

|                                                               |                                                                                                                                                                           |
|---------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                                                                                                           |
| <b>CSP Goal:</b>                                              | <b>Leadership</b> - LEAD 12 - We are a well engaged community that is actively involved in decision making processes and informed about services and activities.          |
| <b>CSP Strategy:</b>                                          | We partner with the community, business and Federal and State Government in the achievement of our goals.                                                                 |
| <b>Delivery Plan Action:</b>                                  | Maintain strong relationships with all levels of Government and proactively seek involvement in decision making impacting our Shire and the New England Northwest Region. |
| <b>Operational Plan Action:</b>                               | Participate in regionals organisations of Council and other joint bodies to advance the needs of the Tenterfield Shire and the surrounding regions.                       |

## SUMMARY

The purpose of this report is for Council to adopt motions for submission to Local Government NSW for consideration and possible inclusion in the Business Paper for the 2017 Annual Conference to be held in December 2017.

## OFFICER'S RECOMMENDATION:

**That Council endorse the following motions for submission to the Local Government NSW for inclusion in the Business Paper for the 2017 Annual Conference:**

- (1) That LGNSW write to the Minister for Roads, Maritime Services & Transport to request that Local Government Areas (LGA's) are able meet and negotiate with Forestry Corporation NSW to contribute towards grading or any other work on maintaining roads while logging is going on the that area.**
- (2) That Local Government NSW ask the Federal and NSW State Government to fund a feasibility study to determine which of the streams along the Great Dividing Range are suitable for the generation of hydro electricity/pump hydro and if feasible, allocate funds in the next budget for this work.**
- (3) That a ban be placed on wet wipes marketed as "flushable toilet wipes" due to their negative impact on sewer lines and sewerage processing facilities.**
- (4) That a percentage of the collected GST revenue (say 1%) be provided directly to local government to ensure equitable distribution of funds for the provision of services and ensure their ongoing financial sustainability.**

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### **BACKGROUND**

Each year LGNSW holds an Annual Conference to enable delegates from the NSW Local Government to meet and discuss issues of importance to the Sector and to put forward motions for debate.

The LGNSW Board is working to ensure the motion's debate centres on advancing the sector wide policy agenda in new ways. Proposed motions should be strategic, affect members state-wide and introduce new or emerging policy issues and actions.

The Board has resolved that motions will be included in the Business Paper for the Conference only where they:

- Are consistent with the objects of the Association;
- Relate to Local Government in NSW and/or across Australia;
- Concern or are likely to concern Local Government as a sector;
- Seek to advance the Local Government policy agenda of the Association and/or improve governance of the Association;
- Have a lawful purpose (a motion does not have a lawful purpose if its implementation would require or encourage non-compliance with prevailing laws);
- Are clearly worded and unambiguous in nature; and
- Do not express preference for one or several members over one or several other members.

For a motion to be included in the Business Paper for the Conference the submitting member needs to provide accompanying evidence of its support.

Motions are to be submitted online by COB Monday, 9 October 2017.

### **REPORT:**

At the Councillor Workshop held on Wednesday, 13 September 2017, Councillors were requested to put forward motions for consideration in line with the requirements outlined above.

The following motions and supporting information have been submitted:

### **Submitted by Mayor Petty**

#### ***Motion***

*That LGNSW write to the Minister for Roads, Maritime Services & Transport to request that Local Government Areas (LGA's) are able meet and negotiate with Forestry Corporation NSW to contribute towards grading or any other work on maintaining roads while logging is going on the that area.*

#### ***Supporting Information***

*While being supportive of the logging program Forestry Corporation NSW is carrying out, Councils, as road authorities, are responsible for the care and control of a large*



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*network of local roads. While a logging programme is going on, the damage to that local road can be high, making it both dangerous and unsafe for the local residents who live in the area, school bus routes and the workers engaged in the logging program itself.*

*If Councils could negotiate with Forestry Corporation NSW for some form of contribution, it would then extend the life of the road networks and be better for both parties.*

### **Submitted by Cr Verri**

#### **Motion**

*That Local Government NSW ask the Federal and NSW State Government to fund a feasibility study to determine which of the streams along the Great Dividing Range are suitable for the generation of hydro electricity/pump hydro and if feasible, allocate funds in the next budget for this work.*

#### **Supporting Information**

*With the switch from coal fired power stations to wind and solar power, there is no apparent provisions for a continuous power supply. At present the Snowy Mountain Scheme can only provide a small amount of backup power.*

*Because of the intermittent power supplied by wind or solar a backup supply is needed (base load) unless a coal fired station is kept on standby (which defeats the purpose of wind and solar power) we will have 'brownouts'. The only solution is hydro electricity, or better still a pump hydro scheme, with the excess power generated (eg at night, from wind) used to pump water from a coffer dam to the header dam.*

*Studying the information in the Rankine & Hill report titled "Possibilities for Inland Diversion of NSW. Coastal Streams" it appears to be that at least half the dams mentioned in this report are suitable for pump/hydro power. Some have enormous potential. The Boonoo Boonoo River has a fall of over 600 meters to where a common power station would be located. The Bookookoorara Creek could use the same power station as well, and here the fall is around 540 meters. The dams or power generated doesn't have to be large, as is the case in Scotland, where they use small streams and dams. It is the total amount of hydro electricity generated that matters.*

### **Submitted by Cr Verri**

#### **Motion**

*That a ban be placed on wet wipes marketed as "flushable toilet wipes" due to their negative impact on sewer lines and sewerage processing facilities.*

#### **Supporting Information**

*The wipes marketed as flushable toilet wipes are a major contributor to sewerage pipe blockages, they are not biodegradable and simply should not be marketed as flushable. These wipes are only flushable by virtue of the fact they will fit in a toilet bowl, these along with any other sanitary products that are not biodegradable should not be allowed to be sold.*

*There is no point in simply removing the word " FLUSHABLE " because it is entrenched in people's mind that these products can be flushed. The blockages are not only costly to clear, but there is potential to cause major environmental problems, clearing the*

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*blockages is a potential health risk to the workers and as such shouldn't be tolerated. Just recently there was a massive blockage in London, it was reported that non biodegradable products were a major contributing factor.*

### **Submitted by Cr Peters**

#### **Motion**

*That a percentage of the collected GST revenue (say 1%) be provided directly to local government to ensure equitable distribution of funds for the provision of services and ensure their ongoing financial sustainability.*

#### **Supporting Information**

*This will remove significant administration costs and potential errors in allocation of funds inherent in distribution through additional layers of government.*

The following motions have previously been submitted to the National General Assembly and cover suggestions for motions raised at the Councillor Workshop, however no further information was received:

#### **Increase in FAGS Grants for Rural Councils – 2013 National General Assembly**

That in the distribution of Financial Assistance Grants, the Federal Government directs the full amount of the calculated funding assessed for Local Governments to provide the identified necessary services. The current system underfunds Councils located in remote rural and regional areas, ie those with little scope to raise additional own source revenue. This will help ensure the financial sustainability of these Councils into the future.

#### **Fire Services – 2014 National General Assembly**

That the Australian Local Government Association call on the Federal Government to become engaged in what is an urgent National issue: the prevention and mitigation of bushfire risk, costs of the National Disaster Relief and Recovery Arrangement.

#### **Non-Rateable Land Compensation – 2013 National General Assembly**

Non-rateable land such as National Parks and State Forests require significant local support services, notably roads, bridges and rural fire services which benefit the wider national population but are funded by a small population base local to the LGA. As many small rural Councils and Shires have large areas of non-rateable land (eg National Parks and State Forests), and small populations, the Federal Government should contribute to the rates base and thereby fund and support services to these resources. This will help LGAs to maintain expected levels of service, provide a stable revenue base and assist in achieving financial sustainability.

### **COUNCIL IMPLICATIONS:**

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

Nil.

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

Nil.

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

Nil.

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**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

**Kylie Smith**  
**Acting Chief Executive**

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

|                      |                                                                                        |
|----------------------|----------------------------------------------------------------------------------------|
| <b>Department:</b>   | <b>Infrastructure, Environment &amp; Regulation</b>                                    |
| <b>Submitted by:</b> | Engineering Officer                                                                    |
| <b>Reference:</b>    | <b>ITEM GOV65/17</b>                                                                   |
| <b>Subject:</b>      | <b>Public Gate and Bypass Application (Issue of S138) for Maintenance Fee of \$100</b> |

|                                                               |                                                                                                                                                                                                                        |
|---------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                                                                                                                                                        |
| <b>CSP Goal:</b>                                              | <b>Leadership</b> - LEAD 14 - Resources and advocacy of Council are aligned support the delivery of the community vision outlined in the Community Strategic Plan.                                                     |
| <b>CSP Strategy:</b>                                          | Council has in place and adheres to a robust asset management framework that ensures existing and future infrastructure is affordable, funded and maintained to service the existing community and future generations. |
| <b>Delivery Plan Action:</b>                                  | Make prioritised decisions in the long-term interest of the broad community and have regard to financial and infrastructure sustainability.                                                                            |
| <b>Operational Plan Action:</b>                               | Operate in a financially responsible and sustainable manner.                                                                                                                                                           |

## SUMMARY

The purpose of this report is to provide background information on the processes associated with the maintenance and compliance of grids and gates within Tenterfield Shire in accordance with Council's current Policy 2.162.

## OFFICER'S RECOMMENDATION:

### That Council:

- (1) Receive this report on a fee incorporated within Council's adopted 2017/2018 Fees and Charges, **Public Gate and Bypass Application (Issue of S138) for maintenance Fee of \$100** confirming the reasoning behind the new fee.
- (2) Notes the policy requirements on grid owners to maintain their grids and the growing liability and cost to Council of checking the condition of such privately owned assets on Council Roads which otherwise diverts Council inspection time, planning time and budget away from Council's own assets.
- (3) Accepts that the previously endorsed **Public Gate and Bypass Application (Issue of S138) for maintenance Fee of \$100** will now be applied to all future applications to help defray some of Council's costs in following up privately owned grids.

### Or

- (4) Removes the **Public Gate and Bypass Application (Issue of S138) for maintenance Fee of \$100** in Council's 2017/2018 Fees & Charges notwithstanding the growing impact on Council per item (b) above.

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### **BACKGROUND**

Tenterfield Shire Council is the roads authority responsible for all council public roads within the Shire of Tenterfield and is subsequently responsible for the management and safety for the travelling public.

Council currently holds a register of approximately 600 grids/gates within Tenterfield Shire. Council's Public Gates & Vehicle By-Passes Policy 2.162 states that routine inspections will be undertaken by Council staff to ensure structural integrity and compliance with Council's Policy specification to minimise risk to road users.

It also states that the maintenance of permitted public gates and vehicle bypasses shall be the sole responsibility of the permit holder. Maintenance shall be carried out on a timely basis to ensure the safety of the travelling public along the road is not compromised. Where maintenance is to be undertaken on a Public gate and/or vehicle bypass, the owner of the land through which the public road passes must obtain approval from Council through a Section 138 Permit, *inclusive of payment of any fees*.

To date, the fee has been waived for maintenance of grids however the S138 consent is still required prior to carrying out works within the road reserve.

### **REPORT:**

Council staff carry out the following Inspections with regards to grids/gates:

- Proactive Inspections where Council staff will during its routine risk assessment inspections, identify any observable defects and inform the permit holder of the defects. At this time, the correspondence from Council to the grid owner will stipulate the grid owner is to apply for a S138 permit to carry out the works required on the grid in the said road reserve.
- Reactive Inspections where Council staff will respond to customer service public complaints that request inspection. Any defects observed during the course of such inspections will be forwarded to the permit holder for their attention. At this time, the correspondence from Council will stipulate the grid owner is to apply for a S138 permit to carry out the works required on the grid in the said road reserve.

Observable defects identified by Council during any proactive or reactive inspection have to be rectified by the grid owner at their full cost and in a timely manner, with work being performed to the satisfaction of Council. Such maintenance work needs to be done legally satisfying the Roads Act re s138 permitting and traffic control, and Council should exercise due diligence by following up and checking on the rectification work it has advised needed.

Once the application form is submitted to Council, a S138 Consent is drawn up and sent to the applicant. It is at this time, the applicant has consent to do works on the subject grid in the said road reserve.

Currently in Council's Fees & Charges, the application fee for obtaining a Section 138 Consent is \$260.00. Up to now the S138 fee for grid maintenance application has been waived.

Regarding the justification for the \$100 fee, the reality is the number of private owned grids on the Council road network is growing as is the Council costs of inspection and

Our Governance No. 65 Cont...

compliance follow-up of the same. When budgets and people resources are fixed and "user pays" fees and charges are not applied, existing resources are stretched diverting available time and attention away from inspection of Council's own assets.

This S138 process and follow-up inspection is necessary to deal with the liability to Council of the presence of these private assets on Council roads and the implications to public safety of inadequate maintenance. The proposed \$100 fee was a lesser amount to the normal S138 to help cover the administration and inspection costs for issuing this type of permit which is solely for the purpose of the grid/ gate permit holder to carry out maintenance to registered grid/gates within Tenterfield Shire helping ensure compliance and safety of the travelling public.

It should be noted that although it is conveyed to the correspondent that a S138 is required, Council staff have observed that some works are being conducted in the road reserve (on the grids/gates) without the required approval. This is a not only a safety issue but a compliance issue which needs to be addressed and will be addressed in due course. Just because there is compliance issue, this should not be a reason for not applying a fee to ensure the adequacy of private works on Council controlled roads.

Unauthorised works within the road reserve can result in penalties under S138 of the Roads Act 1993, and ultimately Council can revoke the grid/gate permit and provide notice for removal of the privately owned facility at the grid/gate owner's cost where people continue to disregard rules.

## **SUMMARY**

Most people would understand that;

1. Maintenance needs to done on assets;
2. The safety of the travelling public needs to be considered with regard to the legislation relating to work on structures in the Council controlled road reserve;
3. Council needs to check on completed work; and that
4. There is a limit to which Council resources can be stretched.

Hence the \$100 fee reasonably applied is a way forward to helping ensure travelling public safety and the retention and application of the same is recommended.

## **COUNCIL IMPLICATIONS:**

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

As noted above, when correspondence is provided to the grid owner, although it is conveyed that a S138 is required, Council staff have revealed that works are being conducted in the road reserve (on the grids/gates) without the required approval.

This is a compliance issue and will need to be addressed. It is suggested that more community advice will be undertaken to reinforce Council's position with grids/gates and to reinforce to the grid owner that the sole responsibility and liability associated with the grids rests with the grid owner of which they may be unaware.

Our Governance No. 65 Cont...

## **2. Policy and Regulation**

Section 128 to 137 inclusive of the Roads Act 1993 and Section 67 to 70 inclusive of the Roads (General) Regulation 2000 provides the legislative framework for Tenterfield Shire Council as the Roads Authority to approve the issue of a permit to install a public gate or vehicle bypass on an unfenced public road where it intersects a boundary fence and ensure compliance with Council's Policy requirements.

Council's current Policy 2.162 is currently under review and the reviewed policy will be provided at the next meeting of Council.

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

Currently, the associated expense for Council staff to carry out inspections is funded by Council's Road Maintenance budget. Should the proposed user pays fee of \$100 per S138 Public Gate and Bypass maintenance consent be accepted by Council, this would alleviate the constraints on road maintenance.

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

Nil.

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

Nil.

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

Installation and subsequent maintenance of public gates and vehicular bypasses in Tenterfield Shire Council should be in accordance with Council's Policy 2.162. Ownership and maintenance responsibilities for Public Gates & Vehicle Bypasses rests with the land owner as defined in Section 128 to 137 inclusive of the Roads Act 1993 and Section 67 to 70 inclusive of the Roads (General) Regulation 2000 which provides the legislative framework for Tenterfield Shire Council as the Roads Authority to approve and maintain a permit to install a public gate or vehicle bypass on an unfenced public road where it intersects a boundary fence. Part 6 of the Roads Regulation 2008 also applies.

Tenterfield Shire Council is the roads authority responsible for all council public roads within the shire of Tenterfield and is subsequently responsible for the management and safety for the travelling public. Council needs to ensure that the grid owners are compliant with Council's Policy to ensure the safety of the travelling public is maintained at all times.

## **7. Performance Measures**

Nil.

## **8. Project Management**

Nil.

**Kylie Smith**  
**Acting Chief Executive**

Our Governance No. 65 Cont...

Prepared by staff member: Jessica Gibbins, Engineering Officer  
Approved/Reviewed by Manager: Kylie Smith, Acting Chief Executive  
Department: Infrastructure, Environment & Regulation  
Attachments: There are no attachments for this report.



|                      |                                                                           |
|----------------------|---------------------------------------------------------------------------|
| <b>Department:</b>   | <b>Corporate, Governance &amp; Community</b>                              |
| <b>Submitted by:</b> | Manager Finance                                                           |
| <b>Reference:</b>    | <b>ITEM GOV66/17</b>                                                      |
| <b>Subject:</b>      | <b>Correction to Water Availability Charges for Non Residential Users</b> |

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

## SUMMARY

The purpose of this report is to adopt Council's water availability charge for non-residential customers to ensure the charge is applied equitably across the community.

## OFFICER'S RECOMMENDATION:

**That Council adopt the following charges:**

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

## BACKGROUND

At the 26 July meeting, Council resolved to adopt for display the following charges for 28 days.

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

## REPORT:

At the expiration of the display period, Council had not received any submissions in relation to the proposed charges. It is now proposed that Council adopt the charges as outlined in the recommendation.

Our Governance No. 66 Cont...

**COUNCIL IMPLICATIONS:**

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

The proposed charges were advertised for 28 days for community comment.

**2. Policy and Regulation**

- Section 501 of Local Government Act 1993.

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

By adopting the charges, Councils revenue losses will be reduced to \$14,900.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

By applying the charges, Council will be able to maintain our forecast sustainability ratio.

**8. Project Management**

Nil.

**Kylie Smith**  
**Acting Chief Executive**

|                               |                                           |
|-------------------------------|-------------------------------------------|
| Prepared by staff member:     | Andrew Wright, Manager Finance            |
| Approved/Reviewed by Manager: | Kylie Smith, Acting Chief Executive       |
| Department:                   | Corporate, Governance & Community         |
| Attachments:                  | There are no attachments for this report. |

|                      |                                              |
|----------------------|----------------------------------------------|
| <b>Department:</b>   | <b>Corporate, Governance &amp; Community</b> |
| <b>Submitted by:</b> | GIS Accountant                               |
| <b>Reference:</b>    | <b>ITEM GOV67/17</b>                         |
| <b>Subject:</b>      | <b>Finance and Accounts</b>                  |

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

### SUMMARY

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

### OFFICER'S RECOMMENDATION:

**That Council receive and note the Finance and Accounts Report for the period ended 31 August 2017.**

### BACKGROUND

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

### REPORT:

A reconciliation of cash books of all funds has been carried out with the appropriate bank statements. A certified schedule of all Council's investments showing the various amounts invested is at Attachment 7 (Booklet 2).

#### (a) Reconciliation of Accounts

Reconciliation of cash books of all funds have been carried out with the appropriate bank statements as at 31 August 2017.

Cash Book Balances on this date were as follows:-

|                        |    |              |        |
|------------------------|----|--------------|--------|
| General (Consolidated) | \$ | 3,648,937.23 | Credit |
| General Trust          | \$ | 321,533.93   | Credit |

Our Governance No. 67 Cont...

(b) Summary of Investments

Attachment 3 (Booklet 1) is a certified schedule of all Council's investments as at 31 August 2017 showing the various invested amounts and applicable interest rates.

**COUNCIL IMPLICATIONS:**

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

Nil.

**2. Policy and Regulation**

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

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

Nil.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

There has been no adjustment to budget expectations.

**8. Project Management**

Nil.

**Kylie Smith**  
Acting Chief Executive

|                               |                                                                                   |                  |
|-------------------------------|-----------------------------------------------------------------------------------|------------------|
| Prepared by staff member:     | Belinda Savins, GIS Accountant                                                    |                  |
| Approved/Reviewed by Manager: | Kylie Smith, Acting Chief Executive                                               |                  |
| Department:                   | Corporate, Governance & Community                                                 |                  |
| Attachments:                  | <b>1</b> Attachment 7 (Booklet 2) -<br>Summary of Investments - 31<br>August 2017 | <b>1</b><br>Page |

|                      |                                              |
|----------------------|----------------------------------------------|
| <b>Department:</b>   | <b>Corporate, Governance &amp; Community</b> |
| <b>Submitted by:</b> | GIS Accountant                               |
| <b>Reference:</b>    | <b>ITEM GOV68/17</b>                         |
| <b>Subject:</b>      | <b>Posted Expenditure Report</b>             |

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

## SUMMARY

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

## OFFICER'S RECOMMENDATION:

**That Council receive and note the Posted Expenditure Report for the period ended 31 August 2017.**

## BACKGROUND

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

The posted expenditure report for the period ended 31 August 2017 provides information on the percentage (%) of the original budget expended.

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

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

At Attachment 8 (Booklet 2), comment is provided on all projects where the percentage spent of the approved budget is 60% or higher.

## REPORT:

There are a small number of over expenditures on existing projects due to the carryovers not being adopted by Council at this stage. These carryover adjustments will result in all flagged current overspends being absorbed within budget allocations.

Our Governance No. 68 Cont...

The table below includes the actual expenditure as at 31 August 2017 and the proposed carryover budget. Should Council agree to carry forward the remaining budget from the 2016/17 financial year, the expenditure will remain within budget. The September Quarterly Budget Review will be presented to the November Council meeting for approval.

| <b>Proposed carry forward budget on overspent Project commenced in 2016/17</b> |                                                            |             |                           |
|--------------------------------------------------------------------------------|------------------------------------------------------------|-------------|---------------------------|
| Account No.                                                                    | Project                                                    | Expenditure | Proposed Carryover Budget |
|                                                                                |                                                            | \$          | \$                        |
| 4220 502                                                                       | Renew Boundary Fence                                       | 5,600.54    | 11,447.73                 |
| 6215 529                                                                       | MR622 Repair 2016/17                                       | 123,443.79  | 329,547.58                |
| 6215 519                                                                       | Fixing Country Road (Wallaby Creek Bridge)                 | 40,340.13   | 184,013.00                |
| 7872 808                                                                       | Sewerage Treatment Bank - Shed for Storage of Jetter/Mower | 4,276.36    | 14,490.00                 |

### **COUNCIL IMPLICATIONS:**

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

Nil.

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

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

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

Nil.

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

Nil.

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

Nil.

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

Nil.

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

Nil.

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

Nil.

Our Governance No. 68 Cont...

**Kylie Smith**  
**Acting Chief Executive**

Prepared by staff member: Belinda Savins, GIS Accountant  
Approved/Reviewed by Manager: Kylie Smith, Acting Chief Executive  
Department: Corporate, Governance & Community  
Attachments: **1** Attachment 8 (Booklet 2) - Capital Expenditure Program 2016/17 - 31 August 2017 **2** Pages

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**(ITEM RC14/17) REPORTS OF COMMITTEES & DELEGATES - MEETING OF COUNTRY MAYORS' ASSOCIATION - 11 AUGUST 2017**

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**REPORT BY:** Peter Petty, Mayor

A General Meeting of the Country Mayors' Association of NSW was held in Sydney on Friday, 11 August 2017.

- Health issues spoken of and the lack of services afforded in Regional areas.
- Also discussed the Ambulance services and how they work in Rural and cross Border areas. The NSW Minister for Health to be invited to the next meeting.
- The Hon Troy Grant MP, Minister for Police & Emergency Services presented to the meeting advising of the allocation of a \$1.48 billion budget for Emergency Services and changes from the Federal Government in July 2018.
  - Mr Fergus O'Connor of Minister Grant's Office spoke of State Emergency Recovery Services with crime funding also available – over \$1m in the last twelve (12) months.
  - 600 Council staff have been trained in pilot programs. Another five (5) Councils are currently undertaking the training and funding remains available for a further ten (10) Councils to undertake the pilot programs.
  - Day labour cost has proven beneficial and trials are being undertaken with the current five (5) Councils.
  - Betterment funding spoken of also but there is no news on this from the Federal Government at the moment.
- Mr Richard Colbran, Chief Executive Officer, NSW Rural Doctors Network addressed the meeting. Circulated documents attached which contain valuable information.
- Mr Duncan Taylor, Chief Executive Officer, Country Universities Centre based at Cooma addressed the meeting.
  - Funding is available to support 25-30 Centres right across the country.
  - Distance with Assistance – Cooma has a population of 6,700 and after three (3) to four (4) years has 180 students.
  - NSW State Government has allocated \$8m to establish five (5) Centres and the Federal Government, \$15m to establish eight (8) Centres.
  - TAFE NSW involved also.
  - Youth Allowance and Rent Allowance available - \$10,000.
- Hon Adam Marshall MP, Minister for Tourism & Major Events and Assistant Minister for Skills addressed the meeting.



Report of Committee No. 14 Cont...

- Spoke of taking events out to the regional areas, including major attractions and more airline flights to regional areas.
- Currently in talks with the NRL about taking six (6) games out to regional areas.

### **RECOMMENDATION**

**That the Mayor's report of the meeting of the Country Mayors' Association held on 11 August 2017 be received and noted.**

### **ATTACHMENTS**

|          |                                                                                                                    |         |
|----------|--------------------------------------------------------------------------------------------------------------------|---------|
| <b>1</b> | Attachment 9 (Booklet 2) - NSW Rural Health Workforce Update                                                       | 1 Page  |
| <b>2</b> | Attachment 10 (Booklet 2) - We Want a Doctor - A Guide to Help Rural Communities Attract & Retain Doctors          | 6 Pages |
| <b>3</b> | Attachment 11 (Booklet 2) - We Want A Doctor - How Communities Can Pool Resources to Secure Their Health Workplace | 6 Pages |
| <b>4</b> | Attachment 12 (Booklet 2) - We Want A Doctor - Then Start with a Student                                           | 4 Pages |

**(ITEM RC15/17) REPORTS OF COMMITTEES & DELEGATES - SIR HENRY PARKES MEMORIAL SCHOOL OF ARTS JOINT MANAGEMENT COMMITTEE - 17 AUGUST 2017**

---

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

A meeting of the Sir Henry Parkes Memorial School of Arts Joint Management Committee was held on Thursday, 17 August 2017. Minutes of the meeting are attached.

**RECOMMENDATION**

**That the report of the Sir Henry Parkes Memorial School of Arts Joint Management Committee meeting of 17 August 2017 be received and noted.**

**ATTACHMENTS**

- 1 Minutes of Meeting 3 Pages



**MINUTES OF**

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

**THURSDAY, 17 AUGUST 2017**

MINUTES OF THE **Sir Henry Parkes Memorial School of Arts Joint Management Committee** OF TENTERFIELD SHIRE held at the Sir Henry Parkes Memorial School of Arts Theatre on Thursday, 17 August 2017 commencing at 2.00 pm.

**ATTENDANCE**

Councillor Peter Petty (Mayor)  
Councillor Greg Sauer (Deputy Mayor)  
Mr Ken Halliday (National Trust Australia (NSW))  
Mr Peter Jeffrey (Friends of the SOA Committee)  
Mrs Christine Denis (Friends of the SOA Committee)

**ALSO IN ATTENDANCE**

Mr Harry Bolton (Snr Economic Development Officer)  
Ms Libby Newell (Museum Advisor)

*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 from Mr Ian Unsworth (National Trust Australia (NSW)) and Mr Kylie Smith (Chief Corporate Officer) be received and noted.

(Christine Denis/Peter Jeffrey)

## **CONFIRMATION OF MINUTES**

**Resolved** that the Minutes of the Sir Henry Parkes Memorial School of Arts Joint Management Committee meeting held on Thursday 16 February 2017, as circulated, be confirmed and signed as a true record of the proceedings of the meeting.

(Christine Denis/Peter Jeffrey)

## **BUSINESS ARISING FROM THE MINUTES**

Nil

## **REPORTS OF OFFICERS**

### **SENIOR ECONOMIC DEVELOPMENT OFFICER**

Mr Harry Bolton presented the Museum/Theatre/Cinema Report for the period April/May/June 2017 and also presented the School of Arts Museum Concept Design Plan prepared by 3-D Projects.

### **MUSEUM ADVISOR**

Ms Libby Newell gave a brief outline of the Museum Data Base Management system "PastPerfect". This system is recommended by Museums & Galleries NSW and has been included in the funding application to Arts NSW "Smarty Grants" Regional Cultural Fund.

## **CONFIRMATION OF REPORTS**

**Resolved** that the Sir Henry Parkes Memorial School of Arts Report be received and noted.

(Harry Bolton/Peter Jeffrey)

## **GENERAL BUSINESS**

### **FUNDING APPLICATION**

There was a brief discussion on the process that would apply in the event that the funding application for the Museum was successful.

Mr Harry Bolton advised that once the Concept Design Plan had been created, then a further application for funding would be required to complete the task

and as this would require an amount between \$60,000 and \$100,000, this would require a tendering process.

**NEXT MEETING**

2.00 pm on Thursday, 22 March 2018 at the Sir Henry Parkes Memorial School of Arts.

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

.....  
Councillor Peter Petty  
Mayor/Chairperson

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**(ITEM RC16/17) REPORTS OF COMMITTEES & DELEGATES - COMMUNITY SAFETY PRECINCT COMMITTEE MEETING - 6 SEPTEMBER 2017**

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**REPORT BY:** Peter Petty, Mayor

A meeting of the Community Safety Precinct Committee was held at Glen Innes on Wednesday, 6 September 2017.

- Policing in our area is up to date with all vacancies filled.
- New Sergeant, Mr James Boaden, has been well received in the area. He has already given a presentation to Councillors at the August 2017 Ordinary Council Meeting.
- There is a fulltime District Court Judge based in Armidale. This position services Tenterfield also.
- As Mayor, I have asked to see if the Police Remembrance Day and Awards can be moved around the Command area. The Police would require assistance in organising, catering and use of a venue as in a Church and in some cases, a Minister who would be prepared to let their Church be used for this event.

The 2018 event will be held in Armidale and if approved by Council, an application will be made to host the event in Tenterfield in 2018.

- Alcohol Free Zones – Councils need to revisit this issue if close to expiry as it gives Police certain powers in the current Zones.

### **RECOMMENDATION**

**(1) That the Mayor's report of the Community Safety Precinct Committee meeting of 6 September 2017 be received and noted; and**

**(2) That Council endorse the Mayor's application to hold the Police Remembrance Day and Awards in Tenterfield in September 2018.**

### **ATTACHMENTS**

There are no attachments for this report.

|                      |                                                     |
|----------------------|-----------------------------------------------------|
| <b>Department:</b>   | <b>Chief Executive Office</b>                       |
| <b>Submitted by:</b> | Executive Assistant & Media                         |
| <b>Reference:</b>    | <b>ITEM RES8/17</b>                                 |
| <b>Subject:</b>      | <b>Council Resolution Register - September 2017</b> |

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

### SUMMARY

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

### OFFICER'S RECOMMENDATION:

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

**Kylie Smith**  
Acting Chief Executive

Prepared by staff member: Noelene Hyde, Executive Assistant & Media  
 Approved/Reviewed by Manager: Kylie Smith, Acting Chief Executive  
 Department: Chief Executive Office  
 Attachments: **1** Attachment 13 (Booklet 2) - Council Resolution Register to September 2017 40 Pages