



QUALITY NATURE - QUALITY HERITAGE - QUALITY LIFESTYLE

BUSINESS PAPER
ORDINARY COUNCIL MEETING
WEDNESDAY, 18 APRIL 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 18 April 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 March 2018

## 6. TABLING OF DOCUMENTS

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

## 8. COMMUNITY CONSULTATION (PUBLIC ACCESS)

## 9. MAYORAL MINUTE

|               |                                                               |   |
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| (ITEM MM2/18) | LIABILITY FOR DEPRECIATION OF RURAL FIRE SERVICE ASSETS ..... | 8 |
|---------------|---------------------------------------------------------------|---|

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

- (Item COM5/18) Tenterfield War Memorial Baths Operational Review

## **11. OPEN COUNCIL REPORTS**

### ***OUR COMMUNITY***

|                |                                                                                                                                                            |    |
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| (ITEM COM3/18) | STRONGER COUNTRY COMMUNITIES GRANT PROGRAM .....                                                                                                           | 9  |
| (ITEM COM4/18) | 2.4 KM ROAD REALIGNMENT & CONSTRUCTION<br>UPGRADE OF MT LINDESAY ROAD AT DALMAN NORTH<br>(SLK 26.7-29.1) - AQUISITION OF PART OF LOT 39 DP<br>751065 ..... | 36 |

### ***OUR ECONOMY***

Nil.

### ***OUR ENVIRONMENT***

Nil.

### ***OUR GOVERNANCE***

|                 |                                                     |    |
|-----------------|-----------------------------------------------------|----|
| (ITEM GOV22/18) | MONTHLY OPERATIONAL REPORT - APRIL 2018 .....       | 39 |
| (ITEM GOV23/18) | JOINT ORGANISATION NOMINATION .....                 | 40 |
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| (ITEM GOV25/18) | FINANCE AND ACCOUNTS .....                          | 46 |
| (ITEM GOV26/18) | CAPITAL EXPENDITURE REPORT AS A 31 MARCH 2018 ..... | 49 |
| (ITEM GOV27/18) | REPORT ON LOAN BALANCES.....                        | 55 |

## **12. REPORTS OF DELEGATES & COMMITTEES**

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| (ITEM RC9/18) | REPORTS OF COMMITTEES & DELEGATES - PARKS,<br>GARDENS & OPEN SPACES COMMITTEE MEETING - 15<br>MARCH 2018 ..... | 58 |
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## **13. NOTICES OF MOTION**

Nil.

## **14. RESOLUTION REGISTER**

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| (ITEM RES3/18) | COUNCIL RESOLUTION REGISTER - APRIL 2018 ..... | 62 |
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## **15. CONFIDENTIAL BUSINESS**

(ITEM COM5/18) TENTERFIELD WAR MEMORIAL BATHS OPERATIONAL REVIEW

That above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 10A(2) (d(i)) 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.

## **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.

**MAYORAL MINUTE****(ITEM MM2/18) LIABILITY FOR DEPRECIATION OF RURAL FIRE SERVICE ASSETS****SUMMARY**

The attachment (Attachment 1 Booklet 1) is to be referred to the May 2018 New England Group of Councils (NEGOC) for further discussion and outlines Glen Innes Severn Council's position regarding the control of Rural Fire Service Assets.

It will be helpful for Council to have a resolved position for this meeting on Monday, 28 May 2018.

**RECOMMENDATION**

**I, Councillor Peter Petty hereby move the following Mayoral Minute at the Ordinary Meeting held on 18 April 2018.**

- (1) That Council adopts a firm position on the issue of Rural Fire Service assets, being that the Rural Fire Service Act 1997 should be amended to make it clear that control of its assets rests with the Rural Fire Service, and it should therefore have all assets relating to its activities on its Balance Sheet; and**
- (2) That Council refers its position, as noted in (1) above, to the New England Group of Councils (NEGOC), Local Government NSW and the Member for Lismore for further assistance in advocating for a change of the legislation and push for Rural Fire Service assets not to be recognised on the Balance Sheet of Local Councils' Annual Financial Reports.**

**ATTACHMENT**

Attachment 1 (Booklet 1)      Liability for Depreciation of      9 Pages  
Rural Fire Service Assets

|                      |                                                     |
|----------------------|-----------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>                |
| <b>Submitted by:</b> | Manager Economic Development & Community Engagement |
| <b>Reference:</b>    | <b>ITEM COM3/18</b>                                 |
| <b>Subject:</b>      | <b>Stronger Country Communities Grant Program</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 has in place and adheres to a robust asset management framework that ensures existing and future infrastructure is affordable, funded and maintained to service the existing community and future generations. |
| <b>Delivery Plan Action:</b>    | Make prioritised decisions in the long-term interest of the broad community and have regard to financial and infrastructure sustainability.                                                                            |
| <b>Operational Plan Action:</b> | Operate in a financially responsible and sustainable manner.                                                                                                                                                           |

#### **SUMMARY**

The *Stronger Country Communities Fund* delivers local infrastructure to improve the quality of life for people in regional NSW. Funding is for projects such as parks, community halls, sports facilities, playgrounds and amenity blocks.

Round 2 is now open. This report requires Council to give consideration to those eligible projects that could be included in an application/s to be prepared and submitted, either for Council or on behalf of a Non-Council organisation.

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

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

- (1) Determines the priority of local eligible projects for consideration by the NSW State Government in the current round of funding for the Stronger Country Communities Grant Program.**
- (2) Prepares and submits an application/s in the Stronger Country Communities Grant Program.**
- (3) Notifies the community of the Stronger Country Communities Grant Program application process outcome.**

#### **BACKGROUND**

Council was unsuccessful in its "place making" application last year for streetscape improvements, gateway signage, open space embellishments and recreational facilities under the *Stronger Country Communities Fund*. The application had been widely consulted on, and included some draft concept plans.

Further to ongoing discussions with The Hon Thomas George, Member for Lismore, and NSW Government staff representatives, Council has been encouraged to re-submit under the next Round which closes on 4 May 2018.

Our Community No. 3 Cont...

To this end, Council has recently re-consulted each of its towns and villages to ensure that community needs have not changed and to capture any other item that would enhance the Shire's amenity and assist in building social capital.

**REPORT:**

The *Stronger Country Communities Fund* (Attachments 1-4 contained in this report) is investing in infrastructure projects in regional NSW communities to improve the lives of residents and enhance the attractiveness of these areas as vibrant places to live and work.

The NSW Government has committed \$200 million for applications to support local infrastructure projects that will improve amenity and help sustain the social bonds at the heart of strong regional communities. Of this total fund, there will be \$100 million for general community amenity projects, and \$100 million for local sports infrastructure projects.

**The Tenterfield Shire will have an opportunity to apply for up to \$2.3 million, of which \$592,901 (ex GST) will be available for the previous application. Subsequently, a residual amount of \$1,707,099 (ex GST) will be available for other local projects. Half of this amount is required to be for sporting infrastructure. This equates to \$853,549.50. The remaining amount will be available for non-sporting projects.**

A "wish list" of community requests (Attachment 5 contained in this report) has been collated from the recent consultations. Preliminary ranking has been undertaken against eligibility, risk, and whole of community benefit. The attached table includes:

- Impacts: Likert scale 1-5 of whole community benefit, where 1 is low and 5 is high.
- Risk: Assessed against the top five corporate risk (ie. reputational, financial sustainability, environment – physical and built, workforce planning, governance – compliance).

The overarching critical determinants for Council's consideration will be funding eligibility, alignment to strategies, impacts of >4, and risk.

The previous application included all towns/villages' gateway signage, some toilets, and playground equipment; so many of the items on the "wish list" will already be captured when it is re-submitted.

It should be noted that projects requested from Non-Council organisations are required at a minimum, to provide Council:

- The project title, description, location and proposed scope of works;
- Information that demonstrates the project meets the eligibility requirements of the fund guidelines;
- A detailed project budget, set out in the template provided at [www.nsw.gov.au/strongercountrycommunities](http://www.nsw.gov.au/strongercountrycommunities);
- A detailed project plan set out in the template provided at [www.nsw.gov.au/strongercountrycommunities](http://www.nsw.gov.au/strongercountrycommunities);

Our Community No. 3 Cont...

- At least one quote (from a tradesperson or qualified contractor) or detailed estimate (from a quantity surveyor or other suitably qualified person) for each component of the project;
- Information on how the project will help boost the liveability of the local community;
- Evidence on how the project will meet a community need, including who and how many people within the community will benefit from the project;
- Information on how the project will be operated and/or maintained after it is completed; and
- A letter of support from the relevant NSW State/National sporting organisation if a sports related project is seeking more than \$1 million in grant funding.

Council should be mindful of these requirements when determining its priorities for submission and the timeframe of the funding round. Although many projects will be meritorious, if this level of detail is unlikely to be provided by the Non-Council organisation within the relevant timeframe, then the project should not be prioritised.

Eligible projects include:

- Construction of new or refurbishment/upgrade of existing community infrastructure.
- Construction of new or refurbishment/upgrade of existing local sporting infrastructure.
- Capital works related to street beautification and public "place making".

**For the purposes of this round of funding, refurbishment is defined as a major renewal or restoration of existing infrastructure. 'Major' is further defined as a number of activities being carried out that cause material changes to the asset.**

There are a number projects that are ineligible. If they are not listed, they have already been dealt with and appropriately referred. Those ineligible items that have been included offer suggested alternative funding options.

Alternative funding options include, but are not limited to, Council's Community Donations/Contributions Program, ClubGRANTS, and future Works Programs.

Council's Community Donations/Contributions for 2017-18 was \$35,000. This included funding towards capital, events, and small plant and equipment.

The ClubGRANTS scheme was established in the late 90s to ensure that larger registered clubs in NSW contribute to the provision of front-line services to their local communities; and to ensure that the disadvantaged in the community are better positioned to benefit from the substantial contributions made by those clubs.

There are three categories for funding. These include:

Category 1: Supports community welfare and social services; community development; employment assistance activities; community health services; and projects aimed at improving the living standards of low income and disadvantaged people.

Category 2: Provides funding for general community development and support activities, such as junior sport.

Our Community No. 3 Cont...

Category 3: Is a State-wide fund that supports large-scale community infrastructure projects. Grants are available for sport, emergency and disaster relief, and arts and culture infrastructure.

The Capital Works Programs are adopted in Council's four year *Delivery Program* and annual *Operational Plan*, and are adjusted as required at each quarterly review. There will be opportunities to consider the inclusion of ineligible projects in future Works Programs.

## **COUNCIL IMPLICATIONS:**

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

The *Community Engagement Strategy* strategic objectives relevant to this report include:

- Encourage greater community ownership and acceptance of Council decisions.
- Assist the Council to better plan services to meet community needs and aspirations whilst prioritising competing services and projects to make better use of limited resources.

All five levels of participation have been applied to assist Council in its decision making for this grant funding. These include: inform, consult, involve, collaborate and empower.

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

- *Tenterfield Shire Community Strategic Plan*
- *Tenterfield Shire Council's Delivery Program 2017-2021 and Operational Plan 2017-2018*

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

Council will need to ensure that there are appropriate budgetary allocations in future budgets for ongoing maintenance and resourcing for any Council project/s that may be submitted.

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

Any potential new asset development arising from this funding will have an impact on Council's Long Term Financial Plan and Asset Register.

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

Nil.

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

Preliminary risk assessments have been undertaken against Council's corporate strategic risks. A detailed risk assessment should be applied to the project/s that Council prioritises for submission.

### **7. Performance Measures**

ECON 8 – Infrastructure Renewal Ratio.

COMM 4, ENVIRO 9 - Accessible facilities comply with current standards.

LEAD 14 – Own Source Revenue.

Our Community No. 3 Cont...

### **8. Project Management**

Projects approved for submission will be assessed against the nine functions of project management including: scope, cost, time, human resources, communications, quality, procurement, risk and integration.

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

|                               |                                                                        |          |
|-------------------------------|------------------------------------------------------------------------|----------|
| Prepared by staff member:     | Harry Bolton, Manager Economic Development & Community Engagement      |          |
| Approved/Reviewed by Manager: | Terry Dodds, Chief Executive                                           |          |
| Department:                   | Office of the Chief Executive                                          |          |
| Attachments:                  | <b>1</b> Stronger Country Communities - Fact Sheet                     | 1 Page   |
|                               | <b>2</b> Stronger Country Communities - Round 2 Program Guidelines     | 12 Pages |
|                               | <b>3</b> Stronger Country Communities - Frequently Asked Questions     | 4 Pages  |
|                               | <b>4</b> Stronger Country Communities - Non-Council Organisations      | 2 Pages  |
|                               | <b>5</b> Stronger Country Communities - Stakeholder Analysis Community | 3 Pages  |



The Stronger Country Communities Fund delivers local infrastructure to improve the quality of life for people in regional NSW. Funding is for projects such as parks, community halls, sports facilities, playgrounds and amenity blocks.

On top of last year's \$100 million funding for community amenities, there is an extra \$100 million available in 2018 for local sports infrastructure. This means a total of \$200 million is available in Round Two in regional NSW.

The fund will support projects for:

- **construction of new or refurbishment/upgrade of existing community infrastructure** such as community halls, playgrounds, or toilet blocks
- **construction of new or refurbishment/upgrade of existing local sporting infrastructure** such as change-room facilities, walking and cycle pathways, public pool upgrades, indoor sports facilities or oval/court lighting
- **capital works related to street beautification and public 'place making'** such as murals, planter boxes or town and tourism signage.

Minimum grant amount is \$50,000 per project. When seeking grant funding of more than \$1 million for a single project, applicants must include a minimum financial co-contribution of at least 25 per cent.



#### HOW TO APPLY

The Stronger Country Communities Fund is open to applications from all 92 NSW regional local government areas (outside of Sydney, Newcastle and Wollongong), Lord Howe Island and the Unincorporated Far West. Councils are expected to work with sporting and other community groups to identify priority projects and submit applications on behalf of these organisations. Councils are encouraged to consider project partnerships, however only councils can submit an application.

#### 2018 KEY DATES

There will be a single application round for all councils. Councils will have eight weeks to submit their project applications and consult with community and sporting groups. The following key dates apply to Round Two:

- **12 March 2018** applications open for an eight-week period
- **4 May 2018** applications close at 5pm
- **May to August 2018** eligibility, assessment and approval process
- **August 2018** successful applications announced

#### FOR MORE INFORMATION

[nsw.gov.au/strongercountrycommunities](http://nsw.gov.au/strongercountrycommunities)

CS0188 0218



**WE'RE HERE  
TO HELP**

Get in touch with the  
Office of Regional Development

[regionalnsw.business@dpc.nsw.gov.au](mailto:regionalnsw.business@dpc.nsw.gov.au)  
1300 679 673



## MESSAGE FROM THE DEPUTY PREMIER



The NSW Government has put this state in the strongest economic position in Australia. This has led to more investment in our regions than ever before.

Our \$80 billion record infrastructure investment over four years is already having a real impact in regional communities.

Roads are being upgraded. New and refurbished hospitals are being built and opened.

New and improved schools are being designed and are going up.

After seven years of responsible budget management the NSW Government is in a position to create opportunities that will make a real difference to regional communities.

The first round of the Stronger Country Communities Fund saw \$100 million dedicated to making regional communities even better places to live and work. I'm pleased to see that funding is already rolling out, for projects like new playgrounds, town halls, and recreation facilities.

After an unprecedented demand for funding in round one, an additional \$100 million for local sports infrastructure has been added to Round Two. This means a total of \$200 million will be invested in local sports and amenity projects in Round Two. We know how important sport and healthy lifestyles are to people living in the bush and on the coast. It's what brings communities together.

Each local government area in regional and rural NSW will have access to the funds and the opportunity to receive their fair share.

Playgrounds, sports fields, parks, walking pathways, country halls and showgrounds contribute to the social fabric of our wonderful towns and regional cities, and help foster connectedness and town pride.

Our Government has made a strong commitment to regional NSW, spreading the benefits of our economic success across the state.

This is a once-in-a-generation opportunity for country communities to benefit from significant investment in our towns and regional cities.

I encourage communities to make the most of this opportunity by proposing projects to their local council that will make a real difference to the place they call home.

A handwritten signature in black ink, appearing to read 'John Barilaro'.

**The Hon John Barilaro**  
Deputy Premier  
Minister for Regional NSW  
Minister for Skills  
Minister for Small Business



## GUIDELINES

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### Fund Overview

The Stronger Country Communities Fund was established by the NSW Government to help deliver local infrastructure projects to regional communities. The objective of the fund is to provide the kind of infrastructure that improves the lives of local residents.

After an unprecedented demand for local projects in the first round of the fund, the NSW Government has doubled the funding total for Round Two to \$200 million.

**Opening in March 2018, some enhancements have been made for Round Two including:**

- an increased focus on local sporting infrastructure
- a single round for all councils
- expanded scope of eligible projects
- change to the requirements for project costing evidence including quotes.

### Eligible applicants

The Stronger Country Communities Fund is available to all 92 regional local government areas, Lord Howe Island and the Unincorporated Far West. Regional local councils are those outside Sydney, Newcastle and Wollongong. Applications can only be submitted by eligible councils, Lord Howe Island and the Unincorporated Far West.

Councils are asked to make multiple applications with a combined total value that exceeds their funding allocation.

Councils are expected to work with sporting and other community groups to identify priority projects and submit applications on behalf of these organisations. Councils are encouraged to consider project partnerships, however only councils can submit an application. Local Members of Parliament will be working to identify the priority projects in their electorate and will work with councils to ensure projects with high community support are submitted.

Organisations interested in putting forward a project are encouraged to read all the program details and approach their local council early in the application period.



## Timing

All projects must commence within a 12-month time period and be completed within two years of funding approval.

The key dates for all councils in Round Two are:

|                                               |                              |
|-----------------------------------------------|------------------------------|
| Round Two applications open for all councils  | 9am, Monday<br>12 March 2018 |
| Round Two applications close for all councils | 5pm, Friday<br>4 May 2018    |
| Eligibility, assessment and approval process  | May to August 2018           |
| Announcement of successful projects           | August 2018                  |

## Round Two Funding

There is \$200 million available in Round Two for local amenity and sporting infrastructure projects.

Each eligible council will have a specified allocation of funding committed to projects in their area.



\$100 million is for general community amenity and \$100 million is for local sport infrastructure projects. To reflect the funding split, councils are required to submit sport projects that total at least 50 per cent of their total Round Two allocation. If a council does not submit sport projects that total on or above this quota, their full allocation may not be committed.

Where a sports project is seeking over \$1 million in grant funding, a council must obtain a letter of support from the relevant NSW state sporting organisation.

Councils will be sent a letter informing them of their total Round Two funding allocation. The total Round Two amount available to each council will effectively be double their Round One allocation, plus or minus the amount that was committed to in Round One.

## Grant Amounts

Individual project applications must seek a minimum of \$50,000. Applications seeking between \$50,000 and \$1 million can be for the entire project cost as a grant. Projects requiring grant funding of over \$1 million will only be considered where there is a minimum financial co-contribution towards the project of 25 per cent of the total grant amount. The financial co-contribution to the project can be from council or other funding sources, but must be confirmed.

## Community consultation

Councils will be required to provide evidence of community consultation on the projects they submit. This could include information in the council's Community Strategic Plan and other plans or processes that show how community support for projects has been captured. If projects are brought forward to a council by community groups but are not submitted, an independent review process can be requested to ensure councils have given the project appropriate consideration. Details of the review process are outlined in the Fund Frequently Asked Questions.

## GUIDELINES

### Eligible Projects

The Stronger Country Communities Fund supports projects that deliver local community infrastructure or sporting facilities. Projects must be for:

- construction of new or refurbishment/upgrade of existing community infrastructure
- construction of new or refurbishment/upgrade of existing local sporting infrastructure
- capital works related to street beautification and public 'place making'.





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# GUIDELINES

## 6 Eligible Project Examples

Examples of eligible infrastructure include:

| General community amenity, place making and street beautification |                                                        | Local sporting infrastructure                             |                                                   |
|-------------------------------------------------------------------|--------------------------------------------------------|-----------------------------------------------------------|---------------------------------------------------|
| Community halls                                                   | Community kitchens, barbecue and recreation facilities | Oval or court lighting, sports field fencing or surfacing | Amenities for sports participants and spectators  |
| Playgrounds and parks                                             | Murals or community art instalments                    | Sports field and golf course drainage and irrigation      | Indoor sports facilities                          |
| Toilet blocks                                                     | Town and tourism signage                               | Sports clubhouses, change rooms and grandstands           | Court resurfacing including synthetic surfaces    |
| Libraries                                                         | Seating, planting boxes, paving                        | Skate parks and mountain bike tracks                      | Community fitness stations (fixed)                |
| Shade cloth and pergolas                                          | Memorials or statues                                   | Aquatic facilities and pools                              | Accessibility upgrades, walking or cycle pathways |

Infrastructure projects related to the delivery of community services may be considered where the council is willing to submit the application and the project is shown to be a priority for the community.

## Ineligible projects

### Projects must not:

- be located outside an eligible Local Government Area
- be exclusively for planning activities
- be for the maintenance or construction of local roads or other core service infrastructure works that are the ordinary responsibility of council or other level of government
- seek retrospective funding to cover any project component that is already complete/underway
- be for any works that have already been approved and allocated funding in councils forward capital works program
- seek grant funding for ongoing staff or operational costs
- seek grant funding under \$50,000
- be for a general works package without specific scope, costs and location (e.g. 'Upgrade lighting at sports ovals' without identifying the work required, number of sites or the locations)
- be for events, marketing, branding, advertising, or product promotion
- provide direct commercial and/or exclusive private benefit to an individual or business.

### Examples of ineligible types of projects from Round One include:

- aerodrome refuelling facility
- master planning for adventure trails
- truck wash facility
- causeway infrastructure
- training and film production.



## NEXT STEPS

### Applications

All applications will be made online and will be required to provide the following:

- detailed project scope
- appropriate project plan in a provided pro-forma
- clear and detailed project budget in a provided pro-forma
- at least one quote (from a tradesperson or qualified contractor) or detailed estimate from a quantity surveyor or suitably qualified person
- information on how the project will help boost the livability of the local community
- evidence on how the project will meet a need of the community including who and how many in the community will benefit from the project
- information on how the project will be operated and/or maintained upon completion
- a letter of support from the relevant NSW state sporting organisation if a sports-related project is seeking over \$1 million in grant funding.

Only eligible councils are able to submit projects for consideration. If projects are brought forward to a council by community groups but are not submitted, an independent review process can be requested to ensure councils have given the project appropriate consideration.

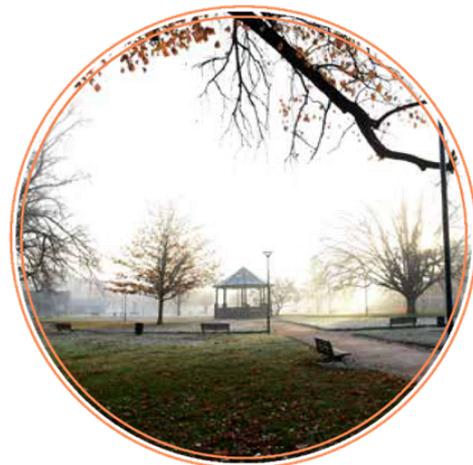
Details of the review process are outlined in the Fund Frequently Asked Questions.

### Assessment process

- Applications will be checked for eligibility and viability before entering a community choice modelling process with the other projects submitted in the same LGA.
- Choice modelling is an approach used to understand community preferences. A representative sample of community members in each LGA will be asked to 'state' their preference in a survey in order to quantify the community's preference for each proposed project.
- Sporting projects will be checked by the NSW Office of Sport to ensure they generally align with the results of the Future Needs of Sport Infrastructure Study (if relevant) and the sport facility plans of councils and NSW state sporting organisations.

### Referral of projects to more appropriate funding program

Projects that are more suitable for other NSW Government programs may be referred to those programs. Applications that are referred will be subject to the full assessment criteria of the other NSW Government program to which they are referred. Applicants may need to update their application to meet the criteria of the referred program. The referred application will not be given preferential treatment over any other application but will be considered on merit in accordance with the guidelines for that particular program.



## **If you are successful**

Councils will be asked to review, accept and return a signed funding deed.

Councils must not make financial commitments for funded activities until funding deeds have been executed.

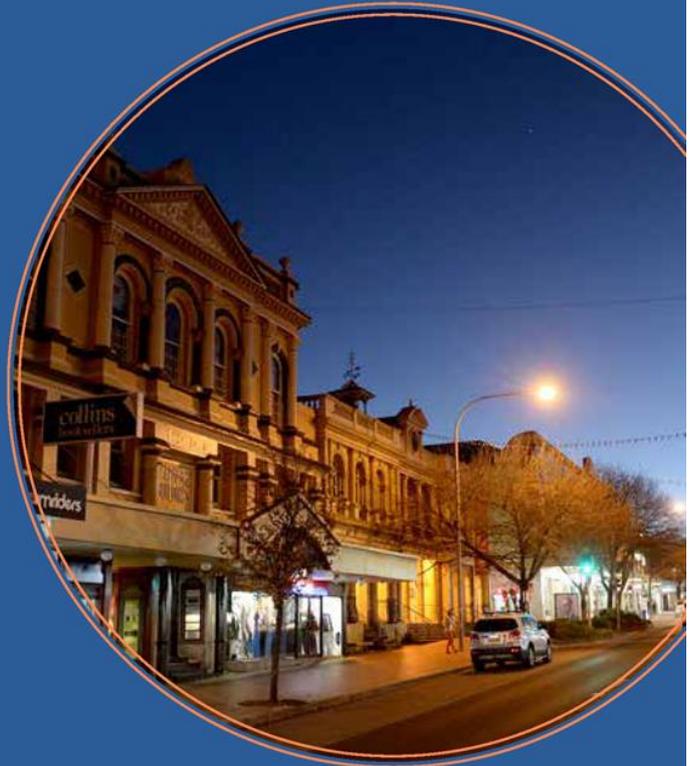
Requests for variations or changes to the project will only be considered in limited circumstances. Changes or variations may be rejected or accepted subject to certain conditions.

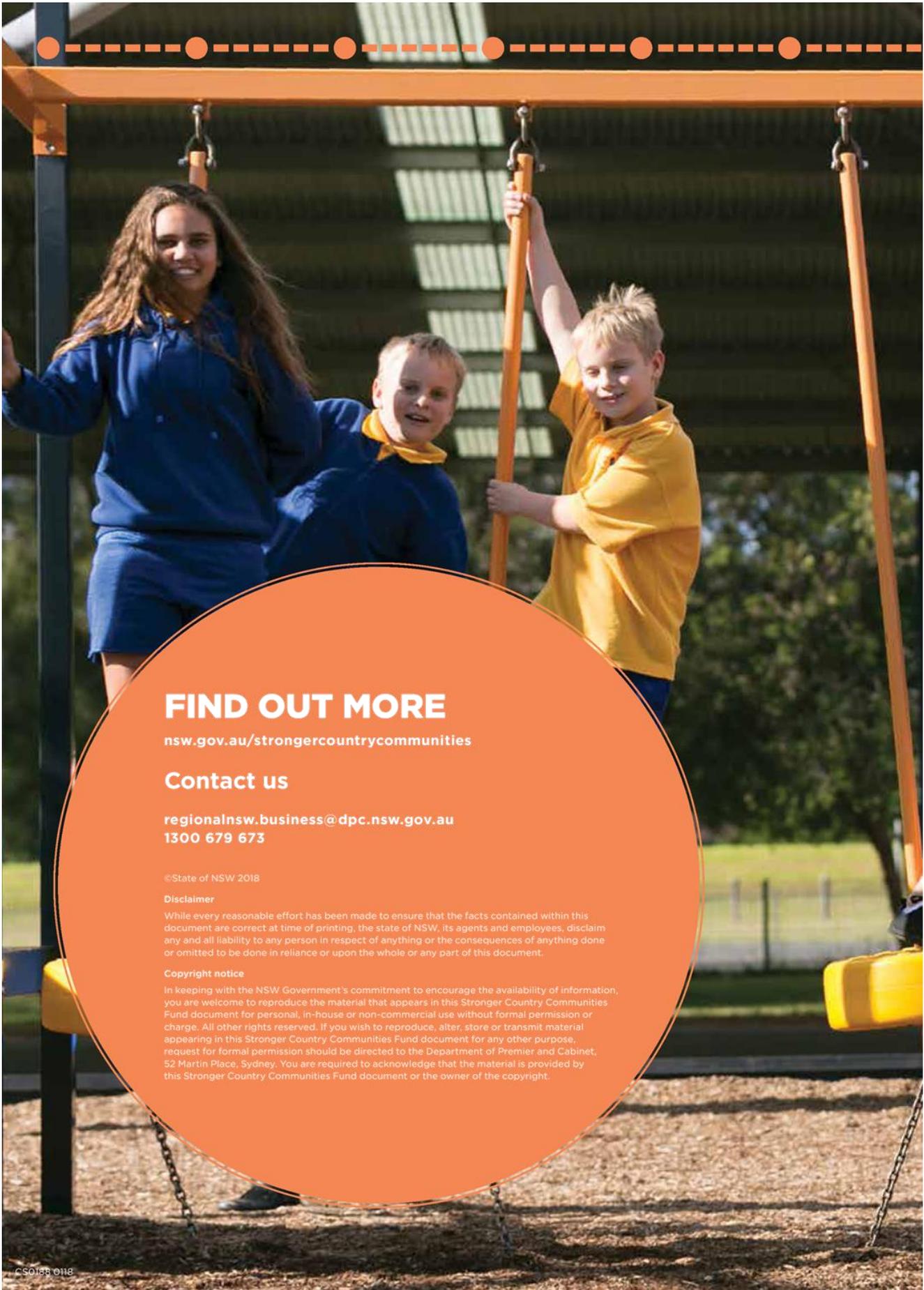
Grants will be paid via milestone payments set out in the funding deed.

Councils will be required to pay back unspent funds or those funds which have not been spent in accordance with the funding deed.

Councils may be required to participate in a program evaluation to determine the extent to which projects have contributed to the objectives of the Fund. This would include providing evidence of how projects have resulted in a measurable change to the lives of local residents.

Any information submitted by councils may then be used for material prepared by the NSW Government.





## **FIND OUT MORE**

[nsw.gov.au/strongercountrycommunities](http://nsw.gov.au/strongercountrycommunities)

### **Contact us**

[regionalnsw.business@dpc.nsw.gov.au](mailto:regionalnsw.business@dpc.nsw.gov.au)  
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The Stronger Country Communities Fund delivers local infrastructure to improve the quality of life for people in regional NSW. Funding is for projects such as parks, community halls, sports' facilities, playgrounds and amenity blocks.

**Q Who can apply?**

**A** Applications can only be submitted by eligible councils, the Lord Howe Island Board and the Unincorporated Far West area. Eligible councils include the 92 regional councils (outside Sydney, Newcastle and Wollongong). A full list of eligible councils is provided at [nsw.gov.au/strongercountrycommunities](http://nsw.gov.au/strongercountrycommunities)

**Q When do applications open and close?**

**A** Round Two opens at 9am on Monday 12 March and closes at 5pm on Friday 4 May. Councils must submit all applications by the closing time and date.

**Q What kinds of projects are eligible to be funded?**

**A** The Stronger Country Communities Fund supports projects that deliver local community infrastructure or sporting facilities. Projects must be for:

- construction of new or refurbishment/upgrade of existing community infrastructure such as community halls, playgrounds, or toilet blocks

- construction of new or refurbishment/upgrade of existing local sporting infrastructure such as change room facilities, walking and cycle pathways, public pool upgrades, indoor sports facilities or oval/court lighting
- capital works related to street beautification and public 'place making' such as murals, planter boxes or town and tourism signage.

**Q What is meant by refurbishment, enhancement and maintenance?**

**A** For the purpose of the Stronger Country Communities Fund:

- refurbishment is a major renewal or restoration of existing infrastructure. 'Major' means a number of activities are carried out that cause material changes to the asset - how it looks or how it is used. For example, replacement of multiple components such as roofs, walls, floor coverings and external landscapes
- enhancement is the addition of a component to existing infrastructure that will increase or improve its quality or value. For example, barbecues and toilet blocks at a local park or new kitchen facilities in a community hall





- maintenance refers to routine activities undertaken to sustain an existing asset in a functional state. For example, painting, changing light fixtures, or replacing worn carpet. Maintenance (as a stand-alone project) activities are not eligible under SCCF.

**Q Are projects in council's forward capital works' program eligible?**

**A** Yes. However SCCF funding must not be used for any works that have already been approved and funded in a council's budget or forward capital works' program. If a project already has approved funding from council or another source, the SCCF funding needs to be used for works that are above the scope of works that already have funds committed.

**Q Can a project be located on private land?**

**A** Projects can be located on private land but must not be solely for private benefit. Council must endorse and apply for the funding, and be able to show how the asset will be operated and maintained throughout its lifecycle.

**Q How many projects can a council apply for?**

**A** Councils are asked to make multiple applications with a combined total value that exceeds their funding allocation. Councils are required to submit sport projects that total at least 50 per cent of their total Round Two allocation. There is no limit to how many project applications councils can submit.

**Q How are applications submitted?**

**A** Only eligible councils are able to submit applications via an online grants portal. Councils are expected to work with local sporting and other community groups to identify priority projects and submit applications on behalf of these organisations. Organisations interested in putting forward a project are encouraged to read the Program Guidelines and approach their local council very early in the application period. An information sheet outlining all the information organisations need to provide to their local council – in order to have their project considered – can be found at [nsw.gov.au/strongercountrycommunities](http://nsw.gov.au/strongercountrycommunities)

**Q What should I prepare if council is applying for a project on my organisation's behalf?**

**A** For a council to apply on a community group's behalf, it will need to understand all the project elements and be able to complete the questions in the application form. Organisations interested in putting forward a project are encouraged to read the Program Guidelines and approach their local council very early in the application period. Council will set their own cut-off date by when information must be submitted to them. At a minimum, your organisation should provide council with:

- information that demonstrates the project meets the requirements of the Fund Guidelines
- detailed project budget in the template provided on the SCCF webpage
- detailed project scope and timings template on the SCCF webpage
- at least one quote (from a tradesperson or qualified contractor) or detailed estimate from a quantity surveyor or suitably qualified person for each component of the project
- information on how the project will help boost the 'livability' of the local community
- evidence on how the project will meet a community need, including who and how many in the community will benefit from the project
- information on how the project will be operated and/or maintained upon completion
- a letter of support from the relevant NSW state/national sporting organisation if a sports-related project is seeking more than \$1 million in grant funding.

Submitting the above information to councils does not guarantee that a council will submit your project.

**Q I have a project with high community support and council has indicated that they will not submit it. What are my options?**

**A** If projects are brought forward to a council by community groups but are not submitted, an independent review process can be requested to ensure the project is legitimate and councils have given it appropriate consideration. Community groups can email [sccf.enquiries@dpc.nsw.gov.au](mailto:sccf.enquiries@dpc.nsw.gov.au) to ask for a Review Request Form and return it no later than 5pm, 20 April 2018. This will ensure there is adequate time to review the circumstances before the application period closes.

A panel will consider each review request against a set of criteria. Panel members may consult with council staff or local Members of Parliament to obtain further information about the proposed project's merit and council's reasons for not submitting the project. Where a project is found to have all the relevant information and is a high priority for the community, the panel may ask council to reconsider submitting the project or an alternative outcome negotiated.



**Q What if council does not have enough sports projects to total 50 per cent of their Round Two allocation?**

**A** The additional \$100 million for SCCF Round Two is committed to local sports' infrastructure. Where councils do not submit sports projects that total 50 per cent or more of their allocation, their full Round Two allocation of funding may not be awarded. Councils can approach their local, state or national sports' organisations/clubs, sporting facilities and sporting venue operators to seek suitable projects. Special consideration may be granted where it is evident an area may benefit more from investment in general community amenity, such as in the Unincorporated Far West or Lord Howe Island. Councils seeking exemption from the 50 per cent sports' projects quota should submit a request in writing to [sccf.enquiries@dpc.nsw.gov.au](mailto:sccf.enquiries@dpc.nsw.gov.au) at least two weeks before applications close (no later than Friday April 20).

**Q Do councils need to co-contribute?**

**A** Applications seeking between \$50,000 and \$1 million can seek funds for the entire project cost as a grant. Projects requiring grant funding of more than \$1 million will only be considered where the council co-contributes a minimum of 25 per cent of the total grant amount. Councils may be asked to co-contribute to a project if their successful projects' total amount is above their Round Two allocation.

**Q Where can project co-contributions come from?**

**A** Co-contributions can come from council, partner organisations or other external funding sources. Co-contribution amounts must be confirmed before an application is submitted.

**Q Do applications for tourist signage require approval from Destination NSW?**

- Tourist signs in NSW are managed by the Tourist Attraction Signposting Assessment Committee (TASAC) through Destination NSW. Projects seeking funding for tourist attraction signposting need to follow the requirements set out by TASAC before funding can be issued under SCCF. Councils do not need to have an approval for signage in place before submitting their application, but will need to demonstrate permission has been granted before final milestone payments are processed. Further information about tourist signage is available at [Destination NSW](#).

**Q When do projects need to start?**

**A** Projects must commence within 12 months of when a letter of offer is provided. Projects must be completed within 24 months of when a letter of offer is provided.

**Q What is the 'Future Needs of Sport Infrastructure Study'?**

**A** The Future Needs of Sport Infrastructure Study is an ongoing study that includes data from State Sporting Organisations and Councils on their sporting facility priorities. Learn more about this study [here](#).

**Q What community consultation is needed?**

**A** Councils are responsible for consulting with their communities to ensure the submitted projects have a high level of community support. Evidence of the consultation may be:

- information in the council's Community Strategic Plan or other plans or processes that show how community support for projects has been captured
- recent consultation carried out as part of a planning process
- community consultation committees or surveys
- social media interactions
- feedback via mail-outs, webforms, and a council's complaints process
- council meetings, council events, workshops, local activities
- letters of support from local Members of Parliament or community members.

**Q Are community service projects eligible?**

**A** Infrastructure projects relating to the provision of community services may be funded if the council agrees to submit the application, the project has high community support and it is shown to be a considerable priority for the community.



**Q Can a council submit a single application for a project that has works across multiple sites in the one local government area?**

**A** Yes. When two or more projects are related (have a similar scope of works at one or more sites) they may be bundled together. For example, lights on two or more sports fields may be packaged together in one application. Councils should select one primary location site in the application and specify the other proposed locations and the scope of works to be completed at each site. The minimum combined grant amount needs to be \$50,000.

**Q Should costs in the application form include or exclude GST?**

**A** All costs provided in the application form should exclude GST.

**Q How will applications be assessed?**

**A** The SCCF assessment process involves the following steps:

- check that projects and applicants are eligible according to the Program Guidelines
- check that the project scope, timings and budget are viable
- community surveys (choice modelling) that show community preferences for all projects submitted in a local government area.
- review and comment from relevant government MPs or Regional Parliamentary Secretaries
- review and comment from the NSW Office of Sport (for sports projects only)
- review and recommendations by a Final Assessment Review Panel.

**FOR MORE INFORMATION**

[nsw.gov.au/strongercountrycommunities](http://nsw.gov.au/strongercountrycommunities)



Only councils are eligible to submit an application for funding under the Stronger Country Communities Fund. There is an expectation that councils will work consultatively with community and sporting groups to identify and apply for projects that meet community needs and have strong community support.

Non-council applicants are encouraged to read the program guidelines available at [nsw.gov.au/strongercountrycommunities](http://nsw.gov.au/strongercountrycommunities) and approach their local council early in the application period to discuss any potential projects.

**What information needs to be provided to councils?**

In order to apply on your behalf, council must be provided with the information necessary to understand all the project elements and complete the online application form.

It is important that organisations have copies of substantiating documentation ready to provide to council so the request can be properly considered, and as much time as possible is allowed for an application to be submitted.

**At a minimum, your organisation should provide council:**

- the project title, description, location and proposed scope of works

- information that demonstrates the project meets the eligibility requirements of the fund guidelines
- a detailed project budget, set out in the template provided at [nsw.gov.au/strongercountrycommunities](http://nsw.gov.au/strongercountrycommunities)
- a detailed project plan set out in the template provided at [nsw.gov.au/strongercountrycommunities](http://nsw.gov.au/strongercountrycommunities)
- at least one quote (from a tradesperson or qualified contractor) or detailed estimate (from a quantity surveyor or other suitably qualified person) for each component of the project
- information on how the project will help boost the livability of the local community
- evidence on how the project will meet a community need, including who and how many people within the community will benefit from the project
- information on how the project will be operated and/or maintained after it is completed
- a letter of support from the relevant NSW state/national sporting organisation if a sports related project is seeking more than \$1 million in grant funding.



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**What if the council will not agree to submit your project?**

Council will set their own cut-off date by when information must be submitted to them. There is no guarantee your local council will agree to submit your project, even if the above information has been collected and provided.

If you have prepared and provided all the information above and council have indicated the project will not be submitted, you can request to have your project independently reviewed. A review will take place using the following approach:



Stakeholder Analysis for Community Infrastructure

| Stakeholder<br>(Pop as at 2016) | Infrastructure/Plant                                              | Alignment to IP&R<br>And Other Strategies (Y/N) | Potential Impact<br>(1-5) | Potential risks                           | Eligibility<br>(Y/N) | Alternate Options |
|---------------------------------|-------------------------------------------------------------------|-------------------------------------------------|---------------------------|-------------------------------------------|----------------------|-------------------|
| Ursville<br>(Pop: 321)          | Gateway signage                                                   | Y                                               | 4                         | Financial, environmental                  | Y                    |                   |
|                                 | Playground equipment/softfall<br>BBQs                             | Y                                               | 4                         | Environmental                             | Y                    |                   |
|                                 | Park toilets upgrade                                              | Y                                               | 2                         | Environmental                             | Y                    |                   |
| Torrington (Trust)<br>(Pop: 81) | Gateway signage                                                   | Y                                               | 4                         | Financial, environmental                  | Y                    |                   |
| Tenterfield<br>(Pop: 628)       | Gateway signage/gantry                                            | Y                                               | 4                         | Financial, environmental                  | Y                    |                   |
|                                 | Toilets upgrade                                                   | Y                                               | 4                         | Environmental, financial                  | Y                    |                   |
|                                 | Town centre streetscape<br>improvements                           | Y                                               | 4                         | Environmental, financial                  | Y                    |                   |
|                                 | Heritage walk/footpaths                                           | Y                                               | 3                         | Environmental                             | Y                    |                   |
|                                 | Memorial Hall indoor sports centre                                | Y                                               | 5                         | Environmental                             | Y                    |                   |
|                                 | Millbrook Park seating                                            | N                                               | 3                         | Environmental                             | Y                    |                   |
|                                 | Archery shade-cover,<br>competitor/spectator seating and<br>BBQ   | Y                                               | 4                         | Environmental                             | Y                    |                   |
|                                 | Skatepark improvements<br>Shirley Park cricket/sooccer facilities | Y                                               | 3                         | Governance, reputational<br>Environmental | Y                    |                   |
| Legume<br>(Pop: 152)            | Gateway signage                                                   | Y                                               | 4                         | Financial, environmental                  | Y                    |                   |
|                                 | Toilets                                                           | Y                                               | 4                         | Environmental, financial                  | Y                    |                   |
| Drake<br>(Pop: 345)             | Gateway signage                                                   | Y                                               | 4                         | Environmental, financial                  | Y                    |                   |
|                                 | Playground equipment                                              | N                                               | 4                         | Environmental                             | Y                    |                   |
|                                 | BBQs                                                              | Y                                               | 3                         | Environmental                             | Y                    |                   |
|                                 | Tables/seating                                                    | N                                               | 3                         | Environmental                             | Y                    |                   |
| Jennings<br>(Pop: 167)          | Park toilets                                                      | Y                                               | 4                         | Environmental, financial                  | Y                    |                   |
|                                 | Exercise equipment                                                | Y                                               | 3                         | Environmental                             | Y                    |                   |
|                                 | Gateway signage                                                   | Y                                               | 4                         | Environmental                             | Y                    |                   |
| Liston<br>(Pop: 133)            | Park toilets upgrade                                              | Y                                               | 4                         | Environmental, financial                  | Y                    |                   |
|                                 | Hall upgrade, including solar power,<br>new flooring              | N                                               | 3                         | Environmental                             | Y                    |                   |
|                                 | Gateway signage                                                   | Y                                               | 4                         | Environmental, financial                  | Y                    |                   |
|                                 | Park exercise equipment<br>Park BBQs                              | Y                                               | 3                         | Environmental, financial<br>Environmental | Y                    |                   |

Version 1.0

Project Manager: Harry Bolton

Project Name: Stronger Country Communities

Stakeholder Analysis for Community Infrastructure

| Stakeholder<br>(Pop as at 2015) | Infrastructure/Plant              | Alignment to IR&E<br>And Other Strategies (Y/N) | Potential Impact<br>(1-5) | Potential Risks                        | Eligibility<br>(Y/N) | Alternate Options                                       |
|---------------------------------|-----------------------------------|-------------------------------------------------|---------------------------|----------------------------------------|----------------------|---------------------------------------------------------|
| Urbanville<br>(Pop: 321)        | Community notice board            | Y                                               | 1                         | Environmental                          | N                    | Clubs/community grants, corporate sponsorships          |
|                                 | Location: mezz                    | Y                                               | 1                         | Environmental                          | N                    | Tourism grants                                          |
|                                 | Accessible path/ramp to hall      | Y                                               | 2                         | Governance, environmental              | N                    | Inclusion in Disability Inclusion Action Plan           |
|                                 | Playground fencing                | Y                                               | 2                         | Environmental                          | N                    | Future Works Program                                    |
|                                 | Library maintenance               | Y                                               | 2                         | Financial, workforce planning          | N                    | Future Works Program                                    |
| Torrington (Trust)<br>(Pop: 81) | Trees                             | Y                                               | 4                         | Environmental                          | N                    | Future Works Programs                                   |
|                                 | Storage shed for hall             | N                                               | 1                         | Governance, reputational               | N                    | Non-Council asset                                       |
| Tenterfield<br>(Pop: 6628)      | Trees                             | Y                                               | 3                         | Environmental                          | N                    | Future Works Programs                                   |
|                                 | Pool BBQ shade-cover              | N                                               | 2                         | Environmental                          | N                    | Clubs/community grants                                  |
|                                 | Pool filter separation            | N                                               | 3                         | Environmental, reputational            | N                    | Future Works Program                                    |
|                                 | Football club storage shed        | N                                               | 2                         | All risks                              | N                    | Clubs/community grants                                  |
|                                 | Playing field fencing             | N                                               | 2                         | Environmental                          | N                    | Future Works Program                                    |
|                                 | Saddler statue                    | N                                               | 1                         | Environmental                          | N                    | Arts grants                                             |
|                                 | Trees                             | Y                                               | 3                         | Environmental                          | N                    | Future Works Programs                                   |
| Legume<br>(Pop: 152)            | Hall and carpark upgrade          | N                                               | 2                         | Environmental                          | N                    | Future Works Program                                    |
|                                 | Mower access/use                  | N                                               | 1                         | Governance, reputational               | N                    | Clubs/community grants                                  |
|                                 | School grounds maintenance        | N                                               | 3                         | Environmental                          | N                    | CRM – Routine maintenance                               |
|                                 | Tennis Hall                       | Y                                               | 3                         | Environmental                          | N                    | CRM – Routine maintenance                               |
|                                 | Trees                             | Y                                               | 3                         | Environmental                          | N                    | Future Works Programs                                   |
| Drake<br>(Pop: 345)             | Upgrade hall                      | Y                                               | 3                         | Environmental                          | N                    | Future Works Programs                                   |
|                                 | Footpath improvements             | Y                                               | 2                         | Environmental                          | N                    | Future Works Program                                    |
|                                 | Park shade cover                  | N                                               | 3                         | Environmental                          | N                    | Clubs/community grants                                  |
|                                 | African markets                   | Y                                               | 3                         | Reputational, financial, environmental | N                    | Corporate donations/sponsorship, Clubs/community grants |
| Jennings<br>(Pop: 160)          | Park shade cover                  | N                                               | 2                         | Environmental                          | N                    | Clubs/community grants                                  |
|                                 | Tennis courts/building            | N                                               | 3                         | Environmental                          | N                    | Future Works Programs                                   |
|                                 | Upgrade/increased park seating    | N                                               | 2                         | Environmental, governance              | N                    | CRM – Routine maintenance                               |
|                                 | Railway Carriages                 | N                                               | 3                         | Environmental                          | N                    | Future Works Program                                    |
| Liston<br>(Pop: 133)            | Defibrillator                     | N                                               | 1                         | Governance                             | N                    | Clubs/community grants                                  |
|                                 | Piano                             | N                                               | 1                         | Governance                             | N                    | Clubs/community grants                                  |
|                                 | Equipment                         | N                                               | 1                         | Governance                             | N                    | Clubs/community grants                                  |
|                                 | Park shade-cover                  | N                                               | 2                         | Environmental                          | N                    | Future Works Program                                    |
|                                 | Footpath upgrade and path to hall | Y                                               | 3                         | Environmental                          | N                    | Future Works Program                                    |
|                                 | School bus stops                  | N                                               | 2                         | Environmental, governance, financial   | N                    | Non-Council asset/jurisdiction                          |
| Cobb and Co Coach               |                                   | N                                               | 3                         | Environmental, governance, financial   | N                    | Tourism grants                                          |

Version 1.0

Project Manager: Harry Bolton

Project Name: Stronger Country Communities

Stakeholder Analysis for Community Infrastructure  
 INDICATIVE COSTINGS PER UNIT (estimates only)

|                                                   |                      |
|---------------------------------------------------|----------------------|
| Toilets                                           | \$150,000            |
| Playground Equipment, Softfall                    | \$75,000 - \$200,000 |
| Signage/Gantry                                    | \$50,000 - \$200,000 |
| Memorial Hall Stadium Seating and Reconfiguration | \$250,000            |
| Memorial Hall Change Room/Showers                 | \$350,000            |
| Memorial Hall Stormwater Drainage                 | \$75,000             |
| Memorial Hall Audio-Visual                        | \$70,000             |
| Memorial Hall Indoor Sports Concept Design        | \$30,000             |
| Archery                                           | \$60,000             |
| Town Centre Streetscape (Stage 2)                 | \$200,000            |
| BBQs                                              | \$10,000             |

Version 1.0

Project Manager: Harry Bolron

Project Name: Stronger Country Communities

|                      |                                                                                                                                                        |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Operating Officer</b>                                                                                                           |
| <b>Submitted by:</b> | Engineering Officer (Part-time)                                                                                                                        |
| <b>Reference:</b>    | <b>ITEM COM4/18</b>                                                                                                                                    |
| <b>Subject:</b>      | <b>2.4 km Road Realignment &amp; Construction Upgrade of Mt Lindesay Road at Dalman North (SLK 26.7-29.1) - Aquisition of Part of Lot 39 DP 751065</b> |

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

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

#### **SUMMARY**

This report will enable Council to proceed with the Acquisition of part of Lot 39 DP 751065 for road widening purposes in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991.

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

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

- (1) Proceed with the acquisition of part of Lot 39 DP 751065 (935m<sup>2</sup>) for road widening purposes in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991.**
- (2) Pay compensation of agreed value to the property owners of Lot 39 DP 751065 entitled to compensation by virtue of the terms set out in the Land Acquisition (Just Terms Compensation) Act 1991.**
- (3) Agree that all minerals are to be exempt from the acquisition of part of Lot 39 DP 751065.**
- (4) Delegate authority to the Chief Executive or their delegate to execute any documents on behalf of Council.**

#### **BACKGROUND**

The affected portion of Mount Lindesay Road is part of a \$24M upgrade of the Legume to Woodenbong section of Mount Lindesay Road. Tenders were called for the reconstruction of the 26.7SLK to 29.1SLK section and a successful tenderer was selected at Council's Ordinary Meeting in March 2018.

The upgrade includes drainage reconstruction, road widening and curve straightening to improve road safety and reduce travel time to improve transport economics in the region. Some land acquisition is required for road upgrading purposes.

Our Community No. 4 Cont...

The only land acquisition required is 935m<sup>2</sup> from Lot 39 DP 751065 for this particular section of Mount Lindesay Road. The process to acquire land is governed by the Land Acquisition (Just Terms) Act 1991.

**REPORT:**

The owners of Lot 39 DP 751065 were advised by letter in October 2017 of the need to acquire the land. The letter included the land owners rights to compensation as well as Council's rights under the Land Acquisition (Just Terms) Act 1991. The land owners signed and returned a Land Access Agreement which allowed access to the subject land for design and construction purposes prior to the completion of the land acquisition process.

After receipt of the Land Access Agreement, negotiations commenced between the property owners and Council. It was agreed by the property owners that Council would pay the agreed value (confidential attachment included) compensation for the loss of the land and the cost of reasonable valuation fees.

As part of the land acquisition process, fencing of the new boundary is required, the cost of the fencing being paid by Council. It was determined from the Design drawings that 230m of new fencing is required. Quotations were sought for the fencing and the owner of the land submitted the lowest quotation. It is intended to accept this quotation.

The property owners have been sent a letter making a total offer being the agreed compensation amount and for fencing the new boundary. When the property owners accept this offer, Council will still have to pay the cost of the survey work, legal fees associated with the land acquisitions and the landowners reasonable legal fees.

As part of the Land Acquisition (Just Terms) Act 1991, a Council resolution to acquire the land for road purposes is required for the land acquisition to be finalised.

**COUNCIL IMPLICATIONS:**

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

The property owners of Lot 39 DP 751605 have met onsite on numerous occasions with Council's Works Manager, Project Manager and Engineering Officer to discuss compensation and fencing requirements for the proposed acquisition of land required for road widening purposes for this project. Communication has been ongoing since October 2017 when the negotiation period commenced. To date, a good relationship exists between the property owners and Council staff and a private agreement has been reached in full and final compensation for the acquisition of the subject land.

**2. Policy and Regulation**

- Acquisition of Part Lot 39 DP 751065 to be undertaken in accordance with the terms outlined in the Land Acquisition (Just Terms Compensation) Act 1991 by private agreement.
- A Council may acquire land (including an interest in land) for the purpose of exercising any of its functions under Section 186 of the Local Government Act 1993.
- Section 177 of the Roads Act 1993 states that:
  1. The Minister, RMS or a Council may acquire land for any of the purposes of this Act.

Our Community No. 4 Cont...

- 2(b) land that forms part of, or adjoins or lies in the vicinity of, other land proposed to be acquired for the purpose of opening, widening or constructing a road or road work.

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

Refer to Report ITEM EC06/18. Council has requested the following from State and Federal Members for the project to go ahead:

1. An upfront payment like the above so that it is not in arrears
2. Claims for construction payments made/progress to be made monthly to RMS up to the full \$24M value of the project
3. The State claim the \$12M Federal contribution back off the Federal Government once the project is complete.

A written reply from State and Federal members is awaited. The overall project outline is inclusive of all land acquisitions required for the road upgrade. This will include Crown Land and privately owned land.

### 4. Asset Management (AMS)

The design being used and quality control built into the contracts will seek to deliver on a 25 year pavement design life. The new design alignment for this project is required to meet current safety standards and therefore some portions of land are required to be acquired by Council for road widening purposes.

### 5. Workforce (WMS)

All works will be delivered by contract.

### 6. Legal and Risk Management

Acquisition of Part Lot 39 DP 751065 to be undertaken in accordance with the terms outlined in the Land Acquisition (Just Terms Compensation) Act 1991.

### 7. Performance Measures

None mentioned to date other than the \$24M ceiling on funding.

### 8. Project Management

An external contracted Project Manager has been engaged to assist the Chief Operating Officer with Delivery. Council's Engineering Officer is assisting with the Land Acquisition process.

**Andre Kompler**  
Chief Operating Officer

|                               |                                                                                              |
|-------------------------------|----------------------------------------------------------------------------------------------|
| Prepared by staff member:     | Jessica Gibbins, Engineering Officer (Part-time)                                             |
| Approved/Reviewed by Manager: | Andre Kompler, Chief Operating Officer                                                       |
| Department:                   | Office of the Chief Operating Officer                                                        |
| Attachments:                  | <b>1</b> Attachment 4 (Confidential Booklet 4) - Land Acquisition Compensation <b>1</b> Page |

|                      |                                                |
|----------------------|------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>           |
| <b>Submitted by:</b> | Executive Assistant & Media                    |
| <b>Reference:</b>    | <b>ITEM GOV22/18</b>                           |
| <b>Subject:</b>      | <b>Monthly Operational Report - April 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 April 2018.**

**Terry Dodds**  
Chief Executive

|                               |                                                                           |
|-------------------------------|---------------------------------------------------------------------------|
| Prepared by staff member:     | Noelene Hyde, Executive Assistant & Media                                 |
| Approved/Reviewed by Manager: | Terry Dodds, Chief Executive                                              |
| Department:                   | Office of the Chief Executive                                             |
| Attachments:                  | <b>1</b> Attachment 2 (Booklet 2) - Monthly Operational Plan - April 2018 |

|                      |                                              |
|----------------------|----------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b> |
| <b>Submitted by:</b> | Chief Corporate Officer                      |
| <b>Reference:</b>    | <b>ITEM GOV23/18</b>                         |
| <b>Subject:</b>      | <b>Joint Organisation Nomination</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**

Council has previously resolved (Resolution 271/17) to become a member of a Joint Organisation and have submitted their nomination to the Minister for Local Government.

A request from Narrabri Shire Council to become a member of the same Joint Organisation has been received and a further resolution of Council is required to enable this to be considered by the Minister.

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

**For the purposes of the resolution passed by Tenterfield Shire Council on 20 December 2017 concerning the approval of Council's area being included in the Joint Organisation's area, that in addition to those Council areas prescribed in the previous resolution, these being:**

- **Armidale Regional Council, Glen Innes Severn Council, Gwydir Shire Council, Inverell Shire Council, Moree Plains Shire Council and Uralla Shire Council,**

**Council endorses the area of the Narrabri Shire Council being included in the area of the Joint Organisation.**

#### **BACKGROUND**

The NSW Parliament recently passed the Regional Joint Organisations Bill 2017. This legislation allows for Councils to voluntarily join new Joint Organisations (JOs) to strengthen regional coordination and improve service delivery through collaboration, shared leadership and advocacy. Council has recently been invited to nominate to form a JO and this report has been submitted for Council to identify preferred partners in the formation of the new organisation and identify assistance needed to establish the partnership.

Although the date for submissions has passed, Narrabri Shire Council has unanimously voted to become a member of the New England Joint Organisation.

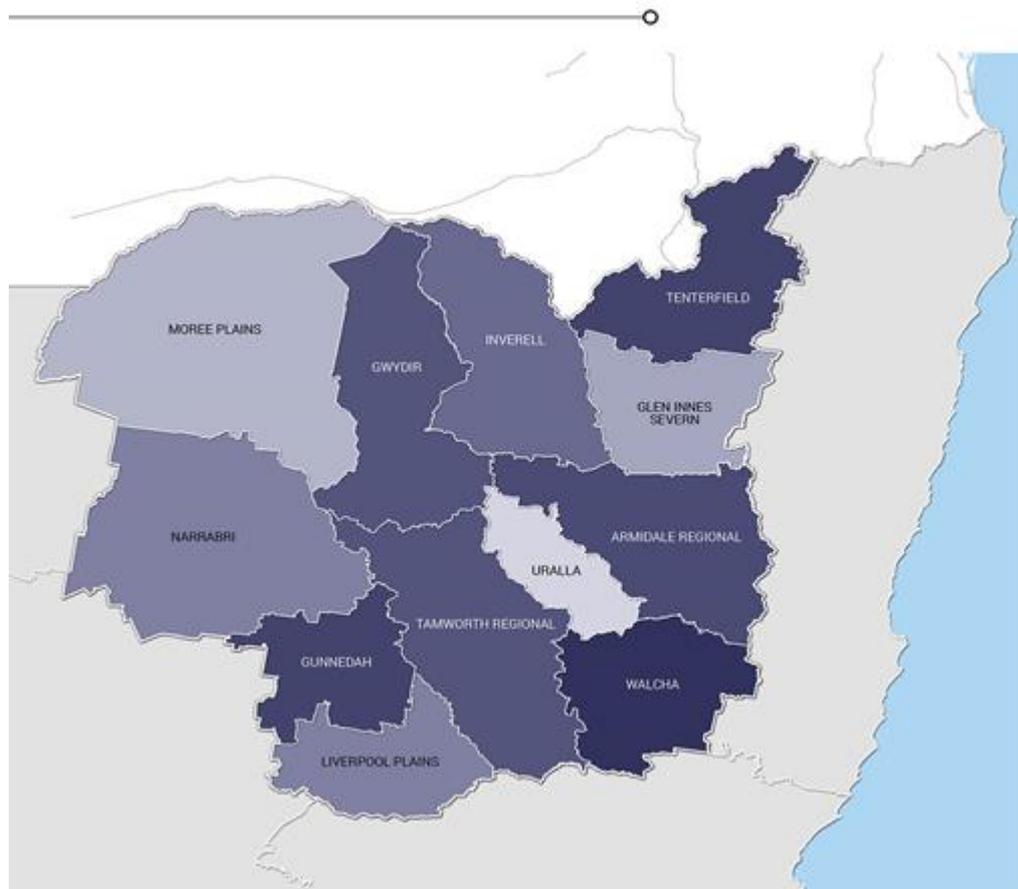
Our Governance No. 23 Cont...

Advice from the Office of Local Government is that the proposed member Councils provide an additional resolution for the inclusion of Narrabri Shire Council.

### REPORT:

Tenterfield Shire Council is included in the New England North West Region. A map sourced from NSW Planning and Environment web page, included in this report, shows the Councils in the region that Tenterfield Shire Council aligns with. In considering a proposal to form a Joint Organisation, Council must nominate partners within this region.

Figure 10: Local government areas of the New England North West



Tenterfield Shire Council has a close association with its neighbours in the New England North West Region encompassing, Armidale Regional Council, Glen Innes Severn Council, Gwydir Shire Council, Inverell Shire Council, Moree Plains Shire Council and Uralla Shire Council.

The relationship has been fostered by Tenterfield Shire Council attendance and participation with the New England Regional Group of Councils. As such, the formation of a Joint Organisation with the aforementioned Councils is seen to be the most beneficial combination to archive the objectives of a Joint Organisation and will be an appropriate size and have the capacity to partner with the NSW Government, the Commonwealth Government and other organisations. This was confirmed by the members of the NEGOC at their most recent meeting.

Our Governance No. 23 Cont...

Subsequent to the last report, Gwydir Shire Council, has resolved to join the proposed Namoi Joint Organisation of Councils. Hence the existing proposed New England North West Joint Organisation Armidale Regional Council, Glen Innes Severn Council, Inverell Shire Council, Moree Plains Shire Council and Uralla Shire Council, with the possible inclusion of Narrabri Shire Council

### **COUNCIL IMPLICATIONS:**

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

Nil.

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

- Part 7 of Chapter 12 of the Local Government Act 1993

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

The Government will provide up to \$3.3 million in seed funding to Joint Organisations to support their establishment. Funding for each Joint Organisation will be based on the number of Councils that choose to form a Joint Organisations, with maximum funding provided to regions where all Councils in a region choose to be members of the new regional body.

All Joint Organisations, whether they were pilot regions or not, will be provided with seed funding.

Whilst the previous report does not highlight any direct financial implications of joining a proposed Joint Organisation, it is anticipated that Council will need to make an ongoing contribution once the Joint Organisation is formed and that this contribution will be determined once the scope of activities and services are agreed upon. The addition of Narrabri Shire Council to the Joint Organisation will see a return of the original number of participants to share the cost.

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

Nil.

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

Initially each Joint Organisation will have seed funding to pay for an Executive Officer. As the government will likely pursue further Joint Organisation initiatives, and as collaboration between member councils increase, it is expected that the option of using a voluntary secretariat will become impractical due to time constraints.

The function of the Joint Organisation will reflect the interests of the group and as such the greater the membership the more divergent are the expected functions required by the member Councils. The resultant impact on each member Council will inevitably be felt in the (amortised) cost of providing an Executive Officer. The cost of services provided by the Joint Organisation will be shared between member Councils.

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

Councils that are members of Joint Organisations will be able to take advantage of investment opportunities that are delivered through the Joint Organisation and failure to join a JO may have negative consequences for Council as previously

Our Governance No. 23 Cont...

discussed, if they are not able to participate in opportunities provided; providing the cost is less than the benefits derived.

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

Council has adopted the original resolution to form a Joint Organisation. The Chief Executive (General Manager) provided the Minister with a copy of the original resolution including the date on which Council made this resolution.

Depending on the updating of this resolution, the Chief Executive (General Manager) will need to inform the Minister that this resolution has been adopted to include Narrabri Shire Council in the proposal.

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

Nil however the outcome will need to be provided to the Minister directly following the Council meeting to be held on 18 April 2018.

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

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

|                      |                                                        |
|----------------------|--------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Operating Officer</b>           |
| <b>Submitted by:</b> | Manager Customer Service, Governance & Records         |
| <b>Reference:</b>    | <b>ITEM GOV24/18</b>                                   |
| <b>Subject:</b>      | <b>Legal actions - 1 January 2018 to 31 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 report to Council on legal action.                                                                                                                       |

#### **SUMMARY**

The purpose of this report is to advise Council of any legal actions occurring or commencing against Council during January, February and March 2018.

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

**That Council note the legal actions report for the period 1 January 2018 to 31 March 2018.**

#### **BACKGROUND**

To ensure the performance of Council as an Organisation complies with Statutory reporting guidelines, and information is made available to decision makers as per the Delivery Program 2017-2021, an action is to provide Council with quarterly advice regarding legal actions against Council.

#### **REPORT:**

Council's Operational Plan 2017/2018 requires that a quarterly (three monthly) report be provided to Council on ongoing or commencing legal actions involving Council.

There is one (1) commencing legal actions to report for the period 1 January 2018 to 31 March 2018. The action relates to an alleged trip and fall injury at a Council owned site. The matter has been passed to Statewide Mutual, as Council's legal representative.

There are no other ongoing legal actions to report for the period 1 January 2018 to 31 March 2018.

#### **COUNCIL IMPLICATIONS:**

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

Nil.

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

Nil.

Our Governance No. 24 Cont...

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

Nil.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

The matter is being managed by Statewide Mutual, as Council's legal representative.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

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

Prepared by staff member: Erika Bursford, Manager Customer Service,  
Governance & Records

Approved/Reviewed by Manager: Kylie Smith, Chief Corporate Officer

Department: Office of the Chief Operating Officer

Attachments: There are no attachments for this report.

|                      |                                              |
|----------------------|----------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b> |
| <b>Submitted by:</b> | Accountant                                   |
| <b>Reference:</b>    | <b>ITEM GOV25/18</b>                         |
| <b>Subject:</b>      | <b>Finance and Accounts</b>                  |

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#### **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.                                                |

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#### **SUMMARY**

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

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

**That Council receive and note the Finance and Accounts Report for the period ended 31 March 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 31 March 2018.

Cash Book Balances on this date were as follows:-

|                        |    |              |        |
|------------------------|----|--------------|--------|
| General (Consolidated) | \$ | 1,662,305.19 | Credit |
| General Trust          | \$ | 321,533.93   | Credit |

Our Governance No. 25 Cont...

(b) Summary of Investments

The attachment to this report is a certified schedule of all Council's investments as at 31 March 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; Paul Della, Manager<br>Finance & Technology |
| Approved/Reviewed by Manager: | Kylie Smith, Chief Corporate Officer                                    |
| Department:                   | Office of the Chief Corporate Officer                                   |
| Attachments:                  | <b>1</b> Summary of Investments - 31<br>March 2018                      |
|                               | 1<br>Page                                                               |

TENTERFIELD SHIRE COUNCIL - SUMMARY OF INVESTMENTS 31 MARCH 2018

| Financial Institution   | Issuer Rating | Investment Term | Maturity Date | Interest Rate | Amount        | Percentage Exposure |
|-------------------------|---------------|-----------------|---------------|---------------|---------------|---------------------|
| National Australia Bank | AA-           | 90 Days         | 12/Jun/18     | 2.52%         | 500,000.00    | 3.21%               |
| National Australia Bank | AA-           | 60 Days         | 18/May/18     | 2.50%         | 750,000.00    | 4.82%               |
| National Australia Bank | AA-           | 140 Days        | 02/Apr/18     | 2.50%         | 1,000,000.00  | 6.43%               |
| National Australia Bank | AA-           | 91 Days         | 05/May/18     | 2.55%         | 1,000,000.00  | 6.43%               |
| National Australia Bank | AA-           | 31 Days         | 09/Apr/18     | 2.02%         | 1,000,000.00  | 6.43%               |
| National Australia Bank | AA-           | 61 Days         | 09/May/18     | 2.39%         | 1,000,000.00  | 6.43%               |
| National Australia Bank | AA-           | 91 Days         | 12/Jun/18     | 2.55%         | 500,000.00    | 3.21%               |
| National Australia Bank | AA-           | 90 Days         | 24/Apr/18     | 2.45%         | 1,000,000.00  | 6.43%               |
| National Australia Bank | AA-           | 91 Days         | 08/Jun/18     | 2.54%         | 1,000,000.00  | 6.43%               |
| National Australia Bank | AA-           | 91 Days         | 07/May/18     | 2.45%         | 500,000.00    | 3.21%               |
| ANZ Bank                | AA-           | 63 Days         | 14/May/18     | 2.29%         | 1,000,000.00  | 6.43%               |
| ANZ Bank                | AA-           | 90 Days         | 15/Jun/18     | 2.45%         | 500,000.00    | 3.21%               |
| Commonwealth Bank       | AA-           | At Call         | 31/Jan/17     | 1.50%         | 1,261,481.53  | 8.11%               |
| Bankwest                | AA-           | 91 Days         | 30/Apr/18     | 2.50%         | 1,000,000.00  | 6.43%               |
| Bankwest                | AA-           | 91 Days         | 28/May/18     | 2.50%         | 1,000,000.00  | 6.43%               |
| Bankwest                | AA-           | 91 Days         | 28/May/18     | 2.50%         | 500,000.00    | 3.21%               |
| Bankwest                | AA-           | 104 Days        | 10/Apr/18     | 2.45%         | 500,000.00    | 3.21%               |
| Bankwest                | AA-           | 92 Days         | 05/Jun/18     | 2.40%         | 800,000.00    | 5.14%               |
| Bankwest                | AA-           | 148 Days        | 03/Apr/18     | 2.50%         | 750,000.00    | 4.82%               |
| INVESTMENTS TOTAL       |               |                 |               |               | 15,561,481.53 | 100.00%             |

Summary

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

By:

  
P. Della

Responsible Accounting Officer

|                      |                                                      |
|----------------------|------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>         |
| <b>Submitted by:</b> | Accountant                                           |
| <b>Reference:</b>    | <b>ITEM GOV26/18</b>                                 |
| <b>Subject:</b>      | <b>Capital Expenditure Report as a 31 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 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 31 March 2018.**

#### **BACKGROUND**

This report was updated in October and replaced the Expenditure Progress Report that had previously been provided to Council.

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

#### **REPORT:**

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

#### **COUNCIL IMPLICATIONS:**

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

Nil.

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

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

Our Governance No. 26 Cont...

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

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>Finance & Technology; Paul Della, Manager<br>Finance & Technology |
| Approved/Reviewed by Manager: | Kylie Smith, Chief Corporate Officer                                                                               |
| Department:                   | Office of the Chief Corporate Officer                                                                              |
| Attachments:                  | <b>1</b> Capital Expenditure Report to 31<br>March 2018                                                            |
|                               | 4<br>Pages                                                                                                         |

Transfield (Shire Council)  
 Capital Expenditure Report as at 31 March 2018

| Program                        | COA     | Description                                                             | Current Budget | YTD Actual | YTD Budget | YTD Variance | YTD Variance % | Status Comment      |
|--------------------------------|---------|-------------------------------------------------------------------------|----------------|------------|------------|--------------|----------------|---------------------|
| Building and Amenities         | 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       | \$10,500   | \$21,000   | \$10,500     | 50%            | On time             |
| Workforce Development          | 6240504 | Villages Streetscape & Signage Revitalisation                           | \$31,875       | \$4,650    | \$4,650    | \$0          | 0%             | On time             |
| Corporate and Governance       | 1000503 | Salary System Rebuild                                                   | \$10,579       | \$0        | \$0        | \$0          | 0%             | On time             |
| Corporate and Governance       | 1810500 | Office Furniture & Equipment                                            | \$2,779        | \$1,581    | \$1,581    | \$0          | 0%             | On time             |
| Finance and Technology         | 1810501 | Computer Equipment                                                      | \$10,788       | \$15,851   | \$9,053    | (\$6,798)    | -75%           | On time             |
| Finance and Technology         | 1810503 | Intranet construction                                                   | \$37,028       | \$14,342   | \$13,867   | (\$475)      | -3%            | On time             |
| Finance and Technology         | 1810504 | Fees & Charges / GST Addin                                              | \$8,827        | \$8,025    | \$8,828    | \$803        | 9%             | On time             |
| Finance and Technology         | 1810505 | Power Budget Software                                                   | \$52,000       | \$9,000    | \$52,000   | \$43,000     | 83%            | 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 Repair 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 - Replace Carpet                                         | \$80,000       | \$0        | \$0        | \$0          | 0%             | Cancelled/ Deferred |
| Building and Amenities         | 4200508 | Administration Building Refurbishment                                   | \$22,934       | \$0        | \$0        | \$0          | 0%             | On time             |
| Building and Amenities         | 4205501 | Council Houses Renewal                                                  | \$15,000       | \$0        | \$0        | \$0          | 0%             | On time             |
| Building and Amenities         | 4210501 | Replace existing shed 2-Ten-FM                                          | \$22,894       | \$4,350    | \$4,350    | \$0          | 0%             | On time             |
| Building and Amenities         | 4240500 | New Public Toilets - Captain Cook Park Urbenville                       | \$10,011       | \$9        | \$11,680   | \$11,670     | 100%           | On time             |
| Livestock Saleyards            | 4220501 | Renewal Timber Rails With Metal (SRV)                                   | \$22,894       | \$14,141   | \$14,065   | (\$76)       | -1%            | On time             |
| Livestock Saleyards            | 4220502 | Renewal Boundary Fencing (SRV)                                          | \$5,728        | \$5,728    | \$3,519    | \$0          | 0%             | On time             |
| Livestock Saleyards            | 4220506 | Saleyards Truck Wash - Design                                           | \$107,334      | \$9,300    | \$9,300    | \$0          | 0%             | On time             |
| Livestock Saleyards            | 4220504 | Improvements to Loading Ramps & Traffic Facilities                      | \$0            | \$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                                     | \$9,174        | \$11,823   | \$11,823   | \$0          | 0%             | On time             |
| Parks, Gardens and Open Spaces | 4610500 | Renewal of Federation Park Sprinkler System (SRV)                       | \$17,200       | \$14,770   | \$17,200   | \$2,430      | 0%             | On time             |
| Parks, Gardens and Open Spaces | 4610501 | Renewal of Shirley Park Amenities Building (SRV)                        | \$111,000      | \$0        | \$0        | \$0          | 0%             | On time             |
| Parks, Gardens and Open Spaces | 4215500 | Niche Wall / Rose Garden at Cemetery                                    | \$15,643       | \$27       | \$27       | \$0          | 0%             | On time             |
| Library Services               | 5000507 | Library Resources                                                       | \$34,400       | \$11,034   | \$19,731   | \$8,717      | 44%            | On time             |
| Library Services               | 5000500 | Library - Repair Interior (SRV)                                         | \$0            | \$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                                            | \$8,461        | \$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       | \$9,890     | \$9,091     | (\$799)      | -9%            | 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                                        | \$16,053       | \$0         | \$0         | \$0          | 0%             | Cancelled/ Deferred |
| Economic Growth and Development | 5400502 | Air Conditioning Visitors Administration Area                                         | \$3,405        | \$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                                                                       | \$16,000       | \$4,523     | \$0         | (\$4,523)    | 0%             | Delayed             |
| 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%             | Cancelled/ Deferred |
| 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    | \$1,793,074 | \$1,610,832 | (\$182,242)  | -11%           | On time             |
| Transport Network               | 6215510 | Regional Roads Block Grant - Reseals Program.                                         | \$240,597      | \$43,397    | \$188,927   | \$145,530    | 77%            | On time             |
| Transport Network               | 6215514 | Roads to Recovery 2014-19                                                             | \$1,572,929    | \$447,766   | \$873,791   | \$426,025    | 49%            | 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      | \$122,185   | \$146,436   | \$24,251     | 17%            | On time             |
| Transport Network               | 6215529 | MR622 Repair 2016/17                                                                  | \$450,094      | \$375,027   | \$371,788   | (\$3,239)    | -1%            | On time             |
| Transport Network               | 6215530 | MR622 Repair 2017/18                                                                  | \$586,626      | \$28,374    | \$8,978     | (\$577,648)  | 0%             | On time             |
| Transport Network               | 6215531 | Special Grant Mt Lindesay Road (RMS/Fed)                                              | \$3,699,940    | \$263,431   | \$1,299,940 | \$1,036,509  | 80%            | Cancelled/ Deferred |
| Transport Network               | 6215532 | NDRRA 2017 Mid March - Local Roads (Restoration)                                      | \$1,600,000    | \$140,507   | \$457,143   | \$316,636    | 69%            | Cancelled/ Deferred |
| Transport Network               | 6215534 | MR622 Safer Local Government Roads                                                    | \$50,358       | \$7,768     | \$5,930     | (\$1,838)    | 0%             | On time             |
| Transport Network               | 6215535 | Upgrade internal roads - Jubullum Aboriginal Community                                | \$18,188       | \$9,725     | \$8,564     | (\$1,161)    | 0%             | On time             |
| Transport Network               | 6215536 | Upgrade T intersection - Plain Station & Jubullum Access Rd                           | \$20,426       | \$19,848    | \$12,691    | (\$7,157)    | 0%             | On time             |
| Transport Network               | 6215537 | Upgrade access road on Plains Station Road                                            | \$75,995       | \$25,485    | \$10,998    | (\$14,487)   | 0%             | On time             |
| Transport Network               | 6220501 | Road Renewal - Gravel Roads                                                           | \$513,423      | \$429,872   | \$410,712   | (\$19,161)   | -5%            | On time             |
| Transport Network               | 6220503 | Gravel Resheets                                                                       | \$393,879      | \$254,569   | \$307,490   | \$52,921     | 17%            | On time             |
| Transport Network               | 6220506 | Bridges / Causeways (SRV to 2023/24)                                                  | \$595,115      | \$193,567   | \$216,247   | \$22,680     | 10%            | On time             |
| Transport Network               | 6220507 | Rural Roads - Reseal Program                                                          | \$186,751      | \$75,158    | \$105,048   | \$29,890     | 28%            | On time             |
| Transport Network               | 6240502 | Main Street - Complete Final Stage                                                    | \$189,430      | \$15,136    | \$10,275    | (\$4,861)    | -47%           | On time             |
| Transport Network               | 6220511 | Miscellaneous Replacement of Collapsed Pipes (SRV)                                    | \$0            | \$10,275    | \$10,115    | (\$160)      | -2%            | On time             |
| Waste Management                | 7080500 | 240L Wheelie Bins                                                                     | \$28,598       | \$5,391     | \$7,531     | \$2,139      | 28%            | On time             |

| Program           | COA     | Description                                                         | Current Budget | YTD Actual  | YTD Budget  | YTD Variance | YTD Variance % | Status Comment |
|-------------------|---------|---------------------------------------------------------------------|----------------|-------------|-------------|--------------|----------------|----------------|
| Waste Management  | 7080503 | Industrial Bins                                                     | \$51,889       | \$302       | \$302       | \$0          | 0%             | On time        |
| Waste Management  | 7080551 | Boonoo Boonoo - Capping Cell/Remediation #5 (Pool) (Remediation)    | \$0            | \$0         | \$10,000    | \$10,000     | 100%           | On time        |
| Waste Management  | 7080552 | Boonoo Boonoo - EPA Remediation (works to be defined) (Remediation) | \$0            | \$0         | \$0         | \$0          | 0%             | On time        |
| Waste Management  | 7080556 | Boonoo Boonoo - Landfill Site Design                                | \$167,685      | \$0         | \$60,000    | \$60,000     | 100%           | On time        |
| Waste Management  | 7080692 | Legume Transfer Station awning with pad                             | \$10,000       | \$1,264     | \$10,000    | \$8,736      | 87%            | On time        |
| Waste Management  | 7080712 | Liston Transfer Station awning with pad                             | \$10,000       | \$1,199     | \$10,000    | \$8,801      | 88%            | On time        |
| Waste Management  | 7080720 | Mingoola - Open Transfer Station                                    | \$0            | \$0         | \$0         | \$0          | 0%             | On time        |
| Waste Management  | 7080731 | Torrington Landfill - Capping Cell (Remediation)                    | \$0            | \$0         | \$0         | \$0          | 0%             | On time        |
| Waste Management  | 7080732 | Torrington Landfill - Convert to Transfer                           | \$0            | \$0         | \$0         | \$0          | 0%             | On time        |
| Waste Management  | 7080810 | Tenterfield WTS Community Recycling Centre                          | \$45,920       | \$16,767    | \$13,640    | (\$3,127)    | -23%           | On time        |
| Waste Management  | 7080811 | Tenterfield Waste Transfer Station Groundwater Bores                | \$100,000      | \$0         | \$0         | \$0          | 0%             | On time        |
| Waste Management  | 7080814 | Community Recycling Centre                                          | \$15,000       | \$0         | \$12,822    | \$12,822     | 0%             | On time        |
| Waste Management  | 7080815 | Tenterfield Waste Transfer Station Environmental Impact Statement   | \$50,000       | \$0         | \$0         | \$0          | 0%             | On time        |
| Waste Management  | 7080816 | Tenterfield WTS EIS - Purchase New Land                             | \$235,370      | \$0         | \$0         | \$0          | 0%             | On time        |
| Tenterfield Water | 7484500 | Tenterfield Sludge Removal                                          | \$0            | \$0         | \$0         | \$0          | 0%             | On time        |
| Tenterfield Water | 7484502 | Tenterfield Valve Renewal                                           | \$2,791        | \$2,791     | \$3,812     | \$1,021      | 27%            | On time        |
| Tenterfield Water | 7484505 | Tenterfield Mains Replacement                                       | \$16,820       | \$34,442    | \$16,201    | \$81,759     | 70%            | On time        |
| Tenterfield Water | 7484506 | Tenterfield Meter Replacement                                       | \$10,951       | \$123,422   | \$15,370    | (\$108,052)  | -703%          | On time        |
| Tenterfield Water | 7484513 | Tenterfield Dam Wall Construction                                   | \$1,039,364    | \$2,446,443 | \$2,379,860 | (\$66,643)   | -3%            | On time        |
| Tenterfield Water | 7484515 | Tenterfield Flood Warning System (Gas Bubbler)                      | \$0            | \$0         | \$17,693    | \$17,693     | 0%             | On time        |
| Tenterfield Water | 7484525 | Tenterfield Dam Wall Supervision                                    | \$0            | \$113,417   | \$0         | (\$113,417)  | 0%             | On time        |
| Tenterfield Water | 7484524 | Shirly Park Bore Flood Damage Restoration                           | \$20,000       | \$0         | \$20,000    | \$20,000     | 0%             | On time        |
| Tenterfield Water | 7484526 | Water Treatment Plant Signage                                       | \$0            | \$0         | \$0         | \$0          | 0%             | On time        |
| Tenterfield Water | 7484525 | Tenterfield Dam Wall Project Management Costs                       | \$84,140       | \$137,283   | \$233,415   | \$95,632     | 41%            | On time        |
| Tenterfield Water | 7484526 | Flood Warning System Renewal                                        | \$107,883      | \$0         | \$107,883   | \$107,883    | 0%             | On time        |
| Tenterfield Water | 7484527 | Tenterfield Treatment Plant Pump Upgrade                            | \$0            | \$0         | \$0         | \$0          | 0%             | On time        |
| Tenterfield Water | 7484812 | Scada Renewal                                                       | \$0            | \$0         | \$0         | \$0          | 0%             | On time        |
| Tenterfield Water | 7484901 | Jennings Mains Replacement                                          | \$9,655        | \$9,655     | \$9,655     | \$0          | 0%             | On time        |
| Sewerage Network  | 7872502 | Tenterfield Mains Relining (1km Year)                               | \$188,436      | \$130,833   | \$130,193   | (\$640)      | 0%             | On time        |
| Sewerage Network  | 7872503 | Tenterfield Mains Augmentation                                      | \$75,350       | \$80,460    | \$54,643    | (\$25,817)   | -47%           | On time        |
| Sewerage Network  | 7872505 | Tenterfield Man Hole Level Alterations (Water Infiltration)         | \$318,500      | \$0         | \$100,000   | \$100,000    | 0%             | On time        |
| Sewerage Network  | 7872514 | Jennings Sewer (Investigation)                                      | \$41,000       | \$7,952     | \$7,952     | \$0          | 0%             | On time        |
| Sewerage Network  | 7872515 | Tenterfield Upgrade Road to Tertiary Ponds                          | \$12,252       | \$232       | \$232       | \$0          | 0%             | On time        |
| Sewerage Network  | 7872517 | Tenterfield Scada System Upgrade                                    | \$57,736       | \$0         | \$57,736    | \$57,736     | 0%             | On time        |
| Sewerage Network  | 7872518 | Remove Sludge from Tertiary Ponds / Renewal of Capacity             | \$35,000       | \$30,305    | \$30,305    | \$0          | 100%           | On time        |
| Sewerage Network  | 7872519 | Tenterfield Network Renewal                                         | \$220,536      | \$425       | \$60,000    | \$59,575     | 100%           | On time        |
| Sewerage Network  | 7872521 | Sewerage Treatment Plant Signage                                    | \$1,000        | \$0         | \$0         | \$0          | 0%             | On time        |
| Sewerage Network  | 7872522 | STP - Dehydrator Replacement                                        | \$73,512       | \$0         | \$0         | \$0          | 0%             | On time        |
| Sewerage Network  | 7872801 | Urbenville Sludge Removal                                           | \$12,251       | \$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 & Milles Street Construction                       | \$0                 | \$0                | \$0                | \$0                | 0%             | On time        |
| Stromwater Network | 8252524 | Pelham Street - Manners to Milles Child Proofing Culvert | \$0                 | \$0                | \$0                | \$0                | 0%             | On time        |
| <b>Total</b>       |         |                                                          | <b>\$17,794,380</b> | <b>\$7,711,803</b> | <b>\$9,990,136</b> | <b>\$2,280,543</b> |                |                |

|                      |                                              |
|----------------------|----------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b> |
| <b>Submitted by:</b> | Accountant                                   |
| <b>Reference:</b>    | <b>ITEM GOV27/18</b>                         |
| <b>Subject:</b>      | <b>Report on Loan Balances</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**

The purpose of this report is to inform Council of its loan balances.

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

**That Council notes the loan balance as at 31 March 2018 was \$4,355,654.67.**

#### **BACKGROUND**

Council resolved at its meeting on 24 August, 2011 (Resolution 380/11) that a report be provided every three (3) months summarizing Council's debt levels and that the report should include the date the loan is taken out, the amount of the original loan, the current balance owing, the term of the loan, the interest rate and the payment details.

#### **REPORT:**

Loan payments are being made in accordance with the loan agreements. Council's loan balance as at 31 March 2018 was \$4,355,654.67.

The Debt Service Cover Ratio measures the availability of operating cash to service debt including interest, principal and lease repayments. Council is required to report on this ratio in its financial statements in accordance with the Local Government Code of Accounting Practice and Financial Reporting.

Council's performance against this indicator for the year ended 30 June, 2017 was as follows.

| Debt Service Cover Ratio | 2017 Result | 2016 Result | 2015 Result | Benchmark |
|--------------------------|-------------|-------------|-------------|-----------|
|                          | 11.76%      | 8.90x       | 7.64x       | >2.00x    |

The Audited Debt Service Cover Ratio of 11.76 times means that Council has \$11.76 to pay every dollar of interest and principal on current borrowings. This rate will be confirmed for the next report. The NSW Office of Local Government benchmark for financial sustainability is to have a benchmark greater than 2.0x.

Our Governance No. 27 Cont...

**COUNCIL IMPLICATIONS:**

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

Nil.

**2. Policy and Regulation**

- Section 621 of the Local Government Act allows a Council to borrow at any time for any purpose allowed under the Act subject to any restrictions imposed by the Minister in accordance with Section 624 of the Act.

**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; Paul Della, Manager  
Finance & Technology

Approved/Reviewed by Manager: Kylie Smith, Chief Corporate Officer

Department: Office of the Chief Corporate Officer

Attachments: **1** Loan Summary - 31 March 2018 1 Page

Loan Summary 31 March 2018

| Purpose                | Medical Centre | Bridge Construction | Main Street  | Waste Management | Urbenville Water Augmentation | Ferrierfield Sewerage Augmentation | Total        |
|------------------------|----------------|---------------------|--------------|------------------|-------------------------------|------------------------------------|--------------|
| Reference              | 3815 980       | 6215 980            | 6240 980     | 7080 981         | 7484 980                      | 7872 980                           |              |
| Fund                   | General        | General             | General      | Waste            | Water                         | Sewerage                           |              |
| Institution            |                | Commonwealth        | National     | National         | National                      | National                           |              |
| Date of Loan           | 14/05/2010     | 30/06/2010          | 25/02/2015   | 21/12/2012       | 5/02/2009                     | 30/05/2008                         |              |
| Term (Yrs)             | 10             | 10                  | 10           | 10               | 25                            | 25                                 |              |
| Amount                 | 150,000.00     | 1,000,000.00        | 1,200,000.00 | 1,250,000.00     | 375,000.00                    | 2,500,000.00                       | 6,475,000.00 |
| Interest Rate          | 9.200%         | 8.020%              | 3.700%       | 5.450%           | 6.473%                        | 7.812%                             |              |
| Repayments             | 11,650.28      | 73,665.64           | 72,338.40    | 40,748.64        | 15,113.29                     | 114,571.49                         | 328,087.74   |
| Frequency              | Six monthly    | Six monthly         | Six monthly  | Quarterly        | Six monthly                   | Six monthly                        |              |
| Total Repayments (P.A) | 23,300.56      | 147,331.28          | 144,676.80   | 162,994.56       | 30,226.56                     | 229,142.98                         | 737,672.74   |
| Current Principal      | 18,304.68      | 118,783.52          | 109,013.61   | 123,523.56       | 10,069.91                     | 68,598.27                          | 448,293.55   |
| Non Current Principal  | 41,446.48      | 267,265.33          | 885,101.70   | 646,456.48       | 303,824.73                    | 2,002,867.82                       | 4,146,962.54 |
| Principal              | 59,751.16      | 386,048.85          | 994,115.31   | 769,980.04       | 313,894.64                    | 2,071,466.09                       | 4,595,256.09 |
| New Loans              | 0.00           | 0.00                | 0.00         | 0.00             | 0.00                          | 0.00                               |              |
| Principal Payments     | 31/03/2018     | 0.00                | 109,013.61   | 30,158.79        | 20,156.67                     | 80,272.35                          | 239,601.42   |
| Principal              | 31/03/2018     | 59,751.16           | 885,101.70   | 799,821.25       | 293,737.97                    | 1,991,193.74                       | 4,355,654.67 |

**(ITEM RC9/18) REPORTS OF COMMITTEES & DELEGATES - PARKS, GARDENS & OPEN SPACES COMMITTEE MEETING - 15 MARCH 2018**

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**REPORT BY:** Brian Murray, Chairperson, Councillor

The inaugural meeting of the Parks, Gardens & Open Spaces Committee was held on Thursday, 15 March 2018.

Minutes of the meeting are attached.

**RECOMMENDATION**

**That the Minutes of the Parks, Gardens & Open Spaces Committee meeting of 15 March 2018 be received and the Action Items noted.**

**ATTACHMENTS**

**1** Minutes of Meeting 3 Pages



**MINUTES OF**  
**PARKS, GARDENS & OPEN SPACES**  
**COMMITTEE**

**THURSDAY, 15 MARCH 2018**

MINUTES OF THE **Parks, Gardens & Open Spaces Committee** OF TENTERFIELD SHIRE held at the Tenterfield Shire Council Chamber on Thursday, 15 March 2018 commencing at 10 am.

**ATTENDANCE**

Councillor Brian Murray (Chairperson)  
Councillor Greg Sauer  
Lexie Kemp (Torrington)  
Jeff McKillop (Liston)  
Glen Lamb (Legume)  
Colleen Knight (Tenterfield)  
Jan Evans (Tenterfield)  
Kerrie Andrew (Tenterfield)  
Tom Short (Tenterfield)

**ALSO IN ATTENDANCE**

Chief Executive (Terry Dodds)  
Chief Corporate Officer (Kylie Smith)

## **APOLOGIES**

Nil.

## **GENERAL BUSINESS**

Councillor Brian Murray (Chair) welcomed the Committee Members and introduced Council's Chief Executive Terry Dodds. Group introductions followed.

Terry Dodds gave an overview of:

- Stronger Country Communities Funding grant application opportunities;
- Funding available;
- \$2.3million grant application; must be 50/50 split with sport/other (less the \$750K 'approved' because we missed first grant approval).
- Special project officer from the Public Works department will be engaged to assist (25 hours only);
- Minimum grant is \$50,000 (can be rolled up);
- Tree planting, Halls, Disabled Access example projects of interest;
- 4<sup>th</sup> of May 2018 deadline, and
- Ideas are to be put in spreadsheet for Councillor Murray to send out to meeting participants (spreadsheet being developed 3<sup>rd</sup> April; comments back COB 6<sup>th</sup> April).
- Much assistance will be required from the various Committees, especially PG & OS, to continue the development of designs for beautification across the Shire, asset management plans that underpin tree replacement, and input and alignment of future budgets.
- New position approved to support objective of PG & OS Committee and Community Strategic Plan (subject to Operational Budget compliance).

## **DISCUSSION – COMMITTEE AMALGAMATION**

Parks, Gardens and Open Spaces Committee Amalgamation with Arts and Culture Committee.

- The Parks, Gardens and Open Spaces Committee do not want to hear about things that are not of interest to the Committee.
- Try and get Committees to meet within the same week.
- Terry Dodds will discuss this at the next Arts & Culture Committee meeting, but the general feeling (and agreement) was that, if in the event of a special requirement to collaborate eventuated, a special extraordinary combined meeting could be called. This means that the Committees could remain independent unless required to combine resources on the odd occasion.

## ***ACTION ITEMS (referred to staff 27/3/18)***

- Update email addresses of Committee members.

## **DISCUSSION – TORRINGTON MEMORIAL PARK**

The mower stored in the shed at Torrington Memorial Park has been damaged. (Note: Referred to staff 27/3/18)

***ACTION ITEMS (Referred to staff 27/3/18)***

- Council will provide a map, list of equipment and volunteer contacts to the village groups;
- An audit of equipment should be undertaken, and
- Council's Open Space, Regulatory and Utilities Supervisor, Mark Cooper, will issue a memo to groups outlining the terms and conditions of use of equipment.

**DISCUSSION - PARKS AND GARDENS INFORMATION & EQUIPMENT**

Books on trees in the parks at the Visitor Information Centre. The promotion of parks and gardens to the visiting public needs to be looked at.

***ACTION ITEMS (Referred to staff for comment 27/3/18)***

- Include implementation and promotion of public spaces in the Tenterfield Shire Operational Plan 2018/19 and include in the Urban Development Plan.

**NEXT MEETING**

Date for next meeting to be determined once there is a common week for Parks, Gardens & Open Space Committee, the Arts & Culture Committee and Heritage Advisory Committee to meet.

*(Note: It may take a little while to allow adjustment of meeting schedules to occur, as some Committee timings are already in place.)*

There being no further business the Chairperson declared the meeting closed at 11.30 am.

.....  
Councillor Brian Murray  
Chairperson

|                      |                                                 |
|----------------------|-------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>            |
| <b>Submitted by:</b> | Executive Assistant & Media                     |
| <b>Reference:</b>    | <b>ITEM RES3/18</b>                             |
| <b>Subject:</b>      | <b>Council Resolution Register - April 2018</b> |

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#### **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.                                                                                              |

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#### **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 April 2018.**

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

|                               |                                                                         |             |
|-------------------------------|-------------------------------------------------------------------------|-------------|
| Prepared by staff member:     | Noelene Hyde, Executive Assistant & Media                               |             |
| Approved/Reviewed by Manager: | Terry Dodds, Chief Executive                                            |             |
| Department:                   | Office of the Chief Executive                                           |             |
| Attachments:                  | <b>1</b> Attachment 3 (Booklet 3) -<br>Resolution Register - April 2018 | 29<br>Pages |