



QUALITY NATURE - QUALITY HERITAGE - QUALITY LIFESTYLE

BUSINESS PAPER
ORDINARY COUNCIL MEETING
WEDNESDAY, 28 MARCH 2018

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

Terry Dodds
Chief Executive

COMMUNITY CONSULTATION – PUBLIC ACCESS

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

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

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

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

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

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

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

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

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

CONFLICT OF INTERESTS

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

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

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

Remoteness

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

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

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

Relatives, Partners

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

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

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

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

No Interest in the Matter

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

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

Disclosure and participation in meetings

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

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

Participation in Meetings Despite Pecuniary Interest (S 452 Act)

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

Non-pecuniary Interests - Must be disclosed in meetings.

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

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

Disclosures to be Recorded (s 453 Act)

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

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## ORDER OF BUSINESS

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

# AGENDA

## 1. OPENING & WELCOME

### 2. (A) OPENING PRAYER

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

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

### (B) ACKNOWLEDGEMENT OF COUNTRY

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

## 3. APOLOGIES

## 4. DISCLOSURES & DECLARATIONS OF INTEREST

## 5. CONFIRMATION OF PREVIOUS MINUTES

### ***Recommendation***

That the Minutes of the following Meeting of Tenterfield Shire Council as typed and circulated, be confirmed and signed as a true record of the proceedings of that meeting:

- Ordinary Council Meeting held on Wednesday, 28 February 2018

## 6. TABLING OF DOCUMENTS

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

## 8. COMMUNITY CONSULTATION (PUBLIC ACCESS)

- Recognition of Award – Mrs Robin Riley

## 9. MAYORAL MINUTE

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

- (Item ECO5/18) Feasibility Investigation – Tenterfield Saddler
- (Item ENV7/18) Geotech Pty Ltd Contract Dispute Status
- (Item ECO6/18) 2.4 km Road Realignment & Construction Upgrade of Mt Lindesay Road at Dalman North

## **11. OPEN COUNCIL REPORTS**

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### **15. CONFIDENTIAL BUSINESS**

|                |                                                 |  |
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| (ITEM ECO5/18) | FEASIBILITY INVESTIGATION - TENTERFIELD SADDLER |  |
|----------------|-------------------------------------------------|--|

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

|                |                                         |  |
|----------------|-----------------------------------------|--|
| (ITEM ENV7/18) | GEOTECH PTY LTD CONTRACT DISPUTE STATUS |  |
|----------------|-----------------------------------------|--|

That above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 10A(2) (d(i)) (g) of the Local Government Act, 1993, as the matter involves commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; AND advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.

(ITEM ECO6/18) 2.4 KM ROAD REALIGNMENT & CONSTRUCTION  
UPGRADE OF MT LINDESAY ROAD AT DALMAN NORTH  
(SLK 26.7-29.1)

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

## **16. MEETING CLOSED**

## **CLOSED COUNCIL**

### **Confidential Reports**

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

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

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

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

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

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

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

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

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

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

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

#### **Resolutions passed in Closed Council**

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

|                      |                                                          |
|----------------------|----------------------------------------------------------|
| <b>Department:</b>   | <b>Chief Executive Office</b>                            |
| <b>Submitted by:</b> | Executive Assistant & Media                              |
| <b>Reference:</b>    | <b>ITEM COM2/18</b>                                      |
| <b>Subject:</b>      | <b>ANZAC DAY ARRANGEMENTS - WEDNESDAY, 25 APRIL 2018</b> |

#### **LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

|                                 |                                                                                                                                                    |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| <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**

The purpose of this report is to provide information for Council's consideration regarding arrangements for Anzac Day, 25 April 2018.

#### **OFFICER'S RECOMMENDATION:**

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

#### **BACKGROUND**

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

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

Our Community No. 2 Cont...

**REPORT:**

In 2018, it is suggested Council representatives make presentations as follows:-

*Wreaths*

- Tenterfield Dawn Service
- Torrington Dawn Service
- Liston Service

*Books*

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

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

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

Our Community No. 2 Cont...

**COUNCIL IMPLICATIONS:**

- 1. Community Engagement / Communication (per engagement strategy)**  
Nil.
- 2. Policy and Regulation**  
Nil.
- 3. Financial (Annual Budget & LTFP)**  
Expenditure is contained within existing budget allocations.
- 4. Asset Management (AMS)**  
Nil.
- 5. Workforce (WMS)**  
Nil.
- 6. Legal and Risk Management**  
Nil.
- 7. Performance Measures**  
Nil.
- 8. Project Management**  
Nil.

**Terry Dodds**  
**Chief Executive**

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

|                      |                                                      |
|----------------------|------------------------------------------------------|
| <b>Department:</b>   | <b>Chief Executive Office</b>                        |
| <b>Submitted by:</b> | Tourism Officer                                      |
| <b>Reference:</b>    | <b>ITEM ECO4/18</b>                                  |
| <b>Subject:</b>      | <b>2017 Business &amp; Tourism Excellence Awards</b> |

#### **LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

|                                 |                                                                                                                                                       |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CSP Goal:</b>                | <b>Economy</b> - ECON 7 - Tourism is valued, promoted and tourists are welcomed for the positive contribution they make to the community and economy. |
| <b>CSP Strategy:</b>            | Provide visitors with information and tools to enjoy and access our local attractions and experiences.                                                |
| <b>Delivery Plan Action:</b>    | Promote Tenterfield Shire as a tourism destination.                                                                                                   |
| <b>Operational Plan Action:</b> | Delivery of the annual Business and Tourism Excellence Awards.                                                                                        |

#### **SUMMARY**

The purpose of this report is to provide a summary of the 2017 Business & Tourism Excellence Awards.

#### **OFFICER'S RECOMMENDATION:**

##### **That Council:**

- (1) Receive and note the Report; and**
- (2) Change the annual awards to biennial awards (held every two (2) years).**

#### **BACKGROUND**

The Tenterfield Business & Tourism Excellence Awards began in 2014, and have been held annually since then. An initial growth in nominations and participating businesses was seen, however this has been in decline for the last two (2) years.

#### **REPORT:**

The fourth annual Tenterfield Shire Council Business & Tourism Excellence Awards were held at the Sir Henry Parkes School of Arts on Thursday, 14th September 2017. The awards celebrate excellence and innovation and recognise the businesses, events and individuals that make a significant contribution to the Tenterfield community.

23 different businesses, 4 events and 6 employees/trainees were nominated for a total of 17 different award categories. These figures were down on previous years.

#### **Businesses nominated:**

|                      | <b>2017</b> | <b>2016</b> | <b>2015</b> | <b>2014</b> |
|----------------------|-------------|-------------|-------------|-------------|
| Businesses Nominated | 23          | 30          | 26          | 24          |
| Total Nominations    | 72          | 79          | 59          | 44          |

A significant number of new businesses did nominate. Businesses were able to use the same nomination form to enter a number of different categories, so 72 nominations were received in total (down from 79).

## Our Economy No. 4 Cont...

The entries were judged by two independent judges – Linda Tillman and Kushla Gale from the Tilma Group.

Business were again invited to sponsor an award this year, with three different levels – major sponsors, media sponsors and industry sponsors. There was a total of 18 sponsors. The major sponsors were Tenterfield Chamber of Tourism, Industry and Business, Apprenticeships Support Australia, Best Employment, Tenterfield Shire Council. Media sponsors were Rebel Media, the Tenterfield Star and TenFM.



2017 Award Winners were:

### **Business of the Year**

*Sponsored by Tenterfield Chamber of Tourism, Industry & Business*

- Winner: Kristen Lovett Accounting Services
- Highly Commended: Ray White Rural

### **Event of the Year**

*Sponsored by Tenterfield Star*

- Winner: Tenterfield Show
- Highly Commended: Oracles of the Bush

### **Apprentice/Trainee of the Year**

*Sponsored by Apprenticeships Support Australia*

- Winner: Chaney Rhodes from Wilshire & Co Tenterfield CRT

### **Employee of the Year**

*Sponsored by Ray White Rural*

- Winner: Caitlyn McTaggart from Tenterfield Care Centre
- Highly Commended: Emma Page, BFIT Health Club

### **Excellence in Innovation**

*Sponsored by Tenterfield Shire Council*

- Winner: Blue Sky Contracting (for Civil Pro Software)
- Highly Commended: Artists Collective Studio

Our Economy No. 4 Cont...

### **Excellence in Tourism**

*Sponsored by Rebel Media*

- Winner: The Commercial Boutique Hotel
- Highly Commended: Artists Collective Studio

### **Excellence in Customer Service**

*Sponsored by Rosenhof German Café*

- Winner: Kristen Lovett Accounting Services
- Highly Commended: Go Vita Tenterfield

### **Excellence in Hospitality**

*Sponsored by Kristen Lovett Accounting Services*

- Winner: The Commercial Boutique Hotel
- Highly Commended: The MAZE Modern Dining

### **Excellence in Retail**

*Sponsored by NORTEC*

- Winner: Artists Collective Studio
- Highly Commended: Go Vita Tenterfield

### **Excellence in Agribusiness**

*Sponsored by Thomas George MP*

- Winner: Ray White Rural
- Highly Commended: Arrajay Downs

### **Excellence in Agriculture**

*Sponsored by Mountain Blue Farms*

- Winner: Wilshire & Co CRT Tenterfield

### **Excellence in Manufacturing/Construction**

*Sponsored by TenFM*

- Winner: Brad Holley Contracting – Ranbuild Sheds
- Highly Commended: Cameron Bolton Interiors

### **Excellence in Service Industries**

*Sponsored by Cameron Bolton Interiors*

- Winner: Ray White Rural
- Highly Commended: Niche Creative & Co

### **Excellence in Financial & Legal Services**

*Sponsored by Regional Australia Bank*

- Winner: Kristen Lovett Accounting Services  
*KLAS has been inducted into the Tenterfield Business & Tourism Awards Hall of Fame, as this is the third year in a row they have won this category.*

### **Excellence in Health, Beauty & Fitness**

*Sponsored by Peter & Kate Petty*

- Winner: Go Vita Tenterfield
- Highly Commended: Tenterfield Care Centre

Our Economy No. 4 Cont...

### **Disability, Inclusion & Access Award (new category 2017)**

*Sponsored by Best Employment*

- Winner: The Commercial Boutique Hotel
- Highly Commended: Challenge Community Services

*This category was judged by the Disability, Inclusion & Access Committee.*

### **People's Choice Award**

*Sponsored by Best Employment*

- Winner: BFIT Health Club
- Highly Commended: Best Western Henry Parkes

### **Excellence in Accommodation**

*Sponsored by The Tourism Group*

- Winner: Tenterfield Lodge Caravan Park
- Highly Commended: The Commercial Boutique Hotel

### **Recognition Award for Service to the Community**

- Col Mann

### **Judge's Commendation Award**

- Tripple C Investments (trading as Tenterfield Cottage, Tenterfield Tours & Tenterfield Escapes & Getaways)
- Arrajay Downs – received Judges Mentorship prize
- The Maze Modern Dining – received Judges Mentorship prize

The 2017 Gala Dinner and Presentation Night was held at the Sir Henry Parkes School of Arts on Thursday, 14 September 2017 and saw 104 people in attendance (slight decrease on 2016, which was at capacity at 121).

The Business & Tourism Excellence Awards are still an important event on the business calendar. However, as can be seen by the declining nominations and attendance, it is becoming more and more difficult for businesses to find the time to enter the awards annually.

The Business & Tourism Excellence Awards also require a significant contribution of time from staff, to organise and manage the award program and Gala Dinner.

It is therefore recommended that the Business & Tourism Excellence awards move from being held annually to biennial, with the next awards being held in September 2019.

By moving to a biennial award program, this will also allow the businesses in the Shire to develop new innovations and marketing strategies that can then be highlighted and promoted through the Business Awards. The current annual awards do not allow businesses time to do this.

## **COUNCIL IMPLICATIONS:**

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

Community Engagement has been undertaken through a survey to businesses who nominated and attended the business awards, following each awards program. Consultation has also occurred through speaking to businesses during the nomination process, and recurring comments are about how quickly the awards come around, and how many don't have time this year.

Our Economy No. 4 Cont...

## **2. Policy and Regulation**

- Tenterfield Shire Council Delivery Program 2017-2021 and Operational Plan 2017-2018
- Tenterfield Shire Council Tourism Strategic and Destination Management Plan 2014-2017.

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

The current budget for the Business & Tourism Excellence Awards is \$15,000 (with \$5,000 income for ticket sales and \$5,000 income for Sponsorship).

A budget of \$5,000 would still be required in the 2018-2019 Annual Budget and in the subsequent budgets, to allow expenses occurred with planning the awards (planning begins in February/March).

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

N/A

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

N/A

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

N/A

## **7. Performance Measures**

N/A

## **8. Project Management**

N/A

**Terry Dodds**  
**Chief Executive**

|                               |                                           |
|-------------------------------|-------------------------------------------|
| Prepared by staff member:     | Caitlin Reid, Tourism Officer             |
| Approved/Reviewed by Manager: | Terry Dodds, 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 ENV5/18</b>               |
| <b>Subject:</b>      | <b>MURRAY DARLING ASSOCIATION</b> |

#### **LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

|                                 |                                                                                                                                   |
|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| <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 Action:</b>    | Provision of advice and guidance on legislative compliance for the construction of dwellings and commercial/industrial buildings. |
| <b>Operational Plan Action:</b> | Monitor and review Council's Local Environmental Plan and other strategic and supporting planning documents.                      |

#### **SUMMARY**

The purpose of this report is for Council to consider rescission of Council Resolution 332/14 and resume membership of the Murray Darling Association.

#### **OFFICER'S RECOMMENDATION:**

- (1) That Council rescinds/does not rescind Resolution 332/14 of the Extraordinary Council Meeting of 24 September 2014; and**
- (2) That Council does/does not reinstate membership of the Murray Darling Association.**

#### **BACKGROUND**

Recently Council received a request from Gunnedah Shire Council for support in their decision to accept an invitation to take up the vacant Region 11 Chair position of the Murray Darling Association. Gunnedah Shire Councillor John Campbell was endorsed as the Chair.

The Northern Basin Amendments Disallowance of the Murray Darling Basin Plan was also discussed at the BROCC Meeting of 9 February 2018 (attended by Cr Brian Murray and Deputy Mayor Don Forbes as proxy for the Mayor) with Mr Phillip Glyde of the Murray Darling Basin Authority addressing the meeting.

Correspondence from NSW Senator, The Hon Arthur Sinodinos AO in response to an email from Cr John Coulton (BROCC Chair) is provided for information as an attachment to this report.

Also for information is a Media Release from the Murray Darling Association as an attachment to this report.

#### **REPORT:**

Council, at the Extraordinary Council Meeting of 24 September 2014 resolved as follows:

#### **"Resolution 332/14**

- (2) That Council cancel it's membership and advise the Murray Darling Association accordingly; and*

Our Environment No. 5 Cont...

- (3) *That Council investigate membership of BREWN as there is no cost involved (apart from travel) as an alternative to membership of the Murray Darling Association”.*

### **Border Rivers Environmental Water Network (BREWN)**

A search of the BREWN website and discussion with the former Chair indicated that BREWN is now inoperative as the Murray Darling Basin Plan is now in the Federal arena and BREWN's role as a consultative group is defunct.

Council's delegates to BREWN are currently Mayor Peter Petty and Cr Tom Peters.

### **Murray Darling Association**

The Murray Darling Association is a membership-based peak representative organization representing local government and communities across the Murray Darling Basin. Their purpose is to provide effective representation of local government and communities at State and Federal level in the management of Basin resources by:

- Providing information;
- Facilitating debate, and
- Seeking to influence Government policy.

Membership of the Murray Darling Association is open to all local government and other entities within the Basin, and to individuals with an interest in ensuring a sustainable future for the Murray Darling Basin.

Membership for a Local Government entity is \$0.284 cents per head of population, capped at \$6,180 + GST. Cost for Tenterfield Shire would be \$1,882.35 + GST based on a population of 6,628 (ABS 2016).

Should Council choose to rejoin the Murray Darling Association, rescission of Resolution 332/14 would be required.

### **COUNCIL IMPLICATIONS:**

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

Nil.

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

Nil.

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

- Membership - \$1,882.35 + GST per annum
- Delegates expenses - Conference attendance, etc (Note: 2018 Conference is to be held in August 2018 at Leeton NSW).

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

Nil.

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

Nil.

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

Nil.

Our Environment No. 5 Cont...

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

**Terry Dodds**  
**Chief Executive**

Prepared by staff member: Noelene Hyde, Executive Assistant & Media  
Approved/Reviewed by Manager: Terry Dodds, Chief Executive  
Department: Chief Executive Office  
Attachments: **1** NSW Senator The Hon Arther 2  
Sinodinos AO Pages  
**2** Media Release - Murray Darling 2  
Association Pages



PARLIAMENT OF AUSTRALIA • THE SENATE  
SENATOR THE HON. ARTHUR SINODINOS AO  
Senator for New South Wales

Ref: EO-0080.18/RS

13 MAR 2018

Cr John Coulton  
Chair  
Border Regional Organisation of Councils

via [rphillips@gwydir.nsw.gov.au](mailto:rphillips@gwydir.nsw.gov.au)

Dear Cr Coulton

Thank you for your email, dated 10 February 2018, regarding amendments to the Murray-Darling Basin Plan.

On 14 February 2018, the Basin Plan Amendment Instrument 2017 (No.1) was disallowed in the Australian Senate, resulting in the water recovery target for the northern Basin increasing from 320 gigalitres (GL) to 390 GL. The disallowance of the Amendment will leave northern Basin communities with uncertainty about their future, with around 200 more jobs lost with little additional (and in some cases worse) outcomes for the river system.

The Basin Plan amendment was based on the recommendations of the Murray-Darling Basin Authority's (the Authority) Northern Basin Review. When the Basin Plan was agreed in 2012, there was recognition that knowledge about the northern Basin and its specific requirements could be improved. With the support of Basin governments, the Authority committed to conduct research and investigations into aspects of the Basin Plan in the northern Basin, including the basis for the long-term average sustainable diversion limits for surface water and groundwater.

The recommended water recovery target reduction in the north was based on commitments from the Australian, New South Wales and Queensland governments to implement environmental works and measures aimed at improving water management so that similar environmental outcomes could be achieved with less water. These environmental works and measures would provide a way to achieve a package of environmental outcomes that could not be achieved solely by environmental flows.

The Government is committed to implementing the Basin Plan in full and on time. This includes minimising the socio-economic impacts of the Basin Plan while still delivering positive environmental outcomes, and to provide more stability and security to Basin

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GPO Box 3513, Sydney NSW 2001  
Level 21, 1 Bligh Street, Sydney NSW 2000  
(02) 8289 9450 • [senator.sinodinos@aph.gov.au](mailto:senator.sinodinos@aph.gov.au)

communities. The Government is considering all available options to ensure the integrity of the Basin Plan, as agreed by all Basin governments, is maintained for the benefit of the Australian community.

Once again, thank you for taking the time to write to me on this issue.

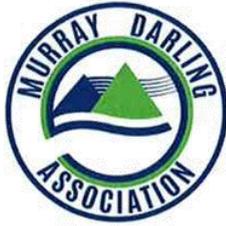
Yours sincerely



**Arthur Sinodinos**  
Liberal Senator for New South Wales

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Echuca, Vic 3564

## MEDIA RELEASE

14/03/2018

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### Local government encouraged by NSW Water Reform Action Plan

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The Murray Darling Association welcomes the New South Wales Government's clear and decisive action to address issues with water management and compliance.

As the peak body for local government in the Basin, the MDA is encouraged by the transparency of the NSW Water Reform Action Plan, which is the Government's response to the Matthews Report and the MDBA Compliance Review.

As part of the Plan, the Government has released consultation papers on water take measurement and metering, transparency measures, management of environmental water, and implementing the NSW Floodplain Harvesting Policy.

MDA National President Cr David Thurley attended a peak stakeholder briefing in Sydney on Tuesday to hear how the Government was progressing against the milestones of the Action Plan.

"The NSW Government is not shying away from what has been done poorly in the past and what needs to change in the management of water resources across the Basin," he said.

"I'm delighted to see a transparent process emerging around management and compliance and I get the strong impression that the Government is very serious. I expect to see action and results quite quickly."

Cr Thurley urged all NSW Basin communities to [attend consultation sessions and provide feedback](#) on the initiatives proposed by the Government.

MDA members support numerous measures proposed within the consultation papers, including a 'no meter, no pump' policy, improving the clarity around when pumping is permitted, restrictions on pumping when environmental water is released, and publishing enforcement activities undertaken by the Natural Resources Access Regulator.

The NRAR is an independent regulator established on the recommendation of Ken Matthews to take over the enforcement of water regulation in NSW. The MDA has already provided the Regulator with a list of actions it believes should be taken to improve compliance and build trust.

Speaking in Parliament on Tuesday, Minister for Regional Water Niall Blair said the Government was committed to an equitable and transparent approach to delivering a world-leading water management system.

“The people of New South Wales, who rely on this precious resource, will own this water reform. The public's input to these important areas is crucial to driving better outcomes for regional water use,” he said.

Feedback can be provided online at [www.industry.nsw.gov.au/water-reform/consultation](http://www.industry.nsw.gov.au/water-reform/consultation) by April 15 or in person at a series of consultation sessions scheduled for Dubbo, Broken Hill, Bourke, Moree, Coffs Harbour, Gunnedah, Wentworth and Griffith.

[END]

*For more information, contact MDA CEO Emma Bradbury on 0429 905 017 or Cr David Thurley on 0419 510 274. All Region Chairs are also available for comment.*

**Contact information for the Chairs of the Murray Darling Association**

| Region    | Name                 | Organisation             | Mobile Phone | Email Address/ Chair                                                                                 |
|-----------|----------------------|--------------------------|--------------|------------------------------------------------------------------------------------------------------|
| Region 1  | Cr David Thurley     | Albury City Council      | 0419 510 274 | <a href="mailto:DThurley@alburycity.nsw.gov.au">DThurley@alburycity.nsw.gov.au</a>                   |
| Region 2  | Cr Peter Mansfield   | Moira Shire Council      | 0428 574 433 | <a href="mailto:pmansfield@moira.vic.gov.au">pmansfield@moira.vic.gov.au</a>                         |
| Region 3  | Cr Leigh Byron       | Balranald Shire Council  | 0428 201 301 | <a href="mailto:mayor@balranald.nsw.gov.au">mayor@balranald.nsw.gov.au</a>                           |
| Region 4  | Cr Darriea Turley    | Broken Hill City Council | 0429 848 480 | <a href="mailto:Darriea.Turley@health.nsw.gov.au">Darriea.Turley@health.nsw.gov.au</a>               |
| Region 5  | Cr Peter Hunter      | Renmark Paringa Council  | 0447 177 341 | <a href="mailto:crhunter@renmarkparinga.sa.gov.au">crhunter@renmarkparinga.sa.gov.au</a>             |
| Region 6  | Cr Barry Featherston | Alexandrina Council      | 0417 808 565 | <a href="mailto:barry.featherston@alexandrina.sa.gov.au">barry.featherston@alexandrina.sa.gov.au</a> |
| Region 7  | Cr David Shetliffe   | Town of Walkerville      | 0414 631 442 | <a href="mailto:DShetliffe@walkerville.sa.gov.au">DShetliffe@walkerville.sa.gov.au</a>               |
| Region 8  | Cr Denis Clark       | Northern Areas Council   | 0408 148 725 | <a href="mailto:denis.clark@nacouncil.sa.gov.au">denis.clark@nacouncil.sa.gov.au</a>                 |
| Region 9  | Cr Paul Maytom       | Leeton Shire Council     | 0447 293 829 | <a href="mailto:paulm@leeton.nsw.gov.au">paulm@leeton.nsw.gov.au</a>                                 |
| Region 10 | Vacant               |                          |              |                                                                                                      |
| Region 11 | Cr John Campbell     | Gunnedah Shire Council   | 0408 421 065 | <a href="mailto:johncampbell@infogunnedah.com.au">johncampbell@infogunnedah.com.au</a>               |
| Region 12 | Cr Richard Marsh     | Balonne Shire Council    | 0409 692 299 | <a href="mailto:richard.marsh@balonne.qld.gov.au">richard.marsh@balonne.qld.gov.au</a>               |

|                      |                                                |
|----------------------|------------------------------------------------|
| <b>Department:</b>   | <b>Chief Executive Office</b>                  |
| <b>Submitted by:</b> | Executive Assistant & Media                    |
| <b>Reference:</b>    | <b>ITEM GOV16/18</b>                           |
| <b>Subject:</b>      | <b>MONTHLY OPERATIONAL REPORT - MARCH 2018</b> |

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**LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

|                                 |                                                                                                                                                                  |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <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.                                                                                              |

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**SUMMARY**

The purpose of this report is to provide a standing monthly report to the Ordinary Council Meeting of Council that demonstrates staff accountabilities and actions taken against Council's 2017/2018 Operational Plan.

**OFFICER'S RECOMMENDATION:**

**That Council notes the status of the Monthly Operational Report to March 2018.**

**Terry Dodds**  
**Chief Executive**

|                               |                                                                           |
|-------------------------------|---------------------------------------------------------------------------|
| Prepared by staff member:     | Noelene Hyde, Executive Assistant & Media                                 |
| Approved/Reviewed by Manager: | Terry Dodds, Chief Executive                                              |
| Department:                   | Chief Executive Office                                                    |
| Attachments:                  | <b>1</b> Attachment 1 (Booklet 1) - Monthly Operational Plan - March 2018 |

|                      |                                                           |
|----------------------|-----------------------------------------------------------|
| <b>Department:</b>   | <b>Chief Executive Office</b>                             |
| <b>Submitted by:</b> | Executive Assistant & Media                               |
| <b>Reference:</b>    | <b>ITEM GOV17/18</b>                                      |
| <b>Subject:</b>      | <b>NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT 2018</b> |

#### **LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

|                                 |                                                                                                                                                                           |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <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 consider the attendance of the Chief Executive and Mayor at the National General Assembly of Local Government 2017 in Canberra, 17-20 June 2017 and to call for submission of Motions.

#### **OFFICER'S RECOMMENDATION:**

##### **That Council:**

- (1) Approve the attendance of Chief Executive Terry Dodds and Mayor Peter Petty at the National General Assembly of Local Government 2018 held in Canberra, 17 to 20 June 2018; and**
- (2) Council endorse the submission of motions for debate – submission date being midday, Friday 30 March 2018.**

#### **BACKGROUND**

Each year Council budgets for the attendance of the Mayor and Chief Executive at this very important Local Government event. The Mayor is Council's voting delegate.

In addition to attending the National General Assembly (NGA), the opportunity is taken to meet with our local Federal Member and other Federal politicians to discuss issues of importance to our Shire and to lobby for funding where appropriate.

#### **REPORT:**

The theme of the 2018 National General Assembly is "Australia's Future Make It Local".

The program reflects not just the wide scope and importance of Local Government, but its ability to influence and affect fundamental change and improvement at the community level.

Our Governance No. 17 Cont...

The 2018 theme also hints at the strong possibility of a federal election being called later this year or early next year. That being the case, Local Government will need to be ready and able to speak up on behalf of our constituents.

A significant number of motions will be put to the Assembly, generating lively, vigorous and constructive debate. All of the motions that are supported at the NGA are submitted to the Australian Local Government Association (ALGA) Board for consideration and aim, ultimately, to advance the cause of Local Government and the communities we seek to serve.

### **Regional Cooperation and Development Forum 2018**

The theme for the Forum in 2018 is "Collaboration: A Catalyst for Success" and brings together noted regional campaigners, academics, industry innovators and government officials to explore the challenges of successful collaboration, as a catalyst for region-scale prosperous metropolitan, regional and rural community growth.

The Forum will be held on Sunday, 17 June 2018.

### **COUNCIL IMPLICATIONS:**

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

Nil.

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

- Council's Payment of Expenses & Provision of Facilities to Councillors Policy.

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

- Registration -\$969.00 x 2 (Early Bird prior to 4 May 2018)
- Accommodation – Policy allows \$350.00 per night x 2 (4 nights)
- Return Airfare – Approximately \$400.00 x 2

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

Nil.

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

Nil.

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

Nil.

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

Nil.

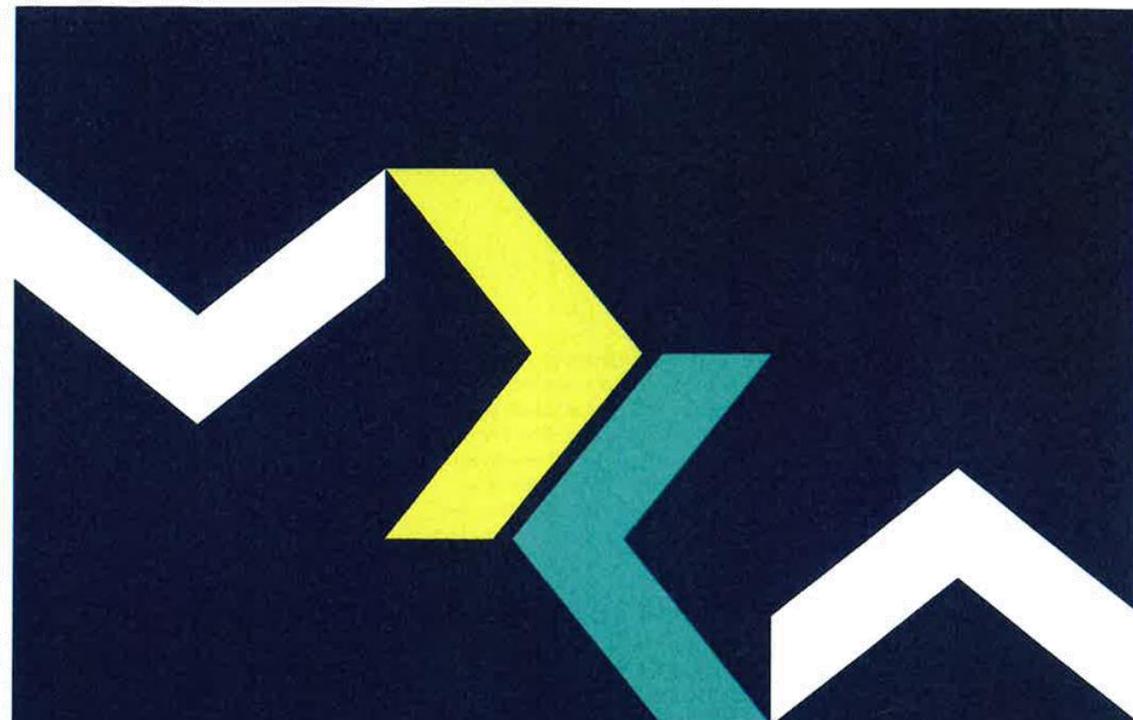
#### **8. Project Management**

Nil.

**Terry Dodds**  
**Chief Executive**

Our Governance No. 17 Cont...

|                               |                                                      |            |
|-------------------------------|------------------------------------------------------|------------|
| Prepared by staff member:     | Noelene Hyde, Executive Assistant & Media            |            |
| Approved/Reviewed by Manager: | Terry Dodds, Chief Executive                         |            |
| Department:                   | Chief Executive Office                               |            |
| Attachments:                  | <b>1</b> Program - National General<br>Assembly 2018 | 5<br>Pages |



**NGA18**  
National General Assembly  
of Local Government

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**AUSTRALIA'S FUTURE  
MAKE IT LOCAL**

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17–20 June 2018 // Canberra

**Program + Registration**  
Register online [www.alga.asn.au](http://www.alga.asn.au)



AUSTRALIAN LOCAL  
GOVERNMENT ASSOCIATION



## President's Message

Welcome to the Australian Local Government Association's 2018 National General Assembly – Australia's largest and most influential gathering of Local Government councillors, mayors, chairs and officials.

Our theme for this year's NGA – Australia's future: make it local – reflects not just the wide scope and importance of Local Government, but its ability to influence and affect fundamental change and improvement at the community level.

The 2018 theme also hints at the strong possibility a federal election being called later this year or early next. That being the case, Local Government will need to be ready and able to speak up on behalf of our constituents.

ALGA and the State and Territory Local Government Associations are already well advanced in their election advocacy strategies, but this conference will provide important input into the fine-tuning of those plans.

A significant number of motions will be put to the Assembly, generating lively, vigorous and constructive debate. And, thanks to the introduction of keypad voting machines – a first for a National General Assembly – there'll be less time wasted on procedural matters and more time available for the things that matter: ideas, discussion, persuasion and consensus.

All of the motions that are supported at the NGA are submitted to the ALGA Board for consideration and aim, ultimately, to advance the cause of Local Government and the communities we seek to serve.

The program for this year's NGA is extensive, with multiple streams of specialist presentations for you to select from, and a range of keynote speakers to inform and inspire us.

Not surprisingly for a NGA that's being staged with a federal election in the wings, our expert panels will also boast plenty of individuals with insider views of Capital Hill.



Whilst the temperatures in the nation's capital may be decidedly brisk at this time of the year, I offer you a very warm welcome to the Australian Local Government Association's 25th National General Assembly.

I encourage you to meet new colleagues, to listen to experts and specialists, participate in discussions and to learn from the very best we have gathered on your behalf. Enjoy the experience, and take-home ideas and inspiration to help make your communities the very best they can be.

Mayor David O'Loughlin  
ALGA President

*"...make it local – reflects not just the wide scope and importance of Local Government, but its ability to influence and affect fundamental change and improvement at the community level."*



# NGA18

National General Assembly  
of Local Government

## AUSTRALIA'S FUTURE MAKE IT LOCAL

17–20 June 2018 // Canberra

### Provisional Program

| Sunday 17 June    |                                                                                                                                                                                                |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5:00pm            | <b>Service NSW</b><br>Welcome Reception<br>National Convention Centre                   |
| Monday 18 June    |                                                                                                                                                                                                |
| 9:00am            | Opening Ceremony                                                                                                                                                                               |
| 9:20am            | <b>Mayor David O'Loughlin</b> ,<br>ALGA President's Opening                                                                                                                                    |
| 9:30am            | <b>The Hon Malcolm Turnbull MP</b> ,<br>Prime Minister (invited)                                                                                                                               |
| 10:00am           | Morning Tea                                                                                                                                                                                    |
| 10:30am           | ▶ Keynote Speaker –<br><b>David Speers</b> ,<br>Political Editor, SKY NEWS<br><i>The Australian Political Landscape</i>                                                                        |
| 11:00am           | ▶ Keynote Speaker –<br><b>Virginia Haussegger AM</b> ,<br>Australian Journalist, Media Commentator<br>and Television Presenter<br><i>The Case of Gender Diversity in Local Government</i>      |
| 11:30am           | ▶ Panel Session –<br><i>Changing Political Culture</i>                                                                                                                                         |
| 12:30pm           | Lunch<br>                                                                             |
| 1:30pm            | ▶ Panel Session –<br><i>Balancing Innovation and the Public Interest</i>                                                                                                                       |
| 3:00pm            | Afternoon Tea                                                                                                                                                                                  |
| 3:30pm            | ▶ Debate on Motions                                                                                                                                                                            |
| 4:30pm            | <b>Mr Stephen Jones MP</b> ,<br>Shadow Minister for Regional Services, Territories and<br>Local Government (invited)                                                                           |
| 5:00pm            | Close                                                                                                                                                                                          |
| 7:00pm            | Networking Dinner –<br>National Arboretum<br>                                         |
| Tuesday 19 June   |                                                                                                                                                                                                |
| 9:00am            | ▶ Keynote Speaker –<br><b>Bernard Salt AM</b> ,<br>Author and Columnist<br><i>Population and the Policy Imperative</i>                                                                         |
| 9:45am            | ▶ Panel Session –<br><i>Building Tomorrow's Communities: Livability</i>                                                                                                                        |
| 10:30am           | Morning Tea                                                                                                                                                                                    |
| 11:00am           | ▶ Debate on Motions                                                                                                                                                                            |
| 12:30pm           | Lunch<br>                                                                           |
| 1:30pm            | ▶ Concurrent Sessions – <ul style="list-style-type: none"> <li>• Energy and Climate Change</li> <li>• Arts and Culture</li> <li>• Digital Technology</li> <li>• Recycling and Waste</li> </ul> |
| 3:00pm            | Afternoon Tea                                                                                                                                                                                  |
| 3:30pm            | ▶ Debate on Motions                                                                                                                                                                            |
| 4:30pm            | <b>The Hon Bill Shorten MP</b> ,<br>Leader of the Opposition (invited)                                                                                                                         |
| 5:00pm            | Close                                                                                                                                                                                          |
| 7:00pm            | NGA Dinner – Australian Institute of Sport                                                                                                                                                     |
| Wednesday 20 June |                                                                                                                                                                                                |
| 9:00am            | Setting ALGA's Election Priorities                                                                                                                                                             |
| 9:30am            | ▶ Panel of Mayors –<br><i>Local Government and the Federal Election</i>                                                                                                                        |
| 10:30am           | Morning Tea                                                                                                                                                                                    |
| 11:00am           | ▶ Panel Session –<br><i>How to Create Resilient Local Communities</i>                                                                                                                          |
| 12:30pm           | ALGA President's Close                                                                                                                                                                         |



4 // National General Assembly of Local Government // NGA18



**Collaboration: A catalyst for success**

The 2018 Regional Forum will bring together noted regional campaigners, academics, industry innovators and government officials to explore the challenges of successful collaboration: as a catalyst for region-scale prosperous metropolitan, regional and rural community growth.

Collaborative case studies and models will be shared, along with practical tools for delegates to test and disseminate within their own regions upon their return.

Once again, this year's State of the Regions Report, prepared in partnership between ALGA and the National Institute of Economic and Industry Research, will be launched with opportunities to discuss the data arising in the energy sector as well as international influences on local government at region-wide scales. The Forum also aims to prompt lively discussion about some of the country's most vulnerable household types – metro- and non-metro – and the crucial service delivery role and pressures at the local government level.

**Preliminary Program**

| Sunday 17 June |                                                                                                                                                                                                                                               |
|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9:30am         | ALGA President's Welcome                                                                                                                                                                                                                      |
| 9:40am         | ▶ Keynote Address –<br><i>Observations of Australian economic development trends and regional impacts/challenges</i><br>Saul Eslake,<br>Leading Australian Economist<br>Katherine O'Regan,<br>Executive Director, Cities Leadership Institute |
| 10:30am        | ▶ Government Address –<br>The Hon Dr John McVeigh MP,<br>Minister for Regional Development, Territories and Local Government                                                                                                                  |
| 11:00am        | Morning Tea                                                                                                                                                                                                                                   |
| 11:30am        | ▶ Regional Showcase & 2018 State of the Regions Report Launch –<br>• Snapshot of programs/initiatives that have benefited from region-scale collaboration<br>• Metro to non-metro vulnerable household types and challenges ahead             |
| 12:15pm        | ▶ Panel Session –<br>State of the Regions Q&A                                                                                                                                                                                                 |
| 12:45pm        | Lunch                                                                                                                                                                                                                                         |
| 1:45pm         | ▶ Workshop –<br>A practical, fast-paced workshop applying tools to assist region-scale collaboration (metro and non-metro), led by Collaboration for Impact Facilitators                                                                      |
| 3:00pm         | Afternoon Tea                                                                                                                                                                                                                                 |
| 3:30pm         | ▶ Opposition Address –<br>Mr Stephen Jones,<br>Regional Services, Territories and Local Government (invited)                                                                                                                                  |
| 4:00pm         | ALGA President's Close                                                                                                                                                                                                                        |



|  |                                                                                                                                                                                                                                                                                                                                                             |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <h3 style="margin: 0;">Key Dates</h3> <ul style="list-style-type: none"> <li>▶ Submission of Motions for Debate – By 11:59pm Friday 30 March 2018</li> <li>▶ Early Bird Registration – On or before Friday 4 May 2018</li> <li>▶ Standard Registration – On or before Friday 1 June 2018</li> <li>▶ Late Registration – After Friday 1 June 2018</li> </ul> |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### Motions for Debate

The NGA is an important opportunity for you and your council to influence the national policy agenda. The primary focus of all motions should be to strengthen the capacity of local government to provide services and infrastructure in Australia.

To be eligible for inclusion in the NGA Business Papers, and subsequent debate on the floor of the NGA, motions must meet the following criteria:

- 1** Be relevant to the work of local government nationally
- 2** Be consistent with the theme of the NGA
- 3** Complement or build on the policy objectives of your state and territory, local government association

**4** Be submitted by a council which is a financial member of their state or territory local government association

**5** Propose a clear action and outcome

**6** Not be advanced on behalf of external third parties that may seek to use the NGA to apply pressure to Board members or to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, local government.

To assist you to identify motions that address the 2018 theme, 'Australia's Future: Make it Local', the Australian Local Government Association Secretariat has prepared a short discussion paper and is available on the NGA Website: [www.alga.asn.au](http://www.alga.asn.au).

Motions should be submitted electronically via the online form at: [www.alga.asn.au/tecms/forms/motions\\_2018/](http://www.alga.asn.au/tecms/forms/motions_2018/) and should be received by the Australian Local Government Association no later than Friday 30 March 2018. For more information contact ALGA on (02) 6122 9400.

### Voting Procedures

Each council is entitled to one voting delegate in debating sessions. Councils will need to determine who their voting delegate will be. Electronic voting keypads can be collected at the assembly.

|                      |                                                                                         |
|----------------------|-----------------------------------------------------------------------------------------|
| <b>Department:</b>   | <b>Corporate, Governance &amp; Community</b>                                            |
| <b>Submitted by:</b> | Manager Customer Service, Governance & Records                                          |
| <b>Reference:</b>    | <b>ITEM GOV18/18</b>                                                                    |
| <b>Subject:</b>      | <b>Public Interest Disclosures Six Monthly Report - 1 July 2017 to 31 December 2017</b> |

|                                                               |                                                                                                                                                                           |
|---------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                                                                                                           |
| <b>CSP Goal:</b>                                              | <b>Leadership</b> - LEAD 12 - We are a well engaged community that is actively involved in decision making processes and informed about services and activities.          |
| <b>CSP Strategy:</b>                                          | Maintain strong relationships with all levels of Government and proactively seek involvement in decision making impacting our Shire and the New England Northwest Region. |
| <b>Delivery Plan Action:</b>                                  | Provide sound and inclusive decisions using the Community Engagement Strategy to guide our interactions.                                                                  |
| <b>Operational Plan Action:</b>                               | Comply with the regulatory and legislative requirements of Councils as outlined by the Office of Local Government and other bodies.                                       |

## SUMMARY

Tenterfield Shire Council's Public Interest Disclosures Report for the period 1 July 2017 to 31 December 2017 has been submitted to Ombudsman New South Wales in the online PID reporting tool on 12 February 2018. The six-monthly report has been submitted as required under Section 6CA of the Public Interest Disclosures Act 1994, by 14 February 2018. There were no Public Interest Disclosures to report in the reporting period.

## OFFICER'S RECOMMENDATION:

**That Council notes that the Public Interest Disclosures Report for the period 1 July 2017 to 31 December 2017 has been submitted to Ombudsman New South Wales on 12 February 2018, as required under Section 6CA of the Public Interest Disclosures Act 1994.**

## BACKGROUND

A public interest disclosure is the reporting by staff of suspected wrongdoing in the conduct of a public official or the activities of a public authority. Local councils are required to collect and report certain information in relation to their handling of such public interest disclosures. This information then has to be reported directly to Ombudsman New South Wales every six months.

## REPORT:

Local councils are required under the Public Interest Disclosures Act 1994 to collect and report information about public interest disclosures. A report of wrongdoing can concern one of five specific categories of wrongdoing outlined in the Act, being:

- Corrupt conduct;
- Maladministration;
- Serious and substantial waste of public money;
- Government information contravention, and
- Local government pecuniary interest contravention.

Our Governance No. 18 Cont...

Section 6CA requires that local councils provide Ombudsman New South Wales with statistical information once every six months, within 30 days after the end of each reporting period (30 June and 31 December) or by such later time as the Ombudsman may approve.

There were no public interest disclosures to report in the period 1 July 2017 to 31 December 2017. Council continues to meet the requirement to submit this six monthly online report within time, as required under the Public Interest Disclosures Act 1994.

#### **COUNCIL IMPLICATIONS:**

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

Nil.

**2. Policy and Regulation**

- Public Interest Disclosure Act 1994, Section 6CA

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

Nil.

**4. Asset Management (AMS)**

Nil

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

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

|                               |                                                                   |
|-------------------------------|-------------------------------------------------------------------|
| Prepared by staff member:     | Erika Bursford, Manager Customer Service,<br>Governance & Records |
| Approved/Reviewed by Manager: | Kylie Smith, Chief Corporate Officer                              |
| Department:                   | Corporate, Governance & Community                                 |
| Attachments:                  | There are no attachments for this report.                         |

|                      |                                                |
|----------------------|------------------------------------------------|
| <b>Department:</b>   | <b>Corporate, Governance &amp; Community</b>   |
| <b>Submitted by:</b> | Manager Customer Service, Governance & Records |
| <b>Reference:</b>    | <b>ITEM GOV19/18</b>                           |
| <b>Subject:</b>      | <b>Amended Australia Day Policy</b>            |

#### **LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

|                                 |                                                                                                                                                                    |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <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> | Governance policies prepared and existing policies reviewed regularly and access to Council's policies provided.                                                   |

#### **SUMMARY**

The purpose of this report is to seek Council's adoption of the amended Australia Day Awards policy, to include a nominee eligibility criterion for non-residents who have made significant contributions to the Tenterfield community.

#### **OFFICER'S RECOMMENDATION:**

**That Council adopt the following amended policy under Section 165(1) of the Local Government Act 1993 – Amendment and revocation of local policy:**

##### **a. Australia Day Awards Policy.**

#### **BACKGROUND**

The eligibility criteria for nominees for Tenterfield's Australia Day Awards is based on guidelines provided by the Australia Day Council. The policy currently limits nominees for the Awards to Tenterfield Shire residents.

Council wished to consider the inclusion of a nominee eligibility criterion in the Australia Day Awards policy submitted at Council's meeting of 28 February 2018, allowing non-residents of Tenterfield Shire who have made significant contributions to the Tenterfield community to be nominated for the Awards.

#### **REPORT:**

Public submissions at Council's meeting of 28 February 2018 identified that there are potential nominees for the Tenterfield Shire Australia Day Awards, who have made significant contributions to the Tenterfield community and reside outside the Tenterfield Local Government Area. The current policy contains a criterion that limits nominees to being residents within the Tenterfield Shire Local Government Area, and as such, deems non-residents as ineligible for nomination for an Australia Day Award in Tenterfield Shire.

The Australia Day Council guidelines for nominee criteria refer only to the nominees being Australian citizens.

It is, therefore, appropriate to include an eligibility criterion for nomination to include those non-residents who have made significant contributions to the Tenterfield

Our Governance No. 19 Cont...

community as either a member of a Tenterfield based organisation or through individual endeavour.

Council may amend local policies under Section 165 of the Local Government Act 1993 – Amendment and revocation of local policy. Section 165(1) states:

*"A council may amend a local policy adopted under this Part by means only of a local policy so adopted."*

The Australia Day Awards Policy will be amended under Section 165(1) to include the following criterion:

- *Nominees may be residents in Tenterfield Shire Local Government Area or non-residents involved with a Tenterfield Shire based organisation or individual endeavour at the time of nomination.*

### **COUNCIL IMPLICATIONS:**

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

Nil.

**2. Policy and Regulation**

The following policy will be amended:

- Australia Day Awards Policy.

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

Nil.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

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

## Our Governance No. 19 Cont...

|                               |                                                                   |            |
|-------------------------------|-------------------------------------------------------------------|------------|
| Prepared by staff member:     | Erika Bursford, Manager Customer Service,<br>Governance & Records |            |
| Approved/Reviewed by Manager: | Kylie Smith, Chief Corporate Officer                              |            |
| Department:                   | Corporate, Governance & Community                                 |            |
| Attachments:                  | <b>1</b> Amended Australia Day Awards<br>Policy 1.016             | 4<br>Pages |



**Australia Day Awards**

**Summary:**

The purpose of this policy is to provide clear direction to the giving of Australia Day Awards to nominated members of the Tenterfield Shire Community.

|                                 |                                                        |
|---------------------------------|--------------------------------------------------------|
| <b>Policy Number</b>            | 1.016                                                  |
| <b>File Number</b>              | N/A                                                    |
| <b>Document version</b>         | Version 3.0                                            |
| <b>Adoption Date</b>            | 28 February 2018                                       |
| <b>Approved By</b>              | Council                                                |
| <b>Endorsed By</b>              | Senior Management Team                                 |
| <b>Minute Number</b>            | 17/18                                                  |
| <b>Consultation Period</b>      | N/A                                                    |
| <b>Review Due Date</b>          | January 2020 – 2 years                                 |
| <b>Department</b>               | Civic Office                                           |
| <b>Policy Custodian</b>         | Chief Executive                                        |
| <b>Superseded Documents</b>     | Australia Day Awards Protocol 18/15 - 25 February 2015 |
| <b>Related Legislation</b>      | N/A                                                    |
| <b>Delegations of Authority</b> | Chief Executive                                        |

**1. Overview**

The intention of this policy is clarify arrangements for Tenterfield Shire Council’s Australia Day celebrations, particularly regarding the protocol of the Tenterfield Shire Australia Day Awards.

**2. Policy Principles**

Activities of the Council’s Australia Day celebrations will be inclusive of all residents of the Tenterfield Shire local government area. Activities must be secular, non-discriminatory and embrace all members of our community. The Australia Day celebrations will include a non-denominational prayer/blessing by a person of the Mayor’s choosing.

**3. Policy Objectives**

The giving of annual Australia Day Awards celebrates and acknowledges community, sporting and cultural contributions within Tenterfield Shire.

#### 4. Policy Statement

The following Awards will be advertised and awarded at each Australia Day Celebration:

- Citizen of the Year;
- Young Citizen of the Year;
- Sportsperson of the Year;
- Young Sportsperson of the Year;
- Emergency Services Volunteer of the Year, and
- Community Event of the Year.

#### 5. Scope

The following general eligibility criteria will apply for nominations to all Award categories:

- Nominees must be Australian citizens at the time of nomination;
- Nominees may be residents in Tenterfield Shire Local Government Area or non-residents involved with a Tenterfield Shire based organisation or individual endeavour at the time of nomination;
- Unsuccessful nominees may be re-nominated in subsequent years;
- Self-nominations will not be accepted;
- Awards will not be granted retrospectively, and
- Sitting State and Federal politicians and current Vice-Regal Officers are not eligible. Consideration of retired politicians and officers would be for work in addition to their official duties.

#### Nominations

Nominations must be completed on the Council Nomination Form which is available from Council's Administration Office or on the Council website. Nominations open at the beginning of November and close mid-December each year. Advertisements calling for nominations will be placed in the local press, on community notice boards, on Council's website and in other Council publications (e.g. Your Local News Newsletter and Tenterfield in Touch Newsletter).

On receipt of the nomination, nominators will be advised by letter that the nomination has been received and that they will be contacted confidentially closer to Australia Day if the person/organisation they have nominated has been selected to receive an Award.

#### Award Criteria

##### **Citizen of the Year**

Aims to recognise outstanding achievement during the past year and/or contribution to the local community over a number of years. To be eligible, the person must be 26 years or older on 26 January of the relevant year.

##### **Young Citizen of the Year**

Aims to recognise outstanding achievement during the past year and/or contribution to the local community over a number of years. To be eligible, the person must be under 26 years of age on 26 January of the relevant year.

***Sportsperson of the Year***

For contribution to sport in the local area. The nominee's approach and efforts to advance in their chosen activity and their performance over the past year are considered. To be eligible, the person must be 26 years or older on 26 January of the relevant year.

***Young Sportsperson of the Year***

For contribution to sport in the local area. The nominee's approach and efforts to advance in their chosen activity and their performance over the past year are considered. To be eligible, the person must be under 26 years of age on 26 January of the relevant year.

***Emergency Services Volunteer of the Year***

Aims to recognise outstanding services of volunteers in emergency service organisations. Voluntary members of emergency service organisations of all ages are eligible.

***Community Event of the Year Award***

Presented to the person/group/organisation who has staged the most outstanding community event during the past year. Community groups who raise funds are eligible.

**6. Accountability, Roles & Responsibility**

**Elected Council**

Council will nominate a Selection Panel comprising:

- the Mayor;
- three (3) Councillors, and
- one (1) Councillor as reserve in the event that a member of the Panel is unavailable on the date selected for judging of the Awards.

The Selection Panel will meet in the first working week of January. Copies of all nominations which meet the criteria will be provided to members of the Selection Panel prior to the Christmas Close-Down period.

In assessing the nominations, the Selection Panel may consider:

- The benefit to the community from the nominee's service or contribution;
- Other outstanding achievements by the nominee;
- Other recognition of the nominee's contribution or work, including publicity;
- Whether the nominee worked as part of a team and their role within the team;
- Whether the nominee has had assistance from Council, Government or other grants;
- Whether the nominee has had to overcome any particular difficulties or disability, and
- Who has benefited most from the work of the nominee.

The selection of recipients will reflect the nominations received and information available to the Selection Panel at the time.

**Presentation of Awards**

The Awards will be presented on Australia Day, 26 January, each year at the Tenterfield Shire Council Australia Day Ceremony.

Invitations will be forwarded to the recipients of all categories for the previous year.

Invitations will be issued to all nominees and nominators prior to Australia Day. At the Awards Ceremony, the recipient of each category will then be announced.

Awards for each category will be as follows:

- **Citizen of the Year** – Framed Official Australia Day Certificate and Citizen of the Year Lapel Pin;
- **Young Citizen of the Year** - Framed Official Australia Day Certificate and Young Citizen of the Year Lapel Pin;
- **Sportsperson of the Year** – Engraved Medallion with Presentation Case and Australia Day Lapel Pin;
- **Young Sportsperson of the Year** – Engraved Medallion with Presentation Case and Australia Day Lapel Pin;
- **Emergency Services Volunteer of the Year** – Framed Official Australia Day Certificate and Australia Day Lapel Pin;
- **Community Event of the Year** – Framed Official Australia Day Certificate.

**Withdrawal of Award**

Tenterfield Shire Council reserves the right to withdraw an Award if further information or the recipient's conduct draws the Citizen of the Year or Young Citizen of the Year Awards into disrepute.

**7. Definitions**

Nil.

**8. Related Documents, Standards & Guidelines**

Nil.

**9. Version Control & Change History**

| <b>Version</b> | <b>Date</b> | <b>Modified by</b> | <b>Details</b>                      |
|----------------|-------------|--------------------|-------------------------------------|
| V1.0           | 25/2/15     | Council            | Adoption of Original Policy (18/15) |
| V2.0           | 22/12/16    | Council            | Revised Policy Adopted (320/16)     |
|                |             |                    |                                     |
|                |             |                    |                                     |

|                      |                                               |
|----------------------|-----------------------------------------------|
| <b>Department:</b>   | <b>Corporate, Governance &amp; Community</b>  |
| <b>Submitted by:</b> | Accountant, Actg Manager Finance & Technology |
| <b>Reference:</b>    | <b>ITEM GOV20/18</b>                          |
| <b>Subject:</b>      | <b>Finance and Accounts</b>                   |

#### **LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

|                              |                                                                                                                                                                    |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <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>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 28 February 2018.**

#### **BACKGROUND**

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

#### **REPORT:**

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

##### (a) Reconciliation of Accounts

Reconciliation of cash books of all funds have been carried out with the appropriate bank statements as at 28 February 2018.

Cash Book Balances on this date were as follows:-

|                        |    |              |        |
|------------------------|----|--------------|--------|
| General (Consolidated) | \$ | 2,706,982.72 | Credit |
| General Trust          | \$ | 321,533.93   | Credit |

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(b) Summary of Investments

The attachment to this report is a certified schedule of all Council's investments as at 28 February 2018 showing the various invested amounts and applicable interest rates.

**COUNCIL IMPLICATIONS:**

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

Nil.

**2. Policy and Regulation**

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

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

Nil.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

There has been no adjustment to budget expectations.

**8. Project Management**

Nil.

**Kylie Smith**  
Chief Corporate Officer

|                               |                                                                                              |
|-------------------------------|----------------------------------------------------------------------------------------------|
| Prepared by staff member:     | Belinda Savins, Accountant; Edna Mendes, Actg Manager Finance & Technology                   |
| Approved/Reviewed by Manager: | Edna Mendes, Actg Manager Finance & Technology                                               |
| Department:                   | Corporate, Governance & Community                                                            |
| Attachments:                  | <b>1</b> Summary of Investments - 28 February 2018 <span style="float: right;">1 Page</span> |

TENTERFIELD SHIRE COUNCIL - SUMMARY OF INVESTMENTS 28 FEBRUARY 2018

| Financial Institution    | Issuer Rating | Investment Term | Maturity Date | Interest Rate | Amount               | Percentage Exposure |
|--------------------------|---------------|-----------------|---------------|---------------|----------------------|---------------------|
| National Australia Bank  | AA-           | 139 Days        | 12/Mar/18     | 2.52%         | 500,000.00           | 3.69%               |
| National Australia Bank  | AA-           | 131 Days        | 26/May/18     | 2.00%         | 500,000.00           | 3.69%               |
| National Australia Bank  | AA-           | 139 Days        | 19/Mar/18     | 2.50%         | 750,000.00           | 5.53%               |
| National Australia Bank  | AA-           | 140 Days        | 02/Apr/18     | 2.50%         | 1,000,000.00         | 7.37%               |
| National Australia Bank  | AA-           | 154 Days        | 05/Mar/18     | 2.55%         | 1,000,000.00         | 7.37%               |
| National Australia Bank  | AA-           | 154 Days        | 12/Mar/18     | 2.55%         | 500,000.00           | 3.69%               |
| National Australia Bank  | AA-           | 90 Days         | 24/Apr/18     | 2.45%         | 500,000.00           | 3.69%               |
| National Australia Bank  | AA-           | 90 Days         | 12/Feb/18     | 2.53%         | 1,000,000.00         | 7.37%               |
| ANZ Bank                 | AA-           | 98 Days         | 12/Mar/18     | 2.29%         | 1,000,000.00         | 7.37%               |
| ANZ Bank                 | AA-           | 98 Days         | 19/Mar/18     | 2.29%         | 500,000.00           | 3.69%               |
| Commonwealth Bank        | AA-           | At Call         | 31/Jan/17     | 1.50%         | 1,261,481.53         | 9.30%               |
| Commonwealth Bank        | AA-           | 126 Days        | 03/Apr/18     | 2.36%         | 1,000,000.00         | 7.37%               |
| Bankwest                 | AA-           | 91 Days         | 30/Apr/18     | 2.50%         | 1,000,000.00         | 7.37%               |
| Bankwest                 | AA-           | 140 Days        | 05/Mar/18     | 2.55%         | 500,000.00           | 3.69%               |
| Bankwest                 | AA-           | 113 Days        | 10/Apr/18     | 2.45%         | 500,000.00           | 3.69%               |
| Bankwest                 | AA-           | 161 Days        | 05/Mar/18     | 2.55%         | 800,000.00           | 5.90%               |
| Bankwest                 | AA-           | 148 Days        | 03/Apr/18     | 2.50%         | 750,000.00           | 5.53%               |
| Bankwest                 | AA-           | 125 Days        | 26/Mar/18     | 2.45%         | 500,000.00           | 3.69%               |
| <b>INVESTMENTS TOTAL</b> |               |                 |               |               | <b>13,561,481.53</b> | <b>100.00%</b>      |

Summary

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

By:

  
E. Méndez

Responsible Accounting Officer

|                      |                                                          |
|----------------------|----------------------------------------------------------|
| <b>Department:</b>   | <b>Corporate, Governance &amp; Community</b>             |
| <b>Submitted by:</b> | Accountant, Acting Manager Finance & Technology          |
| <b>Reference:</b>    | <b>ITEM GOV21/18</b>                                     |
| <b>Subject:</b>      | <b>Capital Expenditure Report as at 28 February 2018</b> |

#### **LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

|                                 |                                                                                                                                                                    |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <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**

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

#### **OFFICER'S RECOMMENDATION:**

**That Council receive and note the Capital Expenditure Report for the period ended 28 February 2018.**

#### **BACKGROUND**

This report has been updated and will replace the Expenditure Progress Report previously provided to Council.

In developing this report, each manager was asked to review their budget in October and estimate when they expected capital expenditure to occur in each month between October 2017 and June 2018. This information has been compiled and a month to month expenditure calculated.

#### **REPORT:**

The new report will report to the forecast Year to Date (YTD) budget which has been phased to indicate to Council the financial progress of each project against the forecast expenditure for that project. The information has also been set out to show which Council service the expenditure relates to.

#### **COUNCIL IMPLICATIONS:**

- 1. Community Engagement / Communication (per engagement strategy)**  
Nil.
- 2. Policy and Regulation**
  - Local Government Act 1993

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

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

Nil.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

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

|                               |                                                                               |
|-------------------------------|-------------------------------------------------------------------------------|
| Prepared by staff member:     | Belinda Savins, Accountant; Edna Mendes, Actg<br>Manager Finance & Technology |
| Approved/Reviewed by Manager: | Kylie Smith, Chief Corporate Officer                                          |
| Department:                   | Corporate, Governance & Community                                             |
| Attachments:                  | <b>1</b> Capital Expenditure Report as at<br>31 January 2018                  |
|                               | 4<br>Pages                                                                    |

Page 1 of 4

| Program                        | COA     | Description                                                             | Current Budget | YTD Actual | YTD Budget | YTD Variance | YTD Variance % | Status  | Comment |
|--------------------------------|---------|-------------------------------------------------------------------------|----------------|------------|------------|--------------|----------------|---------|---------|
| Civic Office                   | 4200507 | Council Chambers Refurbishment                                          | \$34,400       | \$0        | \$0        | \$0          | 0%             | On time |         |
| Corporate and Governance       | 1000500 | IP & R Reconstruction                                                   | \$22,217       | \$0        | \$0        | \$0          | 0%             | On time |         |
| Corporate and Governance       | 1000501 | BCP Resources                                                           | \$3,174        | \$0        | \$0        | \$0          | 0%             | On time |         |
| Organisation and Leadership    | 1000502 | Strategic Projects                                                      | \$21,159       | \$0        | \$21,000   | \$21,000     | 100%           | On time |         |
| Organisation and Leadership    | 6240504 | Villages Streetscape & Signage Revitalisation                           | \$31,875       | \$4,650    | \$4,650    | \$0          | 0%             | On time |         |
| Workforce Development          | 1000503 | Salary System Rebuild                                                   | \$10,579       | \$0        | \$0        | \$0          | 0%             | On time |         |
| Finance and Technology         | 1810500 | Office Furniture & Equipment                                            | \$2,779        | \$1,581    | \$1,581    | \$0          | 0%             | On time |         |
| Finance and Technology         | 1810501 | Computer Equipment                                                      | \$27,788       | \$9,053    | \$9,053    | \$0          | 0%             | On time |         |
| Finance and Technology         | 1810503 | Intranet construction                                                   | \$37,028       | \$13,867   | \$13,867   | \$0          | 0%             | On time |         |
| Finance and Technology         | 1810504 | Fees & Charges / GST Addin                                              | \$8,828        | \$0        | \$8,828    | \$8,828      | 100%           | On time |         |
| Planning and Regulation        | 3000500 | IT System EHC and DA 's                                                 | \$16,507       | \$0        | \$0        | \$0          | 0%             | On time |         |
| Building and Amenities         | 4200501 | Administration Building Replace Window Frames                           | \$24,526       | \$0        | \$0        | \$0          | 0%             | On time |         |
| Building and Amenities         | 4200502 | Administration Building Repaint Interior                                | \$14,000       | \$0        | \$0        | \$0          | 0%             | On time |         |
| Building and Amenities         | 4200506 | Administration Building Replace Air Conditioning System                 | \$80,000       | \$0        | \$0        | \$0          | 0%             | On time |         |
| Building and Amenities         | 4200508 | Administration Building Refurbishment                                   | \$22,934       | \$0        | \$0        | \$0          | 0%             | On time |         |
| Building and Amenities         | 4205501 | Council Houses Renewal                                                  | \$22,934       | \$4,350    | \$4,350    | \$0          | 0%             | On time |         |
| Building and Amenities         | 4210501 | Replace existing shed 2-Ten-FM                                          | \$15,000       | \$0        | \$0        | \$0          | 0%             | On time |         |
| Building and Amenities         | 4240500 | New Public Toilets - Captain Cook Park Urbenville                       | \$20,022       | \$9        | \$11,680   | \$11,670     | 100%           | On time |         |
| Livestock Saleyards            | 4220501 | Renewal Timber Rails With Metal (SRV)                                   | \$22,894       | \$14,065   | \$14,065   | \$0          | 0%             | On time |         |
| Livestock Saleyards            | 4220502 | Renewal Boundary Fencing (SRV)                                          | \$5,278        | \$5,728    | \$3,519    | \$0          | 0%             | On time |         |
| Livestock Saleyards            | 4220506 | Saleyards Truck Wash - Design                                           | \$9,300        | \$9,300    | \$9,300    | \$0          | 0%             | On time |         |
| Livestock Saleyards            | 4220504 | Improvements to Loading Ramps & Traffic Facilities                      | \$107,334      | \$4,600    | \$4,600    | \$0          | 0%             | On time |         |
| Livestock Saleyards            | 4220505 | Work Health and Safety Signage at Saleyards                             | \$14,823       | \$0        | \$0        | \$0          | 0%             | On time |         |
| Swimming Complex               | 4600504 | Consulting Fees for the development of Masterplan for the Memorial Pool | \$22,934       | \$0        | \$0        | \$0          | 0%             | On time |         |
| Parks, Gardens and Open Spaces | 4605505 | Renewal of Urbenville Playground Equipment (SRV)                        | \$28,666       | \$0        | \$0        | \$0          | 0%             | On time |         |
| Parks, Gardens and Open Spaces | 4605508 | Town Christmas Tree and Decorations                                     | \$11,823       | \$11,823   | \$11,823   | \$0          | 0%             | On time |         |
| Parks, Gardens and Open Spaces | 4610500 | Renewal of Federation Park Sprinkler System (SRV)                       | \$17,200       | \$0        | \$17,200   | \$17,200     | 0%             | On time |         |
| Parks, Gardens and Open Spaces | 4610501 | Renewal of Shirley Park Amenities Building (SRV)                        | \$86,000       | \$0        | \$0        | \$0          | 0%             | On time |         |
| Parks, Gardens and Open Spaces | 4215500 | Niche Wall / Rose Garden at Cemetery                                    | \$0            | \$27       | \$27       | \$0          | 0%             | On time |         |
| Library Services               | 5000500 | Library Resources                                                       | \$34,400       | \$9,704    | \$19,731   | \$10,027     | 51%            | On time |         |
| Library Services               | 5000507 | Library - Repaint Interior (SRV)                                        | \$34,400       | \$0        | \$0        | \$0          | 0%             | On time |         |
| Library Services               | 5000510 | Local Priority Grant 2016/17                                            | \$8,000        | \$2,275    | \$8,000    | \$5,725      | 72%            | On time |         |
| Library Services               | 5000511 | Local Priority Grant 2017/18                                            | \$8,481        | \$0        | \$0        | \$0          | 0%             | On time |         |

| Program                         | COA     | Description                                                                           | Current Budget | YTD Actual  | YTD Budget  | YTD Variance | YTD Variance % | Status Comment                                             |
|---------------------------------|---------|---------------------------------------------------------------------------------------|----------------|-------------|-------------|--------------|----------------|------------------------------------------------------------|
| Library Services                | 5000512 | Library Children's Area Refurbishment                                                 | \$10,000       | \$9,091     | \$9,091     | \$0          | 0%             | On time                                                    |
| Theatre and Museum Complex      | 5005502 | Repair and Paint Southern Wall of Cinema                                              | \$7,503        | \$0         | \$0         | \$0          | 0%             | On time                                                    |
| Theatre and Museum Complex      | 5005506 | School of Arts - Repaint Exterior & Repair Windows (SRV)                              | \$164,668      | \$0         | \$0         | \$0          | 0%             | On time                                                    |
| Theatre and Museum Complex      | 5005507 | School of Arts - Repaint Interior (SRV)                                               | \$34,400       | \$0         | \$0         | \$0          | 0%             | On time                                                    |
| Theatre and Museum Complex      | 5005509 | School of Arts - Update Theatre Lighting                                              | \$28,666       | \$0         | \$0         | \$0          | 0%             | On time                                                    |
| Theatre and Museum Complex      | 5005510 | School of Arts - Update Security Cameras                                              | \$18,347       | \$0         | \$18,347    | \$18,347     | 0%             | On time                                                    |
| Economic Growth and Development | 5400501 | Replace Entry Doors with Automatic Slide Doors                                        | \$16,503       | \$0         | \$0         | \$0          | 0%             | On time                                                    |
| Economic Growth and Development | 5400502 | Air Conditioning Visitors Administration Area                                         | \$3,500        | \$3,405     | \$3,405     | \$0          | 0%             | On time                                                    |
| Economic Growth and Development | 5400503 | Air Conditioning Visitors Meeting Room                                                | \$5,500        | \$3,405     | \$3,405     | \$0          | 0%             | On time                                                    |
| Economic Growth and Development | 5400504 | Community Wi-Fi                                                                       | \$19,227       | \$0         | \$0         | \$0          | 0%             | On time                                                    |
| Asset Management and Resourcing | 6205500 | Survey Instrumentation - GPS Equip, Cable Detector, Bridge Assyst                     | \$16,884       | \$16,884    | \$16,884    | \$0          | 0%             | On time                                                    |
| Asset Management and Resourcing | 6205502 | Works Depot - Contribution to Washbay                                                 | \$15,000       | \$100       | \$100       | \$0          | 0%             | On time                                                    |
| Asset Management and Resourcing | 6205503 | Works Depot - Resurfacing of Access & Hardstand Areas Including Drainage Improvements | \$103,125      | \$0         | \$0         | \$0          | 0%             | On time                                                    |
| Asset Management and Resourcing | 6205505 | Works Depot - Install Electric Security Fency At Front Access to Depot                | \$0            | \$40        | \$40        | \$0          | 0%             | On time                                                    |
| Asset Management and Resourcing | 6205507 | Asset Management-System                                                               | \$0            | \$0         | \$0         | \$0          | 0%             | On time                                                    |
| Plant Fleet and Equipment       | 6210500 | Public Works Plant - Purchases                                                        | \$2,783,000    | \$1,610,832 | \$1,610,832 | \$1          | 0%             | On time                                                    |
| Transport Network               | 6215510 | Regional Roads Block Grant - Reseals Program.                                         | \$240,597      | \$25,926    | \$188,927   | \$163,001    | 86%            | On time                                                    |
| Transport Network               | 6215514 | Roads to Recovery 2014-19                                                             | \$1,572,929    | \$403,892   | \$873,791   | \$469,899    | 54%            | On time                                                    |
| Transport Network               | 6215519 | Fixing Country Roads (Wallaby Creek Bridge)                                           | \$184,013      | \$129,253   | \$184,013   | \$54,760     | 30%            | On time                                                    |
| Transport Network               | 6215526 | RMS On-Road Shared Path Scott Street                                                  | \$146,436      | \$114,573   | \$146,436   | \$31,863     | 22%            | On time                                                    |
| Transport Network               | 6215529 | MR622 Repair 2016/17                                                                  | \$329,548      | \$371,788   | \$371,788   | \$0          | 0%             | On time<br>Capital increase through December QBR 2017      |
| Transport Network               | 6215530 | MR622 Repair 2017/18                                                                  | \$586,626      | \$8,978     | \$8,978     | \$0          | 0%             | On time                                                    |
| Transport Network               | 6215531 | Special Grant Mt Lindesay Road (RMS/Fed)                                              | \$3,699,940    | \$211,241   | \$1,299,940 | \$1,088,699  | 84%            | On time                                                    |
| Transport Network               | 6215532 | NDRRA 2017 Mid March - Local Roads (Restoration)                                      | \$1,600,000    | \$121,022   | \$457,143   | \$336,121    | 74%            | On time                                                    |
| Transport Network               | 6215534 | MR622 Safer Local Government Roads                                                    | \$0            | \$5,930     | \$5,930     | \$0          | 0%             | On time<br>RMS Grant application for \$152,780 in progress |
| Transport Network               | 6215535 | Upgrade internal roads - Jubullum Aboriginal Community                                | \$18,188       | \$8,564     | \$8,564     | \$0          | 0%             | On time                                                    |
| Transport Network               | 6215536 | Upgrade T intersection - Plain Station & Jubullum Access Rd                           | \$20,426       | \$12,691    | \$12,691    | \$0          | 0%             | On time                                                    |
| Transport Network               | 6215537 | Upgrade access road on Plains Station Road                                            | \$75,995       | \$10,998    | \$10,998    | \$0          | 0%             | On time                                                    |
| Transport Network               | 6220501 | Road Renewal - Gravel Roads                                                           | \$513,423      | \$364,478   | \$410,712   | \$46,233     | 11%            | On time                                                    |
| Transport Network               | 6220503 | Gravel Resheets                                                                       | \$393,879      | \$219,050   | \$307,490   | \$88,440     | 29%            | On time                                                    |
| Transport Network               | 6220506 | Bridges / Causeways (SRV to 2023/24)                                                  | \$595,115      | \$188,767   | \$216,247   | \$27,480     | 13%            | On time                                                    |
| Transport Network               | 6220507 | Rural Roads - Reseal Program                                                          | \$186,751      | \$35,822    | \$105,048   | \$69,226     | 66%            | On time                                                    |
| Transport Network               | 6240502 | Main Street - Complete Final Stage                                                    | \$189,430      | \$10,275    | \$10,275    | \$0          | 0%             | On time                                                    |
| Transport Network               | 6220511 | Miscellaneous Replacement of Collapsed Pipes (SRV)                                    | \$34,000       | \$10,155    | \$10,115    | (\$40)       | 0%             | On time                                                    |
| Waste Management                | 7080500 | 240L Wheelie Bins                                                                     | \$28,598       | \$3,853     | \$7,531     | \$3,677      | 49%            | On time                                                    |

| Program           | COA     | Description                                                         | Current     |             | YTD         |             | YTD       |      | Status  | Comment |
|-------------------|---------|---------------------------------------------------------------------|-------------|-------------|-------------|-------------|-----------|------|---------|---------|
|                   |         |                                                                     | Budget      | Actual      | Budget      | Actual      | Variance  | %    |         |         |
| Waste Management  | 7080503 | Industrial Bins                                                     | \$51,899    | \$302       | \$302       | \$302       | \$0       | 0%   | On time |         |
| Waste Management  | 7080551 | Boonoo Boonoo - Capping Cell/Remediation #5 (Pool) (Remediation)    | \$100,000   | \$0         | \$10,000    | \$10,000    | \$10,000  | 100% | On time |         |
| Waste Management  | 7080552 | Boonoo Boonoo - EPA Remediation (works to be defined) (Remediation) | \$187,685   | \$0         | \$0         | \$0         | \$0       | 0%   | On time |         |
| Waste Management  | 7080556 | Boonoo Boonoo - Landfill Site Design                                | \$10,000    | \$1,264     | \$10,000    | \$10,000    | \$8,736   | 87%  | On time |         |
| Waste Management  | 7080712 | Liston Transfer Station awning with pad                             | \$10,000    | \$1,199     | \$10,000    | \$10,000    | \$8,801   | 88%  | On time |         |
| Waste Management  | 7080720 | Mingoola - Open Transfer Station                                    | \$0         | \$0         | \$0         | \$0         | \$0       | 0%   | On time |         |
| Waste Management  | 7080731 | Torrington Landfill - Capping Cell (Remediation)                    | \$5,000     | \$0         | \$0         | \$0         | \$0       | 0%   | On time |         |
| Waste Management  | 7080732 | Torrington Landfill - Convert to Transfer                           | \$0         | \$0         | \$0         | \$0         | \$0       | 0%   | On time |         |
| Waste Management  | 7080810 | Tenterfield WTS Community Recycling Centre                          | \$45,920    | \$0         | \$13,640    | \$13,640    | \$13,640  | 100% | On time |         |
| Waste Management  | 7080811 | Tenterfield Waste Transfer Station Groundwater Bores                | \$100,000   | \$0         | \$0         | \$0         | \$0       | 0%   | On time |         |
| Waste Management  | 7080814 | Community Recycling Centre                                          | \$15,000    | \$12,822    | \$12,822    | \$12,822    | \$0       | 0%   | On time |         |
| Waste Management  | 7080815 | Tenterfield Waste Transfer Station Environmental Impact Statement   | \$50,000    | \$0         | \$0         | \$0         | \$0       | 0%   | On time |         |
| Waste Management  | 7080816 | Tenterfield WTS EIS - Purchase New Land                             | \$235,370   | \$0         | \$0         | \$0         | \$0       | 0%   | On time |         |
| Tenterfield Water | 7484500 | Tenterfield Sludge Removal                                          | \$5,394     | \$0         | \$0         | \$0         | \$0       | 0%   | On time |         |
| Tenterfield Water | 7484502 | Tenterfield Valve Renewal                                           | \$10,788    | \$2,791     | \$3,812     | \$3,812     | \$1,021   | 27%  | On time |         |
| Tenterfield Water | 7484505 | Tenterfield Mains Replacement                                       | \$276,505   | \$32,506    | \$116,201   | \$116,201   | \$83,695  | 72%  | On time |         |
| Tenterfield Water | 7484506 | Tenterfield Meter Replacement                                       | \$22,116    | \$12,294    | \$15,370    | \$15,370    | \$3,076   | 20%  | On time |         |
| Tenterfield Water | 7484513 | Tenterfield Dam Wall Construction                                   | \$4,651,710 | \$2,015,183 | \$2,379,800 | \$2,379,800 | \$364,617 | 15%  | On time |         |
| Tenterfield Water | 7484515 | Tenterfield Flood Warning System (Gas Bubbler)                      | \$33,693    | \$0         | \$17,693    | \$17,693    | \$17,693  | 0%   | On time |         |
| Tenterfield Water | 7484516 | Shirly Park Bore Flood Damage Restoration                           | \$20,000    | \$0         | \$20,000    | \$20,000    | \$0       | 0%   | On time |         |
| Tenterfield Water | 7484524 | Water Treatment Plant Signage                                       | \$1,000     | \$0         | \$0         | \$0         | \$0       | 0%   | On time |         |
| Tenterfield Water | 7484525 | Tenterfield Dam Wall Project Management Costs                       | \$347,302   | \$0         | \$233,415   | \$233,415   | \$233,415 | 100% | On time |         |
| Tenterfield Water | 7484526 | Flood Warning System Renewal                                        | \$107,883   | \$0         | \$107,883   | \$107,883   | \$107,883 | 0%   | On time |         |
| Tenterfield Water | 7484527 | Tenterfield Treatment Plant Pump Upgrade                            | \$75,518    | \$0         | \$0         | \$0         | \$0       | 0%   | On time |         |
| Tenterfield Water | 7484812 | Scada Renewal                                                       | \$3,237     | \$0         | \$0         | \$0         | \$0       | 0%   | On time |         |
| Tenterfield Water | 7484901 | Jennings Mains Replacement                                          | \$11,112    | \$9,655     | \$9,655     | \$9,655     | \$0       | 0%   | On time |         |
| Sewerage Network  | 7872502 | Tenterfield Mains Relining (1km Year)                               | \$188,436   | \$130,193   | \$130,193   | \$130,193   | \$0       | 0%   | On time |         |
| Sewerage Network  | 7872503 | Tenterfield Mains Augmentation                                      | \$75,350    | \$0         | \$54,643    | \$54,643    | \$54,643  | 100% | On time |         |
| Sewerage Network  | 7872505 | Tenterfield Man Hole Level Alterations (Water Infiltration)         | \$318,500   | \$0         | \$100,000   | \$100,000   | \$100,000 | 0%   | On time |         |
| Sewerage Network  | 7872514 | Jennings Sewer (Investigation)                                      | \$41,000    | \$7,952     | \$7,952     | \$7,952     | \$0       | 0%   | On time |         |
| Sewerage Network  | 7872515 | Tenterfield Upgrade Road to Tertiary Ponds                          | \$12,252    | \$232       | \$232       | \$232       | \$0       | 0%   | On time |         |
| Sewerage Network  | 7872517 | Tenterfield Scada System Upgrade                                    | \$57,736    | \$0         | \$57,736    | \$57,736    | \$57,736  | 0%   | On time |         |
| Sewerage Network  | 7872518 | Remove Sludge from Tertiary Ponds / Renewal of Capacity             | \$35,000    | \$30,305    | \$30,305    | \$30,305    | \$0       | 100% | On time |         |
| Sewerage Network  | 7872519 | Tenterfield Network Renewal                                         | \$220,536   | \$425       | \$60,000    | \$60,000    | \$59,575  | 100% | On time |         |
| Sewerage Network  | 7872521 | Sewerage Treatment Plant Signage                                    | \$1,000     | \$0         | \$0         | \$0         | \$0       | 0%   | On time |         |
| Sewerage Network  | 7872522 | STP - Dehydrator Replacement                                        | \$73,512    | \$0         | \$0         | \$0         | \$0       | 0%   | On time |         |
| Sewerage Network  | 7872801 | Urbenville Sludge Removal                                           | \$12,251    | \$0         | \$0         | \$0         | \$0       | 0%   | On time |         |

| Program            | COA     | Description                                             | Current Budget      | YTD Actual         | YTD Budget         | YTD Variance       | YTD Variance % | Status Comment |
|--------------------|---------|---------------------------------------------------------|---------------------|--------------------|--------------------|--------------------|----------------|----------------|
| Sewerage Network   | 7872808 | Urbenville STP 2 Bay Shed for Storage of Jetter/Mower   | \$14,490            | \$4,276            | \$14,490           | \$10,214           | 70%            | On time        |
| Stromwater Network | 8252502 | Drainage Pits - Upgrade                                 | \$30,000            | \$0                | \$0                | \$0                | 0%             | On time        |
| Stromwater Network | 8252510 | Rouse & Miles Street Construction                       | \$210,000           | \$0                | \$0                | \$0                | 0%             | On time        |
| Stromwater Network | 8252524 | Pelham Street - Manners to Miles Child Proofing Culvert | \$5,000             | \$0                | \$0                | \$0                | 0%             | On time        |
| <b>Total</b>       |         |                                                         | <b>\$22,221,695</b> | <b>\$6,253,442</b> | <b>\$9,938,136</b> | <b>\$3,686,904</b> |                |                |

**(ITEM RC4/18) REPORT OF COMMITTEE & DELEGATES - TENTERFIELD SHIRE LOCAL TRAFFIC COMMITTEE - 22 FEBRUARY 2018**

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

A meeting of the Tenterfield Shire Local Traffic Committee meeting was held on Thursday, 22 February 2018. Minutes of the Meeting are attached.

**RECOMMENDATION**

- (1) That the Report from the Tenterfield Shire Local Traffic Committee meeting of 22 February 2018 be received and noted;
- (2) Council to consider future funding in the operational budget making allowance to extend the existing layback on Molesworth Street by 2 carparking spaces to facilitate access to the Doctors Surgery.

**ATTACHMENTS**

- 1 Minutes of Meeting 13 Pages



**MINUTES OF**

**TENTERFIELD SHIRE LOCAL TRAFFIC**

**COMMITTEE MEETING**

**THURSDAY, 22 FEBRUARY 2018**

MINUTES OF THE **Tenterfield Shire Local Traffic Committee Meeting** OF TENTERFIELD SHIRE held at the Council Chambers on Thursday, 22 February 2018 commencing at 10.00am

**ATTENDANCE**

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

**ALSO IN ATTENDANCE**

Andre Kompler (TSC Chief Operating Officer)  
Jessica Gibbins (TSC Engineering Officer)  
James Paynter (TSC Works Manager)

*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.*

### **DISCLOSURE OF INTERESTS**

Councillor Gary Verri disclosed a Non-Pecuniary interest for Item 5. As the item relates to his Daughter in Law – bus service.

### **APOLOGIES:**

Apologies received for The Hon Thomas George, MP and Robert Clark, NSW Police.

### **CONFIRMATION OF MINUTES**

**Resolved** that the Minutes of the Tenterfield Shire Local Traffic Committee held on 21 December 2017, as circulated, be confirmed and signed as a true record of the proceedings of the meeting.

(Glen Lamb/Tom Peters)

### **BUSINESS ARISING FROM PREVIOUS MINUTES**

#### **1. TOOLOOM FALLS SIGNAGE REQUEST**

Council previously received a request from Urbenville Progress Association requesting a larger sign indicating the Tooloom Falls.

#### **ACTION:**

Stefan and Jess G have arranged signage indicating Tooloom Falls in addition to a sign at the intersection indicating the distance to the Falls. James Paynter to check to ensure the location of the sign in Urbenville was correct.

*No Further Action.*

#### **2. PETER ALLEN FESTIVAL**

The Business Chamber of Commerce, Industry and Tourism has advised that in September 2018, it is proposed that Tenterfield will be holding the Peter Allen Festival which will involve temporary road closure of the New England Highway section between High Street and Manners Street for the purpose of holding a street parade and functions.

#### **ACTION:**

Stefan and James previously drove the proposed alternate route. Stefan made clear that any damage caused to the road or infrastructure is Councils responsibility and not RMS. Council will need to provide a letter to RMS indemnifying RMS for road damage. Peter (representing The Business Chamber of Commerce, Industry and Tourism Committee) advised that it is proposed to close Rouse Street on the 7<sup>th</sup> September 2018 between 9am -4pm.

North Bound traffic will need to turn left at Manners Street (The Corner), then right at Duncan Street, right into Naas Street across the bridge with the limitation being the causeway over the creek.

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*Jess G to assist in the Road Occupancy Licence Application process. Stefan advised to use the ROL Northern email address as the team monitor the emails.*

**3. NEW ENGLAND HIGHWAY/ROUSE STREET, TENTERFIELD – SPEEDING ISSUE**

Council previously tabled the complaint from a local Motel Owner, Jumbuck Motor Inn concerning speed and noise from trucks that are traveling through town at night time. The motel owner has received complaints from people staying at the motel and that it is affecting business.

**ACTION:**

Paul Caldwell from Police advised that the Police are aware of the complaint and will monitor.

**4. MOUNT LINDESAY ROAD, LEGUME**

Council has previously received a request from Legume Progress Association requesting Council to install traffic counters in the village on Mount Lindsay Road in view of concerns raised about excessive traffic speed and for Council to remark the centre white dots/lines, along with the speed limits, on the road pavement to improve road safety for all users.

James advised that Council will program repainting of 50km markings on road pavement and if warranted put an additional 50km repeater sign reminding people in town of the speed limit.

GV asked if the speed zone can be changed? Stefan, advised that generally RMS if asked to change speed zones would increase in speed not decrease as there are too many speed zone changes. James Paynter asked if small signs should be used as repeater signs. Stefan commented that Council should not be putting B size signs with C size on back.

**ACTION:**

James Paynter to liase with RMS on signage requirements and if additional signs are warranted then Council will install and relocate signage to additional location.

**5. MINUTE PARKING AREA**

The question was asked previously if there was any chance of a "Patient Drop off Area" out the front of Tenterfield Medical Centre (Dr Mondal's) in Rouse Street, Tenterfield. Stefan said the right signage is "No Parking" but other Councillors said there are issues with kerb height and access.

Jess G tabled photos taken from Rouse Street and Molesworth Street adjacent to the Doctors Surgery. After further investigation, Andre suggested no changes to be made to the parking arrangements in Rouse Street. However, that an extension of the existing layback be constructed off Molesworth Street right on the intersection, subject to funding. This would provide a mountable kerb 2 x cars length.

Stefan commented that this was a Council matter and if Council changes the parking arrangements then community consultation will be required. Consider whether it sets a precedent or not. Need to consider whether it will achieve anything.

Andre commented that businesses will be impacted if make changes. Peter commented that the kerb height was the issue. Tom Peters asked if a ramp would be suitable.

**Recommendation:**

Council to consider future funding in the operational budget making allowance to extend the existing layback on Molesworth Street by 2 carparking spaces to facilitate access to the Doctors Surgery.

(Tom Peters/Gary Verri)

**6. MOUNT MCKENZIE LINEMARKING REQUEST**

Councillor Gary Verri previously requested line marking be reinstated on Mount McKenzie Road. Stefan mentioned that in some areas yellow line marking can be used particularly if snow falls.

Peter Petty noticed linemarking had been reinstated. James Paynter advised the Committee that he had contacted Southern Downs Regional Council to linemark the bends as they have a crew, but they were unable to do it. So, whilst RMS were in town he approached them to undertake the linemarking. RMS can do yellow, but couldn't do yellow at the time, so they did white instead. James suggested use of yellow markers as an option on the corners. Jess G and Andre drove Mount McKenzie Road. Regarding Curry's Gap corner, Andre commented where do you start and stop? Poor site distance etc? Council does not want a hit and miss approach.

Stefan advised that if linemarking is not reinstated as it was before then its removing a traffic control device.

Peter Petty commented that residents want corners line marked at Currys Gap and at Watt's entrance. Andre asked if linemarking was there initially at Mt McKenzie? Stefan commented that moving forward, if any roads need resealing the linemarking needs to be reinstated. If not reinstated it needs to come to the Local Traffic Committee as it is removing of a traffic control device.

James advised that it cost \$3700 to do Mount Lindesay Road plus the section of Mt McKenzie. To linemark all roads would be costly and would prefer not to use resources. Stefan commented that there should be money under block grant funding for this type of works. James said it would be great if money was available through this and if it fits within this budget, use it. Peter said it would be good to be done. Tom Peters asked why in QLD there is different linemarking. Stefan commented that if space exists then RMS will be doing in NSW. Keeping in mind that linemarking is a safety device, even if doesn't warrant, it should be done on corners and crests.

Peter said that Mt Mckenzie is a Tourist spot, from a local perspective it's the visitors that we're concerned about. Gary asked if Council's truck can do yellow? James advised that it could but whilst the RMS was in town who could achieve a better

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result he took the opportunity to engage the RMS. James asked if yellow catseyes were an option on the corners. Stefan advised yellow catseyes raised retroreflective issues and are a hazard to motorbikes. Council to look at the Austroads guidelines to follow. Additional guideposts may be required.

**ACTION:**

RPMS are not an option. Council to liaise with RMS and explore additional options for the corners & install guideposts on corners if required.

**7. CULLENDORE TURNOFF**

Glen Lamb asked previously could someone from Engineering have a look at Cullendore turnoff to bitumen at Dick Bonners as shoulders are soft and bitumen is pushed down (issue compaction of shoulder).

Glen mentioned that the section is 70% better but still greasy. James commented Council put more gravel and tidied up drainage. If additional funding becomes available Council may re-sheet from Wylie Creek Section. Gary mentioned there had been a few accidents from motorists losing control. Council will investigate when they do the next maintenance grade.

**8. BEAURY CREEK BRIDGE UPDATE**

Andre previously advised the Committee that a temporary side track and single lane low level bridge has been installed. The low level bridge has no load limit. The challenge for Council is funding as the bridge needs replacing and will cost \$2 Million.

Peter advised the committee that the bridge has failed. There are 12-14 bridges in our shire that have load limits. He would be meeting with MP Thomas George, pursuing to go forward with a plan to come to a solution. It is a huge challenge to maintain & renew bridges. Kyogle are doing good job (under the wooden bridges program). Stefan mentioned the Bridges for Bush program. Peter said it's a risk of bridge failing and the support is needed of Council putting load limits. Agricultural companies still work due to bridge load limit. Glen said it restricts trade for some businesses.

**9. MOUNT LINDESAY ROAD, F1-11 SITE**

Council previously received correspondence from a concerned resident regarding motorists doing unsafe U-turns at this location.

Council investigated whether this section of Mount Lindesay Road at the F111 Site met the warrants for line marking in accordance with Line marking guidelines and installed when RMS were in town.

*No further action.*

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## **10. ROUSE STREET, TENTERFIELD – DR PILGRIMS**

Council previously received correspondence from Dr Pilgrims Surgery requesting a dedicated patient drop off & pick up car space.

Jess G tabled photos of the 2 x 15 minute parking spaces currently in place.

Andre advised that "No Parking" will affect businesses. Consultation with Dr Pilgrims required. Limited parking for short term parking sufficient.

Stefan said that it is common for Patient drop off areas in hospitals and that people misinterpret no parking.

### **ACTION:**

Council to write to Dr Pilgrims advising that the existing 15 minute parking sufficient.

## **11. HERDING YARD CREEK BRIDGE & RIVERTREE ROAD CONCERNS**

Council previously received correspondence from Liston and Area Progress Association concerning various issues. It was discussed at the last meeting and concerns were to be reported back to the Committee.

Gary commented that the bridge may require give way signs. The drain on Rivertree Road where tape was put around is still an issue. James mentioned that Council previously tried applying for it under flood damage claim however, missed out. He will try & put in next years budget. There is bed rock there making it difficult to rectify. Glen said that the bridge approaches have regrowth which is still an issue and needs removing. Coming from Amosfield to Stanthorpe needs the left hand side wiping out so you can see what's coming on the bridge. James said the clearing will be done as Council's Backhoe will be doing drainage works in the next month.

Gary mentioned an accident had occurred where the motorist came off bridge & flipped due to driver error. Jenners Bridge needs upgrading due to high use by vege trucks. Hopefully funding will become available. James mentioned may have funding in repair program.

## **12. TENTERFIELD HIGH SCHOOL, CROSS COUNTRY EVENT**

The letter received from Tenterfield High School was tabled regarding the annual Cross Country Event to be held on 2 May 2018 utilising the cycleway through Council's Parks & along Naas Street, George Street, Duncan Street and crossing Molesworth Streets.

This application is similar to previous years. Council received a copy of the High School's Public Liability, proposed route and Notice of Public Assembly Form. Council has previously installed the signs required in accordance with an approved Traffic Control Plan.

**ACTION:**

That Council offers no objections to the temporary use of roads such as Naas Street, George Street, Duncan Street and crossing of Molesworth Streets associated with the Tenterfield High School Cross Country Event on 2 May 2018 subject to Police approval and standard conditions. Paul Caldwell will chase up the Police Approval.

**13. RILEY STREET, TENTERFIELD**

Council received a complaint for the number of large vehicles using Riley Street to enter the Industrial Area.

Andre Kompler previously advised the Committee that there is a need to do more to minimise truck use from Pelham Street west. There is signage in place depicting a "no through road" and "vehicles >3 tonne require a permit".

Restriction on the road would appear to be due to industrial development. The public can access the Industrial Area via Western Boundary Road. There are traffic counters in place. Once the feedback from traffic counters is analysed, if there is an issue then enforcement from Police will be required. Peter Petty commented that when the traffic calming device was installed, vehicles were to use Western Boundary Road to try and reduce the number of vehicles using this area.

Jess G advised the Committee that the current permits are due to expire in March 2018. The permits are limited to 3 tonne currently.

**ACTION:**

Council to review all permits for use of Riley Street.

**14. 40KM/HOUR SPEED LIMIT AT EMERGENCY INCIDENTS – RFSA**

Council received correspondence from NSW Rural Fire Service Association (attached) requesting Council to support for the push for change to make the speed limit at all emergency incidents 40km per hour.

Discussion was held on this issue. Jess H advised that this is outside the delegation of the Local Traffic Committee so Council will need to deal with this.

RMS has not been notified of any changes. Lots of difficulties surrounding this issue. How can it be enforced, how can the how can be enforced, how to indicate to the general motorist that the speed has been changed?

Stefan commented that legislation can be changed but can't change driver habit. Gary & Glen mentioned that Emergency signage is put out in times of accidents. Peter reiterated this matter must be raised with State Member. Paul Caldwell commented he had heard on the ABC (there was a motion in place to get through parliament).

**ACTION:**

Council to take up with own member of parliament.

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**15. TENTERFIELD MEN'S SHED – REQUEST FOR SIGNAGE & ASSISTANCE**

Council previously received correspondence from Tenterfield Men's Shed Inc requesting signage and consideration to enable identification of the Tenterfield Men's Shed.

Discussion was previously held. RMS doesn't support the installation of signs of this nature on the New England Highway (Rouse Street). Council has control over local roads/streets. It was suggested that one sign be erected at the Wood Street entrance only at full cost to the applicant.

**ACTION:**

Council to correspond back to applicants advising that they should supply a map to the Visitors Centre indicating the location of the Men's Shed. Also advise the applicants that a sign would be appropriate off Wood Street and to apply for a community grant to help fund the sign and maps. James to liaise with the applicant on a suitable location.

**16. MOUNT LINDESAY ROAD, SCHOOL BUS ROUTE SIGN REQUEST**

Request received by Council by a resident on Mount Lindesay Road requesting a sign depicting "school bus route" be erected near the pull off area on Mount Lindesay Road near at 307A Mount Lindesay Road, Tenterfield heading north on Mount Lindesay Road. There is currently a sign heading south on the Mount Lindesay Road towards Tenterfield however not heading north.

James mentioned that any school bus signs to be erected will only be erected if warrants. There are some on the Bruxner Way that were put up and are problematic. Council is currently assessing these.

**ACTION:**

Council to investigate the position of the signage to see if meets warrants. If required, Council to install an additional sign depicting "school bus route".

**17. BRUXNER WAY, ROAD TRAIN REQUEST**

Request received previously by Council regarding use of road trains on Bruxner Way, particularly west of Mingoola to Goondiwindi. Discussion was held.

Peter said they want to use for road trains across to Beardy. The NHVR are the legislative authority to issue consent. Paul Caldwell commented that the local Police look after the roads out as far as Moree with no road trains sited. Stefan suggested putting in an application in to get the Bruxner Way reclassified. Unless major funding, the roads are not suitable for use by road trains.

**18. DISABLED PARKING, ROUSE STREET TENTERFIELD**

James advised the Committee that previous discussions have been held with the Chemist regarding taking the disabled carpark away from the existing location (northern side of pedestrian crossing in Rouse Street) and relocating it to the south

side of the pedestrian crossing. It was noted from the inspection that there is no layback to get onto the footpath.

James mentioned that the disabled carpark had already been relocated. Stefan commented that to complete the relocation, Council needs to send to RMS to make correct.

#### **19. KILLARNEY P-10 STATE SCHOOL P & C BORDER RANGES TRAIL RIDE**

Letter from Killarney P-10 State School P & C regarding the Border Ranges Trail Ride to be held on 24, 25 March 2018 including details of public liability insurance (to be forwarded in March), traffic management plan, event details, emergency evacuation plan & template letters have been forwarded to all emergency services. Road crossings include Mount Lindesay Road at Lower Acacia and Carters Road/Mount Lindesay Road.

A Development Application will be required in accordance with Environmental Planning & Assessment Act 1979 for assessment and determination by Council. This would also require neighbour notification due to the use of private property.

#### **ACTION:**

That Council offers no objections to the holding of the Killarney P-10 State School P & C Border Ranges Trail Ride subject to Development Approval, Police approval and standard conditions.

#### **GENERAL BUSINESS**

##### **1. EVENT REQUEST – ANZAC DAY MARCH, TENTERFIELD– 25 APRIL 2018**

Letter received from Tenterfield RSL Sub-Branch regarding Anzac Day activities on 25 April 2018 was tabled for consideration.

Jess G advised the Committee that this application is similar to previous years. Council is currently liaising with the event organiser to ensure the "Special Events Transport Management Plan - Template" application checklist is completed including public liability, proposed route, notification to emergency services. A Road Occupancy Licence is required for Rouse Street prior to the event occurring.

#### **ACTION:**

That Council offers no objections to the temporary closure of roads such as Manners Street, Rouse Street and Molesworth Street in the Tenterfield CBD associated with the ANZAC Day ceremony 25 April 2018 subject to Police, RMS approval and standard conditions.

##### **2. EVENT REQUEST – ANZAC DAY MARCH, URBENVILLE – 25 APRIL 2018**

Letter received from Urbenville RSL Sub-Branch regarding Anzac Day activities on 25 April 2018 was tabled for consideration.

Jess G advised the Committee that this application is similar to previous years. Council is currently liaising with the event organiser to ensure the "Special Events Transport Management Plan - Template" application checklist is completed including public liability, proposed route, notification to emergency services. The applicant has been advised to contact Kyogle Council for assistance with the necessary Traffic Control Plan needed for this event.

**ACTION:**

That Council offers no objections to the temporary closure of roads such as Beaury Street, Tooloom Street and part of Clarence Way in Urbenville associated with the ANZAC Day ceremony 25 April 2018 subject to Police approval and standard conditions.

**3. EVENT REQUEST – URBENVILLE SHORT COURSE RALLY – 19 MAY 2018**

Council received an application for the proposed event to be held on Saturday 19 May 2018. This same event was held last year on 22 April 2017 which included closure of Beaury Creek Road from the junction of Tooloom Road to the intersection of Urbenville Road between the hours of 8:00am and 6:00pm.

The documentation was distributed by email to the Committee members for discussion and approval. Gary mentioned there is some potholes on this road. James added that the grader will carry out maintenance as per cycle but also will insect prior to the event. Gary said the Community has been happy with the progress of this event to date.

**ACTION:**

That Council offers no objections to the holding of the Urbenville Sprint Car Rally including closure of Beaury Creek Road from the junction of Tooloom Road to the intersection of Urbenville Road to be held on Saturday 19 May 2018.

Further, that Council:

1. Approve the event in principle subject to Police approval and standard conditions.
2. That Tenterfield Shire Council does not provide road closure boards as per the submitted Traffic Management Plan.
3. Beaury Creek Road is to be inspected by both parties (Council and Event Organiser) prior to the staging of the event, to determine what maintenance, if any, is required. Beaury Creek Road would only be graded if due for a maintenance grade or if resources are available in the local area. If resources are not available, the event organiser may be required to pay for grading of the road. The event organiser to sign a waiver that the condition of the road is returned to the same condition prior to the staging of the event.
4. In conjunction with Kyogle Council advertises the road closure for this event as the roads authorities for the roads to be used. The Council logo is not to be used on any leaflets or flyers promoting the event.

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#### **4. EVENT REQUEST – WOODENBONG TRAIL BIKE RIDES 2018**

Jess G tabled an application that had been received by Australian Dirt Bike Adventures for holding of their annual TrailBike Event utilising road crossings on Mount Lindesay Road, Beaury Creek Road and Grahams Creek Road for 5 & 6 May weekend and 13 & 14 October weekend with wet weather alternate dates to be forwarded to Council.

Jess G advised that a Development Application has been received for the two (2) events as neighbour notification will be required as crossing private properties.

This application is similar to previous years. Council is currently liaising with the event organiser to ensure the "Special Events Transport Management Plan - Template" application checklist is completed including public liability, proposed route, notification to emergency services, police approval etc.

**ACTION:**

That Council offers no objections to the use of roads such as Mount Lindesay Road, Beaury Creek Road and Grahams Creek Road associated with the Woodenbong Trailbike Ride events to be held on the dates of 5 & 6 May 2018 and 13 & 14 October 2018 and alternate wet weather dates subject to Police approval and standard conditions.

#### **5. SIGNAGE REQUEST**

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

Council to liaise with RMS on signage. Peter asked why Urbenville was not mentioned on the Naas Street sign. Stefan commented that it is not on there because signage is supposed to only sign focal point due to guidelines. NPWS ministers decision that all National Parks should be subject to 40km speed zone. The Roads Act depicts that RMS sets the limits. Bald Rock was discussed as an example.

**ACTION:**

RMS will look at design for sign and liaise with Council. Council to write to applicant.

#### **6. MOUNT LINDESAY ROAD, WILLSONS DOWNFALL TO BOOKOOKOORARA**

Correspondence received from the Willsons Downfall Conveyance Committee regarding concerns with condition of Mount Lindesay Road and the school bus route was tabled for discussion.

Andre advised the committee that Council has responded to this and that Council has limitations where roads fit into classification in the Road Network Management Plan. Maintenance frequency is due to road classification. If more work is required in an area, it may need political process for funding. Peter commended the applicants on a good letter, it points out the challenges that Council faces. Andre said Council is currently allocating time and effort to Mount Lindesay Road.

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Grant applications are in place. Paul Caldwell mentioned that about 15 years ago Bus companies were asked to look at safe set down & pick up points to ensure they were safe. Gary commented that Sugarloaf Road is on the bus route and is an issue.

Rivertree Road, trees are a problem. Council has no ambition to seal any more roads but may be able to do some more re-sheeting if can save from somewhere else. Andre mentioned if making savings Council should do less reactive action and stick to schedule. If savings, do in a programmed way. Glen mentioned limbs on road & trees that have been removed due to white ants. Peter commented that cross border meetings could potentially cost save perhaps by sharing machinery etc.

## **7. REQUEST FOR SIGNAGE, UNDERCLIFFE**

Correspondence received from concerned residents requesting signage to be erected to help reduce dust issues was tabled for discussion.

James advised the Committee that Council's Dust Abatement Policy states that Council will prepare pavement and the property owner is to pay for the seal. Signage will be in affective. Council reapproved the policy in 2017. Council's Works Supervisor spoke to the residents on site about possible dust abatement. Gary asked about the other material discussed previously. Andre said that it's only a temporary material and that Council would encourage a sealed network particularly for ongoing maintenance.

Peter mentioned that times change. Where a road may only have 1 car travel per day suddenly changes to 10 cars a day, dust can become an issue. Council's Policy refers to a minimum length of 100m. Policy is a bit watery and needs reviewing.

### **ACTION:**

Council to write back to the applicant advising that no provision for signage and to apply to Council for a dust abatement.

## **8. EXTENSION OF SCHOOL BUS ROUTE REQUEST, LEGUME**

Letter and map from Peter & Lorraine Mulcahy who want to extend their school bus route to Woodenbong was tabled for discussion.

Glen Lamb advised that there are new students going to Woodenbong requiring transport. The pull off lanes are at the Border.

### **ACTION:**

Council to provide a letter of support in principle for the extension of the bus route.

## **9. KOOKABURRA CAMPGROUND, SIGNAGE REQUEST**

This was tabled at a previous traffic committee meeting. Additional correspondence received from the owner of the Kookaburra Camping Grounds on Castlerag Road, Deepwater was tabled for consideration.

Stefan advised the Committee that RMS had contacted the owner about options. RMS gave quotation to the owner for installation of the signs. The owner said the signs were too expensive and then installed unauthorised signs. RMS have asked the owner to remove these unauthorised signs.

**ACTION:**

Council to write back to the applicant advising no to signage and to contact RMS. Signs can be put in private property as an alternative option.

**10. TENTERFIELD LODGE CARAVAN PARK, SIGNAGE REQUEST**

Tenterfield Lodge Caravan Park have approached Council for approval to reinstate the caravan sign on Rouse Street/Manners Street, intersection.

Jess G tabled photos of the sign in question. Peter mentioned that part of the Streetscape works Council removed a lot of signage. Stefan said that Motels or caravan parks shouldn't be signposted in the urban area. Any sign on the Highway needs RMS approval and can't do any bigger sign at this location.

**BUSINESS WITHOUT NOTICE (INFORMAL)**

**1. LISTON BUS SCHOOL BUS STOP IN FRONT OF HALL**

Gary asked advice about process for school bus stop.

If the school is concerned about the school bus stop they should talk to the bus operator, incorporate any issues into their risk assessment then submit to the Department of Transport and Traffic Committee.

**2. RATEPAYERS LETTER**

Stefan advised Committee that he drove to Liston this morning to investigate whether a speed limit is warranted and doubts that a speed limit would achieve anything at that location. Glen mentioned he drives the bus and if he's concerned do a turnaround to be safe. Peter mentioned the issue is a strip at the Intersection. Gary mentioned Council put a give way sign there and road pavement has been repainted. Glen said it's no different to 100km/hr anywhere else. Stefan's first impression was that a speed limit is not the answer however RMS to look at and discuss further at the next LTC meeting.

North of Liston at the 80kph section there seems to be little signs used in the 3.5km section, with no repeater signs or pavement numbering.

**NEXT MEETING**

Thursday 26 April 2018 at 10:00 am in the Council Chambers.

There being no further business the Mayor declared the meeting closed at 12.30pm.

.....  
Councillor Peter Petty  
Mayor/Chairperson

**(ITEM RC5/18) REPORTS OF COMMITTEES & DELEGATES - NEW ENGLAND GROUP OF COUNCILS MEETING - 23 FEBRUARY 2018**

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**REPORT BY:** Peter Petty, Mayor

Mayor Peter Petty and Chief Executive Terry Dodds attended a meeting of the New England Group of Councils at Glen Innes on Friday, 23 February 2018. Minutes of the Meeting are attached.

**RECOMMENDATION**

**That Council receive and note the Minutes of the New England Group of Councils held on Friday, 23 February 2018.**

**ATTACHMENTS**

**1** Minutes of Meeting 9 Pages

***New England Group of Councils Meeting***  
***23 FEBRUARY 2018***

**Minutes**

New England Group of Councils – NEGOC Ordinary Meeting – 23 February 2018

**NEW ENGLAND GROUP OF COUNCILS  
 ORDINARY MEETING  
 MINUTES**

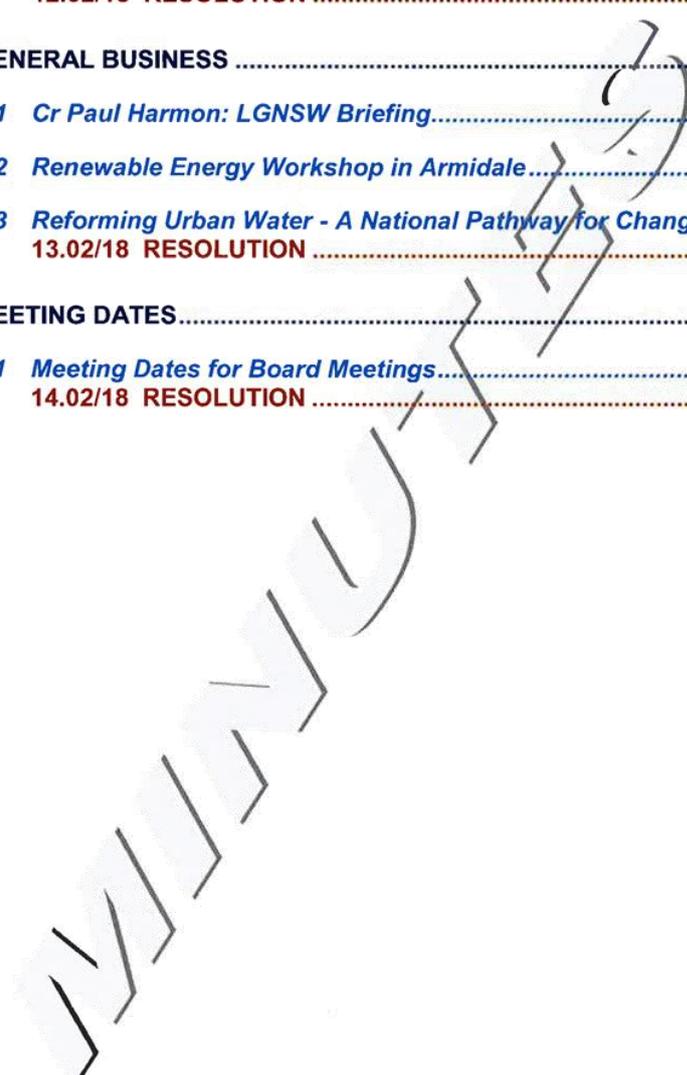
From the meeting held at the Glen Innes Severn Learning Centre,  
 William Gardner Conference Room, Grey Street, Glen Innes on:  
 Friday, 23 February 2018 at 10.00am

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New England Group of Councils – NEGOC Ordinary Meeting – 23 February 2018

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New England Group of Councils – NEGOC Ordinary Meeting – 23 February 2018

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**PRESENT:** Cr Steve Toms (Chair) and Mr Hein Basson (Glen Innes Severn Council), Cr Simon Murray and Mr Peter Dennis (Armidale Regional Council), Cr Paul Harmon and Mr Paul Henry (Inverell Shire Council), Mr Lester Rodgers (Moree Plains Shire Council), Cr Peter Petty and Mr Terry Dodds (Tenterfield Shire Council), Cr Michael Pearce and Mr Andrew Hopkins (Uralla Shire Council), Ms Alison McGaffin (Director Northern NSW Regional Coordination, Department of Premier and Cabinet).

**OPENED:** 10.10am.

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## **1 ACKNOWLEDGEMENT TO COUNTRY**

The Chair welcomed everybody in Glen Innes and thanked Peter Dennis, General Manager of Armidale Regional Council who has recently tendered his resignation with this organisation, for his contribution to the New England Group of Councils (NEGOC). He then read the following "Acknowledgement to Country":

"I acknowledge the Ngorabul people as the traditional custodians of this land and pay my respect to the Elders both past and present. I also extend that respect to Aboriginal people here today."

## **2 APOLOGIES**

Apologies were received from Cr Katrina Humphries, who was unable to attend.

Moved Cr M Pearce — Seconded Cr P Harmon

### **1.02/18 RESOLUTION**

That the apology received from Cr K Humphries, Mayor of Moree Plains Shire Council, be accepted and that leave of absence be granted.

**CARRIED**

## **3 DISCLOSURE OF CONFLICT OF INTERESTS / PECUNIARY AND NON-PECUNIARY INTERESTS**

No disclosures by members were made.

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New England Group of Councils – NEGOC Ordinary Meeting – 23 February 2018

**4 MINUTES OF THE PREVIOUS ORDINARY MEETING - 24 NOVEMBER 2017 TO BE CONFIRMED**

Moved Cr P Petty                      Seconded Cr P Harmon

**2.02/18 RESOLUTION**

That the Minutes of the Ordinary Meeting of the New England Group of Councils held on 24 November 2017, copies of which were circulated, be taken as read and confirmed as a correct record of the proceedings of the Meeting.

**CARRIED**

**5 REPORTS**

**5.1 Election to the Local Government NSW Board: Cr Paul Harmon, Mayor of the Inverell Shire Council**

**REPORT FROM:      NEGOC SECRETARIAT**  
**Author:                Hein Basson, Secretariat**

Moved Cr S Murray                      Seconded Cr M Pearce

**3.02/18 RESOLUTION**

1. That the Board acknowledges the achievement of Cr Paul Harmon, Mayor of the Inverell Shire Council, to be elected to the Local Government NSW's Board of Directors as a representative of the Regional/Rural Division.
2. That the Board congratulates Cr Harmon with his election to the above-mentioned position and wishes him well with serving his term in this esteemed position.

**CARRIED**

**5.2 Formation of a New England Joint Organisation: Member Councils**

**REPORT FROM:      NEGOC SECRETARIAT**  
**Author:                Hein Basson, Secretariat**

Moved Cr S Murray                      Seconded Cr P Harmon

**4.02/18 RESOLUTION**

1. That the Board notices with thanks the resolutions passed and commitments made by the Armidale Regional, Glen Innes Severn, Inverell Shire, Moree Plains Shire, Tenterfield Shire and Uralla Shire Councils to formally participate in the proposed New England Joint Organisation when implemented later in the year.

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New England Group of Councils – NEGOC Ordinary Meeting – 23 February 2018

2. That the Board expresses its goodwill toward the request received from the Mayor of the Narrabri Shire Council to potentially join the proposed New England Joint Organisation; however, notes some concern with the perceived community of interest around Tamworth ahead of Armidale, travel distances, renewable energy development versus extractive industries; and agricultural land versus extractive industry priorities that may exist with such membership within the to-be-established New England Joint Organisation.

**CARRIED UNANIMOUSLY**

Moved Cr P Harmon                      Seconded Cr S Murray

**5.02/18 RESOLUTION**

That Councils make their own individual submissions to the Office of Local Government in regards to the recently distributed draft *Local Government (General) Amendment (Regional Joint Organisations) Regulation 2018*, but also refer these submissions to Mr Paul Henry, General Manager of the Inverell Shire Council, to compile a regional submission on behalf of the New England Group of Councils – incorporating the concern expressed by the Board of the perceived establishment of a fourth tier of government.

**CARRIED**

The Chair ruled that Item 5.6 be brought forward for discussion prior to consideration of Item 5.3.

**5.6 Establishment of a Council Engagement Team**

**REPORT FROM:**      **NEGOC SECRETARIAT**  
**Author:**              **Hein Basson, Secretariat**

Moved Cr P Harmon                      Seconded Cr S Murray

**6.02/18 RESOLUTION**

That the Board notes the contents of the Office of Local Government's Circular 18-01 "Establishment of a Council Engagement Team" as attached as an Annexure to this report.

**CARRIED**

Moved Cr M Pearce                      Seconded Cr P Petty

**7.02/18 RESOLUTION**

That Ms Alison McGaffin, representative of the Department of Premier and Cabinet, obtains further information in regards to the establishment of a Council Engagement Team and brings a further report back to the Board for its consideration; also addressing the notion that this team will implement programs to support improved Council performance and what exactly this means for Local Councils.

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New England Group of Councils – NEGOC Ordinary Meeting – 23 February 2018

**CARRIED**

### **5.3 Discussion Paper: How Can the New England and Namoi Joint Organisations Work Together for Enhanced Regional Benefit?**

**REPORT FROM: NEGOC SECRETARIAT**  
**Author: Hein Basson, Secretariat**

Alison McGaffin noted that she was not directly involved with the development of the discussion paper, although she supports it.

Moved Cr P Petty                      Seconded Cr P Harmon

#### **8.02/18 RESOLUTION**

That the Board notes the contents of the discussion paper "How can the New England and Namoi Joint Organisations work together for enhanced regional benefit?" and revisits it as part of its strategic thinking and planning over the next number of months.

**CARRIED**

### **5.4 Shared Value Roadshow**

**REPORT FROM: NEGOC SECRETARIAT**  
**Author: Hein Basson, Secretariat**

Moved Cr S Murray                      Seconded Cr M Pearce

#### **9.02/18 RESOLUTION**

That the Board notes the information contained in the report, and provides an opportunity to Mr Angus Witherby, Director of Planning and Community Development with Moree Plains Shire Council, to do a presentation at the following meeting of the Board.

**CARRIED**

### **5.5 Concerns with the Roads to Recovery Statement of Expectations**

**REPORT FROM: NEGOC SECRETARIAT**  
**Author: Hein Basson, Secretariat**

Moved Cr M Pearce                      Seconded Cr P Petty

#### **10.02/18 RESOLUTION**

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New England Group of Councils – NEGOC Ordinary Meeting – 23 February 2018

That a letter be sent to the Federal Minister for Infrastructure and Transport, supporting the sentiments of the Glen Innes Severn Council as noted in its letter to the Minister dated 22 January 2018; further that this Minister be lobbied in this regard at the upcoming Roads Conference.

**CARRIED**

### **5.7 Notes of the GMAC Meeting held on 6 February 2018**

**REPORT FROM: NEGOC SECRETARIAT**  
**Author: Hein Basson, Secretariat**

Moved Cr S Murray                      Seconded Cr M Pearce

#### **11.02/18 RESOLUTION**

1. That the Board notes the information contained in this report.
2. That the Board supports the Strategic Plan development as highlighted in the General Managers' Advisory Committee's meeting notes.
3. That Professor Brian Dollery's proposed shared services initiative be pursued after the initial Strategic Plan process has been concluded and adopted by the Board.

**CARRIED**

## **6 CORRESPONDENCE, MINUTES, PRESS RELEASES**

### **6.1 Correspondence**

**REPORT FROM: NEGOC SECRETARIAT**  
**Author: Hein Basson, Secretariat**

Moved Cr P Harmon                      Seconded Cr M Pearce

#### **12.02/18 RESOLUTION**

That the Board notes the contents of the following items of correspondence:

- Email dated 7 December 2017 from Ms Alice Campey, Principal Policy & Project Manager Strategy and Legislation, NSW Department of Industry, Crown Lands & Water Division, providing further information in relation to the Crown Land Management Act 2016 (this email was distributed to all members on 13 December 2017);
- Email dated 4 December 2017 from Ms Alison McGaffin, Department of Premier and Cabinet, containing information in relation to opportunities for a Northern NSW Renewable Energy Initiative (this information was distributed to all members with the Minutes of the November 2017 meeting);

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New England Group of Councils – NEGOC Ordinary Meeting – 23 February 2018

- Letter dated 10 January 2018 to the Hon. Adam Marshall in relation to the Board's resolution acknowledging and commending the Member for Northern Tablelands for his initiative and drive in keenly championing local and regional issues.

**CARRIED**

## **7 GENERAL BUSINESS**

### **7.1 Cr Paul Harmon: LGNSW Briefing**

Cr Harmon, newly elected LGNSW Board Member, provided a short update on topical Local Government issues.

### **7.2 Renewable Energy Workshop in Armidale**

Ms Alison McGaffin mentioned that the anticipated Renewable Energy Workshop within the larger region will be held on 26 March 2018 in Armidale.

### **7.3 Reforming Urban Water - A National Pathway for Change**

The Chair, Cr Toms, brought the above-mentioned discussion paper to the attention of members, expressing his concern about the direction of this paper undermining the autonomy of Local Councils as water and waste water utility providers.

Moved Cr P Harmon                      Seconded Cr P Petty

### **13.02/18 RESOLUTION**

That the Board expresses its concern about the paper "Reforming Urban Water – A National Pathway for Change" (released in December 2017 by Infrastructure Australia) potentially eroding the autonomy of Local Councils with regards to the future management of their water and waste water utilities.

**CARRIED**

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New England Group of Councils – NEGOC Ordinary Meeting – 23 February 2018

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## **8 MEETING DATES**

### **8.1 Meeting Dates for Board Meetings**

Moved Cr S Murray                      Seconded Cr P Petty

#### **14.02/18 RESOLUTION**

That future Board Meetings be held on the first Monday after the fourth Friday of the month.

**CARRIED**

#### **GMAC Meetings:**

- 1 May 2018 (Glen Innes)
- 1 August 2018 (Inverell)
- 6 November 2018 (Glen Innes)

#### **Board Meetings:**

- 28 May 2018 (Uralla)
- 27 August 2018 (Inverell)
- 26 November 2018 (Armidale)

The Meeting closed at 12.15pm.

**(ITEM RC6/18) REPORT OF COMMITTEE & DELEGATES - LOCAL GOVERNMENT NSW - WORKING PARTY - UNRATEABLE FORESTRY PLANTATION LAND & FORESTRY ROAD INFRASTRUCTURE CONTRIBUTIONS - 1 MARCH 2018**

---

**REPORT BY:** Peter Petty, Mayor

LGNSW held a Working Party "Unrateable Forestry Plantation Land & Forestry Road Infrastructure Contributions" on Thursday, 1 March 2018. This matter has evolved from a Resolution from the 2017 Local Government NSW Annual Conference held in Sydney in December 2017 and the following motion raised by Tenterfield Shire Council:

**Motion 36**

*"11 – Contributions from Logging Operations*

*That Local Government NSW writes to the Minister for Roads, Maritime Services & Transport to request that local government areas (LGAs) are able to meet and negotiate with Forestry Corporation NSW and private forestry operators to contribute towards grading and any other work on maintain roads and bridges while logging is going on in that area."*

The Working Party is attended by a number of Local Government representatives from the Council areas of:

- Oberon
- Bellingen
- Snowy Monaro
- Snowy Valleys
- Shoalhaven
- Lithgow
- Armidale
- Tenterfield

**ACTIONS**

1. The Forestry Corporation have a 10 year logging plan. We need to be able to negotiate with the Forestry Industry to fund the road maintenance. The Forestry Corporation showed a profit of \$45 million in 14/15.
2. The Minister for Lands & Forestry is the Hon Paul Toole MP.
3. A reconciliation of the Non Rateable land last provided from 13 September 2016 has recently been completed with the new valuation issued and updated in November 2016. The valuations only took effect from 1 July 2017 for rating purposes and there was a slight reduction to 9,852,082 from the previous valuation in 2013 of 9,903,412.

A new extract of Non Rateable properties has been completed and is currently being reviewed against Council's Land & Asset Register.

4. Council to write to our local member, The Hon Thomas George MP and inform him of Council's position.

Report of Committee No. 6 Cont...

**RECOMMENDATION**

- (1) That the Mayor's Report on the LGNSW Workshop "Unrateable Forestry Plantation Land & Forestry Road Infrastructure Contributions" be received and noted; and**
- (2) Council endorse the actions arising from the Mayor's Report.**

**ATTACHMENTS**

There are no attachments for this report.

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**(ITEM RC7/18) REPORT OF COMMITTEE & DELEGATES - COUNTRY MAYORS' ASSOCIATION - 2 MARCH 2018**

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**REPORT BY:** Peter Petty, Mayor

A General Meeting of the Country Mayors' Association was held in Sydney on Friday, 2 March 2018.

- Mayor Petty spoke about telecommunications blackspots and towers not getting build in our areas.
- Privation of water was spoken about and the associated concerns. The Minister for Water to be invited to address the next meeting in June 2018.
- Deputy Police Commissioner Regional NSW Field Operations, Mr Gary Worboys, spoke on changes to Area Commands across NSW Regional areas. He advised there are 5,000 police in country NSW and there would be no changes to Police Station opening hours. He also spoke on the difference in Local Police and Highway Patrol and the lack of interaction.
- Changes on Court times in some areas was mentioned.
- Peter Primrose, Shadow Minister for Local Government and Michael Daley, Deputy Leader NSW State Labour Shadow Minister for Planning. Peter spoke on their support for Joint Organisations and ROC's but would not commit to doing away with rate pegging.
- Acting Consul General Linda Daetwyler, US Council General Sydney - 1.3 million Australians travel to America every year. 26% of investment comes from the United States.
- Lindesay Cane, CEO of Royal Far West advised that the organisation has to raise \$16,000m each year with only \$4m contributed by the State Government. The Royal Far West services 16,000 families.
- Royal Far West Telecare has raised \$31m of \$35m needed to construct a new building at Manly which will be finished by the end of the year.
- Issues relating to blackspot mobile towers and the problems relating to Crown Land and Forestry allowing access to land to build the towers.

### **RECOMMENDATION**

**That the Mayor's report from the General Meeting of the Country Mayors' Association held in Sydney on Friday, 2 March 2018 be received and noted.**

### **ATTACHMENTS**

There are no attachments for this report.

**(ITEM RC8/18)** REPORTS OF COMMITTEES & DELEGATES - AUDIT & RISK COMMITTEE  
- 8 MARCH 2018

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

A meeting of the Audit & Risk Committee was held on Thursday, 8 March 2018. Minutes of the Meeting are attached.

**RECOMMENDATION**

**That the Minutes of Audit & Risk Committee Meeting held on 8 March 2018 be endorsed and adopted.**

**ATTACHMENTS**

**1** Minutes of the Meeting 6 Pages



# **MINUTES OF THE AUDIT & RISK COMMITTEE THURSDAY, 8 MARCH 2018**

MINUTES OF THE **Audit & Risk Committee** OF TENTERFIELD SHIRE held at the Council Chambers on Thursday, 8 March 2018 commencing at 1.05 pm.

## **ATTENDANCE**

Councillor Peter Petty (Mayor)  
Councillor Don Forbes (Deputy Mayor)  
Mr Peter Sheville – Independent External Member & Chair (*By telephone*)  
Mr Andrew Page – Independent External Member  
Mr Geoff King – Independent External Member

## **ALSO IN ATTENDANCE**

Chief Operating Officer (Kylie Smith)  
Executive Assistant & Media (Noelene Hyde)  
Accountant (Belinda Savins)  
Governance Co-ordinator (Erika Bursford)  
WHS & Risk Management Officer (Wes Hoffman)  
Audit Office of NSW (James Sugumar) – *By telephone*

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

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## **APOLOGIES**

Apology received from Mr Terry Dodds (Chief Executive).

## **DISCLOSURE OF INTERESTS**

Nil.

## **CONFIRMATION OF MINUTES**

**Resolved** that the minutes of the Audit & Risk Committee meeting held on Wednesday, 6 December 2017, as circulated, be confirmed and signed as a true record of the proceeding of the meeting.

(Donald Forbes/Andrew Page)

## **MATTERS ARISING FROM THE MINUTES**

Chairperson Peter Sheville noted the following items:

- Timetable for Audit Plan – provided by Audit Office;
- Business Continuity Plan – not yet implemented – to be carried forward;
- Annual Plan will be covered in meeting today.

## **AUDIT OFFICE CLIENT SERVICES PLAN FOR THE YEAR ENDING 30 JUNE 2018**

The Plan was tabled for members of the Committee and issues address by James Sugumar of the Audit Office of NSW.

### **Schedule – Draft Financial Reports**

Schedule indicates draft financial reports presented 25 October 2018 (Ordinary Council meeting is 24 October 2018).

### **ACTION**

Erika to schedule one meeting for October 2018, this being 25 October 2018.

### **Information Technology General Controls**

Noted that the Audit Office is looking for evidence that controls are in place and if not, what is Council doing to document this.

**Resolved** that the Committee receive and note the Audit Office Client Service Plan for the year ending 30 June 2018.

(Geoff King/Peter Petty)

*James Sugumar disconnected from the meeting, the time being 1.35 pm.*

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**REPORTS**

**(ITEM CEO1/18) AUDIT & RISK COMMITTEE ANNUAL PLAN**

**SUMMARY**

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

**ACTION**

Review of Audit Committee performance – December 2018.

**Resolved** that the Audit & Risk Committee receive and note the Audit & Risk Committee Annual Plan 2018 in particular, the items for March 2018.

(Andrew Page/Geoff King)

**(ITEM CEO2/18) ENTERPRISE RISK MANAGEMENT SUMMARY**

**SUMMARY**

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

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

(Peter Petty/Geoff King)

**(ITEM CEO3/18) WORKPLACE HEALTH & SAFETY SUMMARY**

**SUMMARY**

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

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

(Geoff King/Donald Forbes)

**(ITEM CEO4/18) FRAUD, MISCONDUCT AND COMPLIANCE BREACHES**

**SUMMARY**

The purpose of this report is to provide details of any Fraud, Misconduct and Compliance breaches identified or allegations made, during the period 6 December 2017 to 8 March 2018.

**ACTION**

Need to add miscellaneous complaints.

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

(Peter Petty/Andrew Page)

**(ITEM CEO5/18) CODE OF CONDUCT - PANEL OF REVIEWERS APPROVED**

**SUMMARY**

The purpose of this report is to confirm the appointment of eight independent members to the Panel of Conduct Reviewers.

**Resolved** that the Audit and Risk Committee receive and note the report "Code of Conduct – Panel of Reviewers Approved".

(Geoff King/Andrew Page)

**(ITEM CEO6/18) INTERNAL AUDIT PLAN**

**SUMMARY**

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

**ACTION**

Items for Audit 2019

- Procurement/Tendering
- Light Fleet Management

Items Post June 2019

- Asset Management
- Recruitment & Retention
- Governance Control

Need a more strategic Audit Plan based on risk. Peter Sheville to discuss with Chief Executive Terry Dodds.

**Resolved** that:

- (1) The name of this report be changed to Internal Audit Update and it to cover key internal audit activity including progress against the internal audit plan; summary of audit activity; implementation previous recommendations and tabling of completed audits; and
- (2) The Audit & Risk Committee recommends that a more formal internal audit program based on risk is developed and resource implications are assessed; and
- (3) The Audit & Risk Committee receive and note the Internal Audit Plan for 2017/2018, in particular the items for action being the recommended commissioning of audits for the financial year ending 30 June 2019.

(Peter Petty/Andrew Page)

**(ITEM CEO7/18) BUSINESS CONTINUITY PLAN**

**SUMMARY**

The purpose of this report is update the Audit & Risk Committee as to the progression of Council's Business Continuity Management Plan Development.

**ACTION**

Report to June 2018 Meeting.

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

(Donald Forbes/Andrew Page)

**(ITEM CEO8/18) RECORDS MANAGEMENT AUDIT**

**SUMMARY**

The purpose of this report is to update the Audit and Risk Committee on the status of the Records Management Audit.

**ACTION**

- Treat as an audit – make sure tasks are identified, who, and timeline.
- Collate recommendations into one document.

**Resolved** that the Audit and Risk Committee receive and note the report "Records Management Audit".

(Geoff King/Donald Forbes)

**(ITEM CEO9/18) BUDGET REVIEW AS AT 31 DECEMBER 2017**

**SUMMARY**

The purpose of this report is to submit to the Audit & Risk Committee the Quarterly Budget Review for the period 1 October 2017 to 31 December 2017.

**ACTION**

In the future, look at streamlining process.

**Resolved** that the Audit & Risk Committee receive and note the Quarterly Budget Review for the period 1 October 2017 to 31 December 2017 (QBR Dec-2).

(Donald Forbes/Geoff King)

**BUSINESS WITHOUT NOTICE**

Nil.

**NEXT MEETING**

1.00 pm, Wednesday, 20 June 2018

There being no further business the Chairperson declared the meeting closed at 3.05 pm.

.....  
Peter Sheville  
Chairperson

|                      |                                                   |
|----------------------|---------------------------------------------------|
| <b>Department:</b>   | <b>Chief Executive Office</b>                     |
| <b>Submitted by:</b> | Councillor Gary Verri                             |
| <b>Reference:</b>    | <b>ITEM NM4/18</b>                                |
| <b>Subject:</b>      | <b>NOTICE OF MOTION - RUBBISH &amp; RECYCLING</b> |

#### **LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

|                                 |                                                                                                                                                                |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <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>            | Land use planning strategies and policies enhance and support sustainable economic growth in the Tenterfield Shire.                                            |
| <b>Delivery Plan Action:</b>    | Investigate and implement strategies to reduce waste produced by households and industry across the Shire.                                                     |
| <b>Operational Plan Action:</b> | Ensure effective and efficient delivery of recycling services.                                                                                                 |

#### **SUMMARY**

The purpose of this Notice of Motion is to allow Council to receive a report on all aspects of waste management, including all the latest global trends.

#### **RECOMMENDATION:**

**That Council receives a report on waste management on the most up to date waste management systems, so the most up to date systems that are appropriate for our Council can be included in our Strategic Business Plan.**

#### **BACKGROUND**

After a long history of landfills throughout the Shire, the Shire received a grant from the EPA to close landfills at Liston, Legume and Dalman and establish transfer stations at Liston and Legume to add to the existing ones at Urbenville and Drake. Rubbish from the transfer stations is freighted to the landfill at Boonoo Boonoo with the recyclables being freighted to the recycling centre at Lismore at a cost to the rate payer. Metals are pick up for scrap.

The Shire residents asked for and embraced recycling, but unfortunately there is not enough information on what can be recycled or how to prepare waste for recycling.

#### **REPORT:**

Just recently the Chinese announced that they are taking less recyclables and want a cleaner product. Also the market for cardboard, ferrous metals and glass is shrinking and nonferrous metals are in demand.

I believe that there are better ways to handle all of the Shire's waste, eg a lot of waste can be reused, ie sold locally, glass can be crushed and mixed with road base, and cardboard can be shredded and used as mulch in a somewhat similar way we deal with green waste now. I am sure there would be other things we can do locally to save sending recycling to Lismore.

Notice of Motion No. 4 Cont...

## **COUNCIL IMPLICATIONS:**

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

Community consultation was provided and is still available for products which can be recycled. These are listed on Council's website as the "12 Tips to Recycling" and the "Do the Right Thing Use the Right Bin" flyer developed in 2014 when the first recycling bins were introduced to the Shire. These are reviewed for accuracy by Council staff.

<https://www.tenterfield.nsw.gov.au/sites/tenterfield/files/public/The%20Recycling%20Revolution%20has%20Begun%20-%202012%20Rules.pdf>

[https://www.tenterfield.nsw.gov.au/sites/tenterfield/files/public/images/documents/tenterfield/Waste/Use\\_The\\_Right\\_Bin.pdf](https://www.tenterfield.nsw.gov.au/sites/tenterfield/files/public/images/documents/tenterfield/Waste/Use_The_Right_Bin.pdf)

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

- Tenterfield Shire Waste Management Strategy adopted by *Council Resolution 42/13 – 27 February 2013*

*Legislative*

- Waste Avoidance and Resource Recovery Act 2001 as WARR Act 2011
- Protection of the Environment Operations (Waste) Regulation 2014 as POEOR, 2014
- Protection of the Environment Operations Act 1997 as POEO Act 1997

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

Costs are initially estimated at \$11 million.

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

To undertake the shredding of cardboard to mulch, Lismore have spent \$6.5 million on their composting facility. Glass crushing would require additional costs for sorting, such as a Materials Recycling Facility (MRF) as waste collected is combined recycling. Estimated cost for these types of facility range from \$2.4 million to \$4.5 million (Lismore).

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

Permanent workforce would be required to manage facilities.

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

Increased risk to find recycling paths.

### **7. Performance Measures**

Nil.

### **8. Project Management**

Would require extensive project management.

**Gary Verri**  
**Councillor**

Notice of Motion No. 4 Cont...

|                               |                                           |
|-------------------------------|-------------------------------------------|
| Council Implications:         | Gillian Marchant, Manager Water & Waste   |
| Approved/Reviewed by Manager: | Terry Dodds, 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> | Deputy Mayor Don Forbes                      |
| <b>Reference:</b>    | <b>ITEM NM5/18</b>                           |
| <b>Subject:</b>      | <b>NOTICE OF MOTION - SHAKESPEARE GARDEN</b> |

#### **LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

|                                 |                                                                                                                                          |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| <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> | Facilitation of cultural development opportunities for individuals and groups through creating opportunities in film, music and theatre. |

#### **SUMMARY**

The purpose of this report is to propose that Council develops a Shakespeare Garden.

#### **RECOMMENDATION:**

##### **That Council:**

- (1) Approve the development of a Shakespeare Garden; and**
- (2) Engage a Landscape/Garden Architect to develop the project.**

#### **BACKGROUND**

So, what is a Shakespeare Garden?

A Shakespeare Garden is nothing but a garden that contains the plants mentioned in his plays and sonnets.

There are a number of Shakespeare Gardens throughout the English speaking world, but mostly in the United States. I am not aware of any Shakespeare Gardens in Australia.

I would envisage that Millbrook Park could be the base in which to develop a Shakespeare Garden.

#### **REPORT:**

A few of the advantages in developing a Shakespeare Garden:

- Provides another point of difference for the town which could attract visitors who have an interest in Shakespeare;
- Attract another group of visitors to the town/district;
- Opportunity for the schools to be involved and part of this project;

## Notice of Motion No. 5 Cont...

- Opportunities for service clubs and other interested organisations to be involved and connected;
- Construct an open air stage, thence
- Open air theatre performances by local drama and visiting drama groups.

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

The Parks, Gardens & Open Spaces Committee would be a good avenue to drive discussions on Urban Design Plans (UDP) for Parks in Tenterfield. The development of a UDP prior to any installation would meet the requirements of the Local Government Act 1993 with reference to Section 8A Guiding principles for Councils.

**2. Policy and Regulation**

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

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

An appropriate budget needs to be determined to undertake a UDP of Millbrook Park to address issues raised with Asset Management. Without a project scope being developed at this stage, the financial impost on Council is difficult to determine.

The Organisation Structure adopted at the February meeting recognised the gap that exists in planning capacity in the parks and gardens area and the implementation of the position of Parks & Gardens, Horticulture and Land Coordinator was identified to address the issue. As such Council will be in a position, once the Coordinator is appointed, to undertake planning in consultation with the Parks, Gardens & Open Spaces Committee.

**4. Asset Management (AMS)**

Unidentified at this stage.

**5. Workforce (WMS)**

Changes that would impact on the Workforce Management Strategy are difficult to determine at this stage as the scope of works and design will determine the impact on existing labor in managing and maintaining any change in service levels.

**6. Legal and Risk Management**

Undetermined at this stage.

**7. Performance Measures**

Nil.

**8. Project Management**

The project has had no assessment or scoping at this stage.

Notice of Motion No. 5 Cont...

**Don Forbes**  
**Deputy Mayor**

|                               |                                           |
|-------------------------------|-------------------------------------------|
| Council Implications:         | Kylie Smith, Chief Corporate Officer      |
| Approved/Reviewed by Manager: | Terry Dodds, 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 RES2/18</b>                             |
| <b>Subject:</b>      | <b>Council Resolution Register – March 2018</b> |

#### **LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

|                                 |                                                                                                                                                                    |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <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 March 2018.**

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

|                               |                                                                      |          |
|-------------------------------|----------------------------------------------------------------------|----------|
| Prepared by staff member:     | Noelene Hyde, Executive Assistant & Media                            |          |
| Approved/Reviewed by Manager: | Terry Dodds, Chief Executive                                         |          |
| Department:                   | Chief Executive Office                                               |          |
| Attachments:                  | <b>1</b> Attachment 2 (Booklet 2) - Resolution Register - March 2018 | 28 Pages |