



QUALITY NATURE - QUALITY HERITAGE - QUALITY LIFESTYLE

BUSINESS PAPER ORDINARY COUNCIL MEETING WEDNESDAY, 28 AUGUST 2019

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 Community Hall, AM White Drive, Bolivia, on **Wednesday, 28 August 2019** commencing at **9.30 am**.

Terry Dodds Chief Executive

Website: www.tenterfield.nsw.gov.au

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. Nonpecuniary 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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AGENDA

ORDER OF BUSINESS

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

AGENDA

1. OPENING & WELCOME

2. (A) OPENING PRAYER

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

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

(B) ACKNOWLEDGEMENT OF COUNTRY

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

3. APOLOGIES

4. DISCLOSURES & DECLARATIONS OF INTEREST

5. CONFIRMATION OF PREVIOUS MINUTES

- 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
 - Item ENV16/19 NEWGrid Water Security
 - Item GOV53/19 Engagement of Superintendent's Representative for Tenterfield Water Treatment Plant Replacement

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14. RESOLUTION REGISTER

(ITEM RES7/19) COUNCIL RESOLUTION REGISTER - AUGUST 2019.......142

15. CONFIDENTIAL BUSINESS

(ITEM ENV16/19) NEWGRID - WATER SECURITY

That above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 10A(2) (a) of the Local Government Act, 1993, as the matter involves personnel matters concerning particular individuals.

(ITEM GOV53/19) ENGAGEMENT OF SUPERINTENDENT'S REPRESENTATIVE FOR TENTERFIELD WATER TREATMENT PLANT REPLACEMENT

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

16. MEETING CLOSED

CLOSED COUNCIL

Confidential Reports

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

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

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

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

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

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

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

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

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

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

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

Resolutions passed in Closed Council

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

(ITEM MIN7/19) CONFIRMATION OF PREVIOUS MINUTES

REPORT BY: Noelene Hyde, Executive Assistant & Media

RECOMMENDATION

That the Minutes of the following Meeting of Tenterfield Shire Council:

• Ordinary Council Meeting – 24 July 2019

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

ATTACHMENTS

1 Minutes of Ordinary Council Meeting - 24 July 2019 12 Pages

Attachment 1 Minutes of Ordinary Council Meeting - 24 July 2019

MINUTES



QUALITY NATURE - QUALITY HERITAGE - QUALITY LIFESTYLE

MINUTES OF ORDINARY COUNCIL MEETING WEDNESDAY, 24 JULY 2019

MINUTES OF THE **Ordinary Council** OF TENTERFIELD SHIRE held at the Tenterfield Shire Council Chamber on Wednesday 24 July 2019 commencing at 9.30 am.

ATTENDANCE

Councillor Peter Petty (Mayor) Councillor Greg Sauer (Deputy Mayor) Councillor Don Forbes Councillor John Macnish Councillor Brian Murray Councillor Tom Peters Councillor Michael Petrie Councillor Bob Rogan Councillor Gary Verri

ALSO IN ATTENDANCE Chief Executive (Terry Dodds) Executive Assistant & Media (Noelene Hyde) Actg Chief Corporate Officer (Paul Della) Actg Director Engineering/Infrastructure (Fiona Keneally)

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

Website: <u>www.tenterfield.nsw.gov.au</u>

Email: council@tenterfield.nsw.gov.au

WEBCASTING OF MEETING

I advise all present that this meeting is being live streamed and recorded for placement on Council's website for the purposes of broadening knowledge and participation in Council issues, and demonstrating Council's commitment to openness and accountability.

All speakers must ensure their comments are relevant to the issue at hand and to refrain from making personal comments or criticisms or mentioning any private information.

No other persons are permitted to record the meeting, unless specifically authorised by Council to do so.

OPENING AND WELCOME

CIVIC PRAYER

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

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

ACKNOWLEDGEMENT OF COUNTRY

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

APOLOGIES

Councillor Bronwyn Petrie absent – no apology or leave of absence request received.

DISCLOSURE & DECLARATIONS OF INTEREST

That Councillors now disclose any interests and reasons for declaring such interest in the matters under consideration by Council at this meeting.

Name	Туре	Item	Action
Cr Gary Verri	Less than Significant Non Pecuniary – Uses the Service	ENV11/19 – Mt Lindesay Road Waste Collection Service 2019	Will remain in the Chamber and vote

(Greg Sauer/Brian Murray)

(ITEM MIN6/19) CONFIRMATION OF PREVIOUS MINUTES

- **131/19 <u>Resolved</u>** that the Minutes of the following Meeting of Tenterfield Shire Council:
 - Ordinary Council Meeting 26 June 2019

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

Motion Carried

TABLING OF DOCUMENTS

Nil.

URGENT, LATE & SUPPLEMENTARY ITEMS OF BUSINESS

Nil.

COMMUNITY CONSULTATION (PUBLIC ACCESS)

Item ENV11/19 – Mt Lindesay Road Waste Collection Service 2019

• Mr Jeff McKillop – speaking against the mandatory introduction of the Mt Lindesay Road Waste Collection Service.

Item RC15/19 – Reports of Committees & Delegates – Tourism Advisory Committee (Tenterfield Meeting) – 3 July 2019

 Mr Peter Robinson – speaking in support of tourism strategies throughout the Shire.

MAYORAL MINUTES

(ITEM MM6/19) FUNDING OF HELICOPTER LANDING PADS

SUMMARY

I, Councillor Peter Petty hereby move the following Mayoral Minute at the Ordinary Council Meeting held on Wednesday, 24 July 2019.

132/19 Resolved that Council:

- (1) Seek Government funding for helicopter landing pads not only in Tenterfield but also in our outlying villages to support safety for the new and heavier helicopters that are being used; and
- (2) Meet with the Westpac Helicopter Organisation to find out where these pads would need to be placed.

(Peter Petty/Bob Rogan)

Motion Carried

23 July 2019

(ITEM MM7/19) SURVEY FOR WASTE BIN SERVICE - BRYANS GAP ROAD

SUMMARY

I, Councillor Peter Petty hereby move the following Mayoral Minute at the Ordinary Meeting held on Wednesday, 24 July 2019.

133/19 Resolved that Council:

- (1) Undertakes a letter drop survey the entire length of Bryans Gap Road from the Bruxner Highway to Mt Lindesay Road to determine if a waste bin pick-up service is supported; and
- (2) That Council receive a report on outcomes and future proposed action.

(Peter Petty/Gary Verri)

Motion Carried

RECOMMENDATIONS FOR ITEMS TO BE CONSIDERED IN CONFIDENTIAL SECTION

Nil.

OPEN COUNCIL REPORTS

OUR COMMUNITY

Manager Property & Buildings, Ms Heidi Ford, entered the meeting, the time being 10.00 am.

(ITEM COM6/19) MINGOOLA WASTE TRANSFER STATION

SUMMARY

The purpose of this report is to seek Council approval for an area of approximately 10 hectares at the southern most end of Lot 7018 in DP 1075723 for the purpose of constructing Mingoola Waste Transfer Station.

134/19 Resolved that Council:

- (1) Resolve to seek a Licence from the Minister for approximately 10 hectares at the southern most end of Lot 7018 in DP1075723 at Mingoola for the purpose of constructing a Waste Transfer Station; and
- (2) Authorise the Chief Executive to sign the Licence; and
- (3) Resolve to conduct investigations and processes to compulsorily acquire the Licenced area by way of subdivision.

(Greg Sauer/Bob Rogan)

Motion Carried

23 July 2019

Manager Property & Buildings, Ms Heidi Ford, left the meeting, the time being 10.03 am.

OUR ECONOMY

(ITEM ECO12/19) PETER ALLEN FESTIVAL 2019 - ROAD CLOSURE

SUMMARY

The purpose of this report is to discuss fees and charges for the closure of Rouse Street and sections of High Street on Saturday 7th September, during the 2019 Peter Allen Festival.

135/19 Resolved that Council support the 2019 Peter Allen Festival by providing supplementary sponsorship to the value of \$2,952.99 and invoicing the Festival road closure costs of \$5,661.51 to satisfy the full fee of \$8,614.50 as per Fees and Charges 2019/2020.

(Brian Murray/Bob Rogan)

Motion Carried

(ITEM ECO13/19) FUNDING FOR BRIDGE OVER THE CLARENCE RIVER ON HOOTONS ROAD (ASSET ID 13345, BRIDGE NO. 61112)

SUMMARY

The purpose of this report is to seek Council approval to part fund the replacement of the Bridge over the Clarence River on Hootons Road (Asset ID 13345, Bridge Number 61112).

136/19 <u>Resolved</u> that Council:

- (1) Approve a payment of up to \$550,000 to Kyogle Council for the purpose of replacing the bridge over the Clarence River on Hootons Road (Asset ID 13345, Bridge Number 61112) subject to the design being satisfactory to the Tenterfield Shire Council's Director of Engineering/Infrastructure and on the condition that any cost overruns are borne by Kyogle Council.
- (2) That a request be made to Kyogle Council for Tenterfield Shire Council's Engineering Department to have a representative/s involved in the project.
- (3) That Council's contribution to this project be funded by:
 - a) A fixed or variable interest rate loan; or
 - b) Grant funding; or
 - c) Use of unrestricted cash; or
 - d) a combination of the above

at the determination of the Chief Executive on advice from the Manager Finance & Technology when the payment falls due to Kyogle Council (in recognition of the fact that some payments may not fall due

23 July 2019

immediately).

(4) That Council be kept up to date on the progress of this matter via Monthly Capital Expenditure Report.

(Donald Forbes/Michael Petrie)

Motion Carried

SUSPENSION OF STANDING ORDERS

137/19 <u>Resolved</u> that Standing Orders be suspended.

Motion Carried

(Greg Sauer/Michael Petrie)

The Meeting adjourned to allow for a Citizenship Ceremony to be conducted which was followed by morning tea, the time being 10.21 am

The Meeting reconvened with the same members present, the time being 10.50 am.

RESUMPTION OF STANDING ORDERS

138/19 Resolved that Standing Orders be resumed.

(Brian Murray/Gary Verri)

Motion Carried

Cr John Macnish left the meeting, the time being 11.05 am.

OUR ENVIRONMENT

(ITEM ENV10/19) REVIEW OF NSW ENERGY FROM WASTE POLICY STATEMENT

SUMMARY

The purpose of this report is to provide Council with information relating to a review of the NSW Energy from Waste Policy Statement conducted by Chief Executive Terry Dodds and Angus Witherby, Director of Planning & Community Development, Moree Plains Shire Council.

139/19 Resolved that Council receive and note the report.

(Greg Sauer/Michael Petrie)

Motion Carried

Cr John Macnish returned to the meeting, the time being 11.08 am.

Technical Projects Engineer Water & Waste Management, Ms Melissa Blum, entered the meeting, the time being 11.09 am.

(ITEM ENV11/19) MT LINDESAY ROAD WASTE COLLECTION SERVICE 2019 UPDATE

SUMMARY

The purpose of this report is to provide Council with further information to aid making a decision on whether to continue the Mt Lindesay Road Waste collection service or otherwise.

RECOMMENDATION

That Council:

- (1) Continues the Mt Lindesay Waste Collection service the service will be mandatory for those along the Mt Lindesay between the Boonoo Boonoo landfill and Urbenville (as well as the townships of Liston and Legume). If others off the road wish to use the service, they may do so if they take their wheelie bins to the Mt Lindesay Road, or;
- (2) Discontinue the service of the Mt Lindesay Waste Collection service the service will not be available for those along the Mt Lindesay Road between the Boonoo Boonoo landfill and Urbenville. The service will be discontinued for Liston and Legume, or;
- (3) Continue with an opt-in waste collection service between the Boonoo Boonoo landfill and Urbenville (as well as the townships of Liston and Legume) on a permanent basis (business as usual).

(Brian Murray/Michael Petrie)

AMENDMENT

That Council offer a twelve (12) month free waste collection service on the Mt Lindesay Road.

(Brian Murray/Not Seconded)

Motion Lapses

AMENDMENT

(3) Continue with an opt-in waste collection service between the Boonoo Boonoo landfill and Urbenville (as well as the townships of Liston and Legume) (business as usual) and conduct a further review in two (2) years' time.

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(Gary Verri/John Macnish)

Amendment Carried

140/19 Resolved that Council continue with an opt-in waste collection service on the Mt Lindesay Road between the Boonoo Boonoo landfill and Urbenville (as well as the townships of Liston and Legume) (business as usual) and conduct a further review in two (2) years' time.

Motion Carried

(Brian Murray/Michael Petrie)

23 July 2019

(ITEM ENV12/19) BOONOO BOONOO LANDFILL HYDROLOGY STUDY

SUMMARY

The purpose of this report is to provide Council with information about the hydrology of Cell 5 of Boonoo Boonoo Landfill.

141/19 Resolved that Council receive and note the report.

Motion Carried

(Gary Verri/Bob Rogan)

Cr Donald Forbes left the meeting, the time being 11.44 am.

(ITEM ENV13/19) BOONOO BOONOO LANDFILL - REVIEW OF ENVIRONMENTAL FACTORS (REF)

SUMMARY

The purpose of this report is to provide Council with information about the Review of Environmental Factors (REF) report relating to Boonoo Boonoo Landfill site.

142/19 Resolved that Council receive and note the report.

(Greg Sauer/Michael Petrie)

Motion Carried

Technical Projects Engineer Water & Waste Management, Ms Melissa Blum, left the meeting, the time being 11.45 am.

Cr Donald Forbes returned to the meeting, the time being 11.48 am.

OUR GOVERNANCE

(ITEM GOV39/19) MONTHLY OPERATIONAL REPORT - JUNE 2019

SUMMARY

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

143/19 <u>Resolved</u> that Council receives and notes the status of the Monthly Operational Report for June 2019.

(Greg Sauer/Michael Petrie)

Motion Carried

(ITEM GOV40/19) DELEGATION FOR CHIEF EXECUTIVE LEAVE PERIOD - 28 JULY 2019 TO 11 AUGUST 2019

SUMMARY

The purpose of this report is for Council to approve temporary appointment and delegation arrangements for the leave period of the Chief Executive, Terry Dodds, being from Sunday 28 July 2019 to Sunday 11 August 2019 inclusive.

144/19 Resolved that Council:

- Approve the temporary appointment of Tenterfield Shire Council's Manager Planning & Development Services, Tamai Davidson, to the position of Acting Chief Executive for the period Sunday 28 July 2019 to Saturday 3 August 2019 inclusive;
- (2) Approve the temporary appointment of Tenterfield Shire Council's Chief Corporate Officer, Kylie Smith, to the position of Acting Chief Executive for the period Sunday 4 August 2019 to Sunday 11 August 2019 inclusive;
- (3) Subject to Section 377 of the NSW Local Government Act 1993, confer the delegations of Council to the Chief Executive on Council's Acting Chief Executive Tamai Davidson for the period Sunday 28 July 2019 to Saturday 3 August 2019 inclusive, and
- (4) Subject to Section 377 of the NSW Local Government Act 1993, confer the delegations of Council to the Chief Executive on Council's Acting Chief Executive Kylie Smith for the period Sunday 4 August 2019 to Sunday 11 August 2019 inclusive.

(Tom Peters/Gary Verri)

Motion Carried

(ITEM GOV41/19) 2019 LOCAL GOVERNMENT NSW ANNUAL CONFERENCE - SUBMISSION OF MOTIONS

SUMMARY

The purpose of this report is for Council to consider motions for submission to the 2019 Local Government NSW Annual Conference for inclusion in the Business Paper.

- **145/19 Resolved** that Council approve the following motions for submission to Local Government NSW for inclusion in the 2019 Annual Conference Business Paper.
 - Motion 1 That LGNSW seek support from the Australian Local Government Association (ALGA) to lobby the Federal Government for a further review of the Higher Education Loan Program (HELP), including, inter alia, the possible reduction or removal of the HELP liability for new graduates who secure employment in rural Council areas.
 - Motion 2 That LGNSW lobbies the NSW State Government to request that NSW National Parks & Wildlife Service, NSW Forestry Corporation and NSW Local Land Services, as a duty of care, undertake an increased level of park and forest fire management activities, including increased hazard reduction burns and increased numbers of dams and water

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infrastructure points for firefighting purposes into the future.

(Greg Sauer/Bob Rogan)

Motion Carried

Acting Manager Finance & Technology, Ms Penny Chisholm, entered the meeting, the time being 12.05 pm.

(ITEM GOV42/19) FINANCE & ACCOUNTS - PERIOD ENDED 30 JUNE 2019

SUMMARY

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

146/19 Resolved that Council receive and note the Finance and Accounts Report for the period ended 30 June 2019.

(Gary Verri/Tom Peters)

Motion Carried

(ITEM GOV43/19) CAPITAL EXPENDITURE REPORT AS AT 30 JUNE 2019

SUMMARY

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

147/19 <u>Resolved</u> that Council receive and note the Capital Expenditure Report for the period ended 30 June 2019.

(Greg Sauer/Michael Petrie)

Motion Carried

(ITEM GOV44/19) REPORT ON LOAN BALANCES

SUMMARY

The purpose of this report is to inform Council of its loan balances as at 30 June 2019.

148/19 <u>Resolved</u> that Council notes the loan balance as at 30 June 2019 was \$10,055,186.18 (\$7,209,272.39 as at 31 March 2019).

(Brian Murray/Bob Rogan)

Motion Carried

Acting Manager Finance & Technology, Ms Penny Chisholm, left the meeting, the time being 12.09 pm.

REPORTS OF DELEGATES & COMMITTEES

(ITEM RC14/19) REPORTS OF COMMITTEES & DELEGATES - PARKS, GARDENS & OPEN SPACE ADVISORY COMMITTEE - 20 JUNE 2019

SUMMARY

A meeting of the Parks, Gardens & Open Space Advisory Committee was held on Thursday, 20 June 2019.

149/19 <u>Resolved</u> that the report and recommendations from the Parks, Gardens & Open Space Advisory Committee meeting of 20 June 2019 be received and noted.

Motion Carried

(Brian Murray/Greg Sauer)

(ITEM RC15/19) REPORTS OF COMMITTEES & DELEGATES - TOURISM ADVISORY COMMITTEE (TENTERFIELD MEETING) - 3 JULY 2019

SUMMARY

A meeting of the Tourism Advisory Committee was held on Wednesday, 3 July 2019 in the Council Chamber, Tenterfield.

150/19 Resolved that:

- (1) The report and recommendations from the Tourism Advisory Committee meeting of 3 July 2019 be received and noted; and
- (2) The Chief Executive be requested to have Council staff, in conjunction with the Tourism Advisory Committee, provide costings with regard to developing mountain biking services in the form of mapping, signage and marketing and that these costings be presented to the Tourism Advisory Committee; and
- (3) The Tourism Advisory Committee, together with Council staff, seek appropriate funding sources once an estimated cost has been established, to fund the development of mountain biking services in the form or mapping, signage and marketing.
- (4) Once costing and funding sources have been identified that they be presented to Council for approval, with the estimated cost and funding source to be included in the next available quarterly budget review together with details as to whether the work is to be outsourced to contractors or undertaken in-house by Council staff.

(Bob Rogan/Gary Verri)

Motion Carried

NOTICES OF MOTION

Nil.

23 July 2019

RESOLUTION REGISTER

(ITEM RES6/19) COUNCIL RESOLUTION REGISTER - JULY 2019

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.

The Mayor requested that Minutes of the Liquor Accord Meetings be submitted to Council in the future.

151/19 Resolved that Council notes the status of the Council Resolution Register to July 2019.

(Gary Verri/Michael Petrie)

Motion Carried

CONFIDENTIAL BUSINESS

Nil.

MEETING CLOSED

There being no further business the Mayor declared the meeting closed at 12:26 pm.

Councillor Peter Petty Mayor/Chairperson

Department:	Office of the Chief Executive
Submitted by:	Executive Assistant & Media
Reference:	ITEM COM7/19
Subject:	COMMUNITY CONTRIBUTIONS/DONATIONS - 2019/2020
	FINANCIAL YEAR

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK		
CSP Goal:	Community - COMM 2 - Health and quality of life are supported by	
	a wide range of recreation and leisure opportunities.	
CSP Strategy:	Enrich the cultural life of the community by supporting a variety of	
	cultural events and activities for the community and visitors.	
CSP Delivery	Enrich the cultural life of the community by supporting a variety of	
Program	cultural events and activities for residents and visitors.	

SUMMARY

The purpose of this report is to advise Council of the applications received requesting financial support through Council's Community Donations/Contributions Policy and for Council to adopt the donations for the 2019/2020 financial year.

OFFICER'S RECOMMENDATION:

That Council adopt the individual allocation of community contributions / donations as outlined in this report to a total of \$45,000.

BACKGROUND

In February 2018 Council adopted the Community Donations/Contributions Policy which states as follows:

The Council, in preparing the Operational Plan Budget for the ensuing Financial Period, shall allocate an amount to be available to meet requests from community bodies for donations or contributions.

After adoption of the Operational Plan Budget, Council will call for applications from Local Voluntary/Community Organisations for contributions/donations. No requests for donations/contributions will be considered throughout the year. Unless special circumstances exist as determined by the Mayor and Chief Executive, Council's policy is not to contribute to charitable appeals. Clause 211 (3) of the Local Government (General) Regulation 2005 states that "all such approvals and votes lapse at the end of a Council's financial year".

An amount of \$45,000 was allocated in the 2019/2020 Operational Plan Budget and applications/submissions were invited through Council's fortnightly newsletter "Your Local News" and on Council's website. Closing date for applications was 5:00 pm on Wednesday, 31 July 2019.

REPORT:

Council has previously determined to consider a contribution/donation to the following groups/organisations without the need for an application to be submitted each year.

No.	Organisation	Project	Amount \$
1	Drake Primary School	Presentation Night	150.00
2	Jennings Public School	Presentation Night	150.00
3	Mingoola Public School	Presentation Night	150.00
4	St Joseph's Convent Schools	Presentation Night	150.00
5	Sir Henry Parkes Memorial Primary School	Presentation Night	150.00
6	Tenterfield High School	Presentation Night	150.00
7	Urbenville Public School	Presentation Night	150.00
8	Woodenbong Public School	Presentation Night	150.00
9	TAFE	Presentation Night	150.00
10	Drake Primary School	Learn to Swim – contribution to transport	550.00
11	Urbenville Public School	Learn to Swim – contribution to transport	550.00
12	Westpac Helicopter Rescue Service	Helicopter Rescue Service – Annual Contribution	2,000.00
13	Tabulam SES	Upper Clarence Art Exhibition	500.00
14	Liston Hall Committee	Annual contribution to assist with operating costs	500.00
15	Bolivia Hall Committee	Annual contribution to assist with operating costs	500.00
16	Legume Hall Committee	Annual contribution to assist with operating costs	500.00
17	Drake Hall Committee	Annual contribution to assist with operating costs	500.00
18	Urbenville Hall Committee	Annual contribution to assist with operating costs	500.00
19	Steinbrook Hall Committee	Annual contribution to assist with operating costs	500.00
20	Sunnyside Hall Committee	Annual contribution to assist with operating costs	500.00
21	Mingoola Hall Committee	Annual contribution to assist with operating costs	500.00
22	Torrington Hall Committee	Annual contribution to assist with operating costs	500.00
23	Tenterfield Highlander Pipe Band	Annual contribution to assist with operating costs	600.00
		Sub-Total	\$10,050.00

An Assessment Committee comprising the Mayor Peter Petty, Councillors Michael Petrie, John Macnish, Bob Rogan, and Gary Verri, supported by the Acting Chief Executive Kylie Smith and Acting Manager Economic Development and Community Engagement, Caitlin Reid met on Monday, 5 August 2019 to assess the applications.

In addressing the thirty four (34) applications received, the Assessment Committee used the Selection Criteria as well as the direction of Council's Community Strategic Plan to address the various target groups - (eg Aboriginal, aged, youth) a physically and mentally healthy community, and support for events and public spaces.

The organisation, amount sought and recommended amount with comments are outlined in the following table:

No.	Organisation	Project	Amount Sought \$	Recommended Amount \$	Comment
24	Tabulam Turtle Divers Rugby League Football Club	Contribution toward training gear and equipment	\$ 2,000.00	\$ 1,000.00	Target Group - Aboriginal
25	Tenterfield Traditional Archers	Donation of Funds to purchase 3D Animal Archery Targets and aid the Club in purchasing a 20' shipping container	\$ 1,500.00	\$ 1,000.00	Cr Rogan abstained from voting
26	Tenterfield Isolation Ward Restoration Group Inc	Contribution toward the purchase of Gutter Guard for Ward	\$ 1,600.00	\$ 800.00	
27	The Sir Henry Parkes Memorial School	Contribution to purchase Water Tank for the schools native garden bush tucker trail	\$ 3,000.00	\$ 0	Schools not eligible – Govt funding available
28	Tenterfield Community Playgroup	Contribution towards RSL Pavilion hire fees for Playgroup held weekly.	\$ 540.80	\$ 540.80	
29	Tenterfield Rotary Club	Contribution towards the cost of hosting the 2019-20 District Conference in Tenterfield	\$ 2,000.00	\$ 1,000.00	Support for events
30	Liston Hall Committee Incorporated	Contribution to cover the cost of repair to the Hall's Pool Table	\$ 1,500.00	\$ 750.00	
31	Tenterfield Poultry Club	Contribution towards the costs of restumping and replacing joists and bearers to the poultry pavilion at the Tenterfield Showgrounds	\$ 2,000.00	\$ 1,000.00	Support for events
32	Tenterfield Rotary Club	Contribution by Redaction of the Section 138 Fee to build a concrete path	\$ 277.00	\$ 277.00	
33	Tenterfield Showground Trust	Contribution to rebuild loading ramps at Showgrounds	\$ 3,000.00	\$ 1,500.00	Support for events
34	Mingoola Fire Brigade	Contribution to basic equipment/commodities to support the firefighters	\$ 500.00	\$ 500.00	
35	Tenterfield Isolation Ward Restoration Group	Contribution to the signage associated with the restored Isolation Ward	\$ 1,120.00	\$ 560.00	
36	Rotary Club of Tenterfield	Contribution towards the costs of running Christmas Carnival	\$ 500.00	\$ 500.00	Support for events

No.	Organisation	Project	Amount Sought \$	Recommended Amount \$	Comment
37	Seniors Week Committee	Contribution to the cost of funding Seniors Week activities	\$ 2,000.00	\$ 1,600.00	Target group - aged
38	Mt Lindesay Clay Target Club	Contribution towards kitchen upgrade	\$ 800.00	\$ 800.00	
39	Urbenville Progress Association	Contribution to fund the annual running costs of bus for Seniors Day Care outings	\$ 5,000.00	\$ 3,000.00	Target group - aged
40	Drake Progress Association and School of Arts	Donation towards replacement of wooden steps, pathway, broken childproof door to kitchen. Installation of baby change table; purchase of tree guard for donated Lone Pine tree and 2 lockable wheelie bin cabinets	\$ 1,410.00	\$ 1,000.00	
41	Drake Progress Association and School of Arts	Contribution/Donation towards hire of Woodward Park for our local markets held last Saturday of every month (excluding December)	\$ 60.00	\$ 60.00	
42	The Sir Henry Parkes Memorial School	Contribution to provide funding to bring Nationally acclaimed artist Ms Bronwyn Bancroft to paint Totem Poles in the bush tucker garden	\$ 3,000.00	\$ 0	Schools not eligible – Govt funding available
43	Tenterfield Show Society	Contribution to provide a regular program of children's activities throughout the Show	\$ 3,000.00	\$ 1,500.00	Support for events
44	Cuskelly School of Music – 'Beat of the Bush' Music Workshop Program (Sound Think Australia / Cuskelly College of Music)	Contribution to the next Beat of the Bush Winter School Music Program by waiving the fees for hire of the School of Arts Cinema Complex and the Grand Piano as a larger venue may be required; and Contribution by Council by providing disposal of 1 skip bin of rubbish from the school at the completion of workshops next year.	No amount provided in application Hall Hire 282.50 <u>Bin 142.50</u> Approx. \$425.00	\$ 425.00	Target group - youth

No.	Organisation	Project	Amount Sought \$	Recommended Amount \$	Comment
45	Tenterfield Child Care Centre	Contribution to provide extended roof over preschool room ramp	\$ 7,000.00	\$ 0	
46	Tenterfield Community College Inc	Contribution towards to costs of running of the organisation's Quilt workshops	\$ 1,000.00	\$ 500.00	
47	Tenterfield Transport Museum	Contribution to fund some of the final touches to the Museum	\$ 2,500.00	\$ 1,250.00	
48	Tenterfield Pony Club	Contribution towards the cost of buying a new trailer	\$ 3,575.00	\$ 2,000.00	Target group - youth
49	Liston and Area Progress Association	Contribution for installation of tap in Liston Park	\$ 700.00	\$ 0	Council to install
50	Tenterfield RSL Sub Branch	Contribution/Donation Funding for the compilation and production of the final ANZAC Panel to complete the display in the foyer of the Memorial Hall	\$ 150.00	\$ 150.00	
51	Make It Tenterfield Incorporated	Contribution to the cost of purchasing a computer to perform all tasks needed for this not for profit group	\$ 1,597.00	\$ 800.00	
52	Tenterfield Junior Rugby League	Contribution to upgrade and improve lighting at Football Fields	\$ 2,000.00	\$ 0	Could be part of wider lighting project - not enough information
53	Tenterfield District Cricket Association	Contribution to purchase water tank and bore water, a pump and fittings to water the turf pitch at Shirley Park	\$ 4,002.19	\$ 2,000.00	Target group – youth & physical health
54	Tenterfield Rugby League Football Club	Contribution for repainting; New hot water system in change room showers; upgrade lighting	\$ 5,000.00	\$ 2,000.00	Upgrade lighting not included
55	Tenterfield Veteran Golf Committee	Contribution to assist in funding the two annual Veterans' Week of Golf Tournaments	\$ 2,000.00	\$ 2,000.00	
56	Steinbrook Progress Association	Contribution to purchase a replacement 5000 gallon tank	\$ 2,450.00	\$ 2,450.00	Add to maintenance schedule - to maintain tank

No.	Organisation	Project	Amount Sought \$	Recommended Amount \$	Comment
57	Oracles of the Bush Inc	Contribution for funding to engage a professional poet to conduct poetry workshops in local schools prior to the 2020 event	\$ 1,000.00	\$ 1,000.00	Target group - youth, support for events
	Peter Allen Festival	Road Closures – Council Resolution 135/19	\$ 2,952.99	\$ 2,952.99	Previously allocated
		Sub Total	\$70,159.98	\$34,915.79	
		Sub Total	\$10,500.00	\$10,050.00	
		TOTAL	\$80,659.98	\$44,965.79	

COUNCIL IMPLICATIONS:

- **1. Community Engagement / Communication (per engagement strategy)** The applications for 2019/2020 are varied with a strong focus on community.
- 2. Policy and Regulation
 - Council Policy 1.031 Community Donations/Contributions
 - Local Government (General) Regulations 2005

3. Financial (Annual Budget & LTFP) An amount of \$45,000 was allocated in the 2019/2020 Operational Plan Budget.

- 4. Asset Management (AMS) Nil.
- 5. Workforce (WMS) Nil.
- 6. Legal and Risk Management Nil.

7. Performance Measures

Recommendation supports the measures outlined in Council's Integrated Planning documents.

8. Project Management Nil.

Terry Dodds Chief Executive

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

Department:	Office of the Chief Executive
Submitted by:	Acting Manager Economic Development & Community Engagement
Reference:	ITEM COM8/19
Subject:	STRONGER COUNTRY COMMUNITIES GRANT PROGRAM
	ROUND 3

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK				
CSP Goal:	Leadership - LEAD 14 - Resources and advocacy of Council are			
	aligned support the delivery of the community vision outlined in the			
	Community Strategic Plan.			
CSP Strategy:	Council 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.			
Delivery Plan	Make prioritised decisions in the long-term interest of the broad			
Action:	community and have regard to financial and infrastructure sustainability.			
Operational	Operate in a financially responsible and sustainable manner.			
Plan Action:				

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 projects, with a youth focus this round.

Round three (3) is now open to both Council and Community groups. This report requires Council to give consideration to those projects that could be included in an application/s to be prepared and submitted for Council or support given to Non-Council organisations in the application process.

OFFICER'S RECOMMENDATION:

That Council:

- (1) Determines ten (10) priority local eligible projects (regardless of value) for consideration and support by Council in the current round of funding for the Stronger Country Communities Grant Program.
- (2) Prioirty Projects (unless amended) are:
 - **1** Steinbrook Hall Kitchen Extension & Shade Structure & Tables;
 - 2 Revitalisation Drake Hall;
 - **3** Playground Enhancement at Torrington Park;
 - 4 Revitalisation of Tenterfield Sporting Ground Lights and Covered Seating Rugby Park;
 - 5 Shade cloth Rotary Park;
 - 6 Shirley Park Cricket Net Replacement;
 - 7 Refurbishment Of Sunnyside Hall;
 - 8 Revitalisation of Tenterfield Sporting Ground Lights Shirley Park;
 - 9 Installation of Covered Exercise Area Hockey Field; and

- **10** Revitalisation of Tenterfield Sporting Ground Lights -Federation Park.
- (3) Prepares, supports and/or submits an application/s in the Stronger Country Communities Grant Program Round three (3), based on the list of priority projects or written support where there is nil financial impact on Councils Long Term Financial Plan.

BACKGROUND

Council is currently delivering eight (8) Projects under the Stronger Country Community's Fund Round two (2), to the value of \$2,358,000. These projects are of differing complexity and size, being delivered in addition to the Operational Plan objectives and other grant funded projects.

Council continually consults with each of its towns, villages and community groups 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* Round three (3) is investing in Community and Youth 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 Tenterfield Shire will have an opportunity to apply for up to \$781,201, of funding that is available for Council and community applications. Half of this amount is required to be for projects that support youth in the Shire.

A Wish List of community requests is attached to this report and has been collated from ongoing consultations and representations from Community Groups with regard to the funding available. It should be noted that there may be projects that groups have applied for that have not been advised to Council or included on the list.

Preliminary ranking has been undertaken through feedback from Councillors at a Council Workshop, against whole of community benefit to determine which projects Council is able to provide assistance, if required to the application process. The level of application support may differ, however Council resources available to develop each and every item on the list for consideration and application is not economically viable and could see ratepayers funds invested in the application process in excess of the grant funding available. It should also be noted that any successful project on Council land or existing assets has the potential to significantly impact Councils Long Term Financial Plan with the creation of new assets/upgrades not identified in the current Delivery and Operational Plan.

The injection of \$781,201 (our total allocation of funding for the LGA) to Council owned assets in new service potential would leave Council with an annual account of \$24,000 at a minimum each year, for up to 50 years, for a grand total \$1.2 million over the life of the asset. It is important that Council identify those items that are to be added to our asset register, as these costs are all in excess of the original application and outside the focus of the community group interested in making an application.

Also attached is the Proposed Council Priority List which includes items that are both Council and Community sponsored, which Council have considered for application or further assistance provided to the community groups to achieve a compliant application.

Any community group contemplating making an application directly under the Stronger Country Communities Grants Program should consider the following issues:

- Will the project require a development application;
- If the project is to be undertaken on Council owned land, Council's consent will be required. Where applicable the management committee should also be consulted;
- Applicants will be required to demonstrate that there has been community consultation and that the community support the project;
- Round three (3) funding will be focused on young people (aged 12-24). At least 50% of the Round three (3) funding will be allocated to projects supporting young people; and
- Projects need to demonstrate support of the community objectives in the Community Strategic Plan.

Groups 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, the required level of detail is unlikely to be available to the Non-Council organisation regarding projects on Council land within the relevant timeframe.

Key changes in the Stronger Country Communities Fund Round Three (3):

- Dedicates \$50 million to youth related projects;
- Invites applications from Councils and, for the first time, not-for-profit and community organisations;
- Has been expanded to cover programs and events as well as infrastructure; and
- Has extended the application period to three (3) months giving organisations time to submit their applications.

There are a number projects contained in the list of projects that Council are aware of, that may be ineligible. Those ineligible items have been included in the list to demonstrate the needs of the community and to help identify alternative funding options. Some of these items have been referred to other Council networks to progress and identify funding streams, such as the Traffic Committee.

Council's Community Donations/Contributions for 2018-19 was significantly increased this year from \$35,000 to \$45,000. This included funding towards capital, events, and small plant and equipment.

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; and

• 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 (5) 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 2019-2020

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. It is estimated that an additional \$30,000 will be needed in the next QBR to support project management and support in the initial application phase.

4. Asset Management (AMS)

Any potential new asset development arising on Council owned/managed land 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 supports for submission.

It should be noted that the changes to the project application process have exposed Council to significant potential financial and reputational risk, should the projects be awarded to community groups without reference to Council objectives and capacity to fund capital items into the future.

7. Performance Measures

- ECON 8 Infrastructure Renewal Ratio.
- COMM 4, ENVIRO 9 Accessible facilities comply with current standards.
- LEAD 14 Own Source Revenue.

8. Project Management

Projects prioritised for submission will be developed independently by staff or in consultation with the organisation lodging the submission.

Terry Dodds Chief Executive

Prepared by staff member:		Caitlin Reid, Acting Manager Economic Development & Community Engagement			
Approved/Reviewed by Manager:	Ter	ry Dodds, Chief Executive			
Department:	Off	ice of the Chief Executive			
Attachments:		Wish List of Community Requests - Round 3 Stronger Country Comminities Grant	1 Page		
	2	Proposed Council Priority List - Round 3 Stronger Country Communities Grant	1 Page		
	3	Stronger Country Communities Fund - 2019 Program Guidelines	14 Pages		

WISH LIST OF COMMUNITY REQUESTS

NAME OF PROJECT	COST OF PROJECT	Youth Related	TSC YES/NO
Refurbishment Tenterfield Scout Hall	\$130,000	Yes	No
Covered Dressage Arena – Showground	\$150,000	Yes	No
Tenterfield High School Wellbeing Program	\$150,000	Yes	No
Overnight Truck Parking/Amenity's Mingoola	\$250,000	No	No
Make It Tenterfield – Lighting Festival (as per Workshop)	\$50,000	Yes	No
Urbenville Skate Park Project	\$250,000	Yes	Yes
Redevelopment of Pioneer Cottage in Urbenville	\$100,000	No	Yes
Playground Enhancement at Torrington Park	\$105,000	Yes	Yes
Revitalisation of Tenterfield Sporting Ground Lights (Rugby, Federation & Shirley Park) and Covered Seating (Rugby Park)	\$800,000	Yes	Yes
Bruxner Park Refresh Projects	\$800,000	Yes	Yes
Installation Of Solar Lighting Along Tenterfield Bike Track	\$415,000	Yes	Yes
Installation of Simpson Street BMX Track	\$150,000	Yes	Yes
Installation of Covered Exercise Area Hockey Field	\$70,000	Yes	Yes
Federation Park Amenity Refurbishment & Installation of Bleachers	\$260,000	Yes	Yes
Restoration of Original Area Memorial Hall Foyer and Toilets	\$400,000	Yes	Yes
Redevelopment of Tenterfield Visitor Information Centre	\$250,000	No	Yes
Boardwalk Tenterfield Dam	\$100,000	Yes	Yes
Shirley Park Cricket Net Replacement	\$75,000	Yes	Yes
Drake Skate Park	\$300,000	Yes	Yes
Revitalisation Drake Hall	\$120,000	Yes	Yes
Jennings Skate Park	300,000	Yes	Yes
Refurbishment And Interpretive Signage At Border Gates & Border Stump Jennings	\$90,000	No	Yes
Jennings Historical Walk & Solar Lighting With Footpaths	\$250,000	Yes	Yes
Refurbishment Of Sunnyside Hall	\$160,000	Yes	Yes
Replacement – Clarence River On Hooton's Road (Bridge No. 61112)	\$390,604	No	Yes
Shade Cloth – Rotary	\$50,000	Yes	Yes
Steinbrook Hall Kitchen Extension & Shade Structure & Tables	\$80,000	Yes	Yes
Glowing Footpath – Bruxner Park	Cost about \$105/m2	Yes	Yes

PROPOSED COUNCIL PRIORITY LIST

The second	Projects	Cost of Project	TSC Yes/No	Youth Related
1	Steinbrook Hall Kitchen Extension & Shade Structure & Tables	\$100,000	Yes	Yes
2	Revitalisation Drake Hall	\$120,000	Yes	Yes
3	Playground Enhancement at Torrington Park	\$105,000	Yes	Yes
4	Revitalisation of Tenterfield Sporting Ground Lights and Covered Seating - Rugby Park	\$200,000	Yes	Yes
5	Shade cloth – Rotary Park	\$50,000	Yes	Yes
6	Shirley Park Cricket Net Replacement	\$75,000	Yes	Yes
7	Refurbishment Of Sunnyside Hall	\$160,000	Yes	Yes
8	Revitalisation of Tenterfield Sporting Ground Lights - Shirley Park	\$200,000	Yes	Yes
9	Installation of Covered Exercise Area Hockey Field	\$70,000	Yes	Yes
10	Revitalisation of Tenterfield Sporting Ground Lights - Federation Park	\$400,000	Yes	Yes

Attachment 3 Stronger Country Communities Fund -2019 Program Guidelines



Attachment 3 Stronger Country Communities Fund -2019 Program Guidelines





MESSAGE FROM THE DEPUTY PREMIER

The NSW Government has a strong track record of delivering infrastructure to meet the pressing needs of regional communities across NSW, We have upgraded roads, refurbished and built new schools and hospitals, improved sporting fields and playgrounds, added accessible facilities to community buildings and brought real, tangible benefits to the people of regional NSW,

This fund means that we are listening to communities and responding to their needs. Through the Stronger Country Communities Fund, we have already provided \$300 million to local infrastructure projects that people use every day – like footpaths, playgrounds and sports facilities – in every Local Government Area in regional NSW.

I am very proud of the projects we have delivered, and will continue to deliver, through the Stronger Country Communities Fund, Since 2017, we have supported more than 1,000 local projects that make regional communities even better places to call home.

In Round One, we invested \$100 million to improve community facilities such as town halls, recreation facilities, shared paths and playgrounds. Through Round Two, we invested a further \$200 million to provide more high quality community and sports-related infrastructure.

Round Three will provide an additional \$100 million for community projects in regional NSW. This includes at least \$50 million for youth-related projects and it brings the total value of the Regional Growth Fund to \$1.7 billion.

These may include indoor sports programs, creative arts and culture projects, mentoring and skills training services, and will reflect the unique conditions and needs of young people in the regions.

The Hon John Barilaro, MP Deputy Premier Minister for Regional NSW, Industry and Trade
Attachment 3 Stronger Country Communities Fund -2019 Program Guidelines

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TO HELP

Get in touch with the

Regional NSW team

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MESSAGE FROM THE MINISTER

As the NSW Government's first Minister for Regional Youth, I am pleased to be driving NSW's first Regional Youth Strategy, a strategy that focuses on improving the liveability of regional NSW for the youth of today and into the future.

As someone who has raised children in regional NSW I understand the need to provide quality resources and facilities so young people can stay in their hometown to study, to work and eventually raise a family. Regional youth are resilient and smart and it is our mission to help them fulfil their dreams locally.

Our government recognises the need for greater focus and investment in regional NSW and therefore has made connecting young people with quality services and opportunities, no matter where in NSW they live, a top priority. No one in regional NSW should have to choose between access to basic services and where they live and work.

Our government is establishing a Regional Youth Taskforce which will bring together young people from across the state to guide meaningful and relevant change. Through the taskforce, regional youth will be given the opportunity to provide feedback on the strategy and its implementation in their local communities.

The focus on young people for Round Three of the Stronger Country Communities Fund will actively encourage local governments and community organisations to engage with and deliver projects that reflect the needs and wants of local youth. It's a chance for us to quickly deliver the infrastructure and programs we know are most important to young people living in our regional communities.

Together we will build a sustainable legacy of programs and facilities that allow young people in regional NSW to remain local by providing them with the support, opportunities and services they need to thrive.

B. Taylor

The Hon Bronnie Taylor, MLC Minister for Mental Health Minister for Regional Youth Minister for Women

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Attachment 3 Stronger Country Communities Fund -2019 Program Guidelines



Attachment 3 Stronger Country Communities Fund -2019 Program Guidelines

Funding available

There is a total of \$100 million available in Round Three, including at least \$50 million for projects that improve the lives of young people (12-24 years old). The remaining funding can be provided for other local community and sporting infrastructure, street beautification, and community programs and events.

Funds will be split across regional NSW according to a funding formula based on population and the cost of construction in each Local Government Area. Each eligible council will be informed in writing of the funding available for their Local Government Area.

Grant amounts

Projects must seek grant funding of \$50,000 or more. Projects requiring grant funding of more than \$1 million will only be considered where there is a financial co-contribution of at least 25 per cent of the total grant amount. The financial co-contribution may be from the applicant or other funding sources, but must be confirmed.

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

All projects must commence within 12 months of the funding deed being signed and be completed within three years of the project announcement.



Attachment 3 Stronger Country Communities Fund -2019 Program Guidelines

ELIGIBILITY CRITERIA

Eligible applicants

Eligible applicants are:

- the 93 regional NSW councils, regional Joint Organisations of councils, the Lord Howe Island Board and the Unincorporated Far West groups
- incorporated, not-for-profit organisations or other organisations that have a public purpose and carry out activities in NSW, including Local Aboriginal Land Councils.

Applicants must hold an Australian Business Number (ABN), Australian Company Number (ACN) or be registered under the *Associations Incorporation Act* 2009. Applicants must have or be able and willing to purchase at least \$20 million public liability insurance. The cost of public liability insurance can be included in the project budget as part of the administration costs.

Ineligible applicants are:

- an individual or group of individuals
- an unincorporated organisation
- a for-profit commercial organisation.

What types of projects are eligible?

Projects must be located in one of the 93 regional NSW Local Government Areas, Lord Howe Island or the Unincorporated Far West. Projects in metropolitan Sydney, Newcastle and Wollongong are not eligible. For a full list of eligible Local Government Areas, please visit nsw.gov.au/regional-growth-fund-eligibility

Youth-related projects must be for:

- development of new or upgrades to existing infrastructure for young people; or
- delivering programs for young people.

Youth-related projects must be aligned to the areas of community, wellbeing, connectivity and work readiness.

General community amenity projects must be for:

- construction of new, or upgrades to existing, local community infrastructure
- construction of new, or upgrades to existing, local sporting infrastructure

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- capital works related to street beautification and other public places that promote the health, happiness and wellbeing of the community
- delivering programs that benefit the local community
- infrastructure to assist the delivery of general community programs.

Projects must deliver benefits and outcomes that contribute to the program objectives. Applicants will be expected to establish monitoring procedures to demonstrate the delivery of the expected benefits.

Applicants should work with their Local Member of Parliament and their local communities to identify the priority needs for their area and ensure projects put forward for funding have demonstrated community support.

What are eligible project costs?

- Project costs may include those associated with:
- building local infrastructure
- building a new website or app
- delivering programs
- exhibition displays
- hosting an event.

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Attachment 3 Stronger Country Communities Fund -2019 Program Guidelines

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Area of focus	Programs/Events	Infrastructure
COMMUNITY: Enhancing young people's artistic, clvic, cultural, leadership, recreational and sporting development.	 Youth events or youth-led festivals Sporting programs e.g. midnight basketball Creative arts Holiday and after-school-hours activities 	 Creative audio arts infrastructure e.g. recording studio Visual arts infrastructure e.g. wet space art studio Performing arts infrastructure e.g. rehearsal and performance space for dance and drama Active spaces e.g. youth centres
WELLBEING: Supporting young people to understand, improve and maintain their physical and mental health.	 Social inclusion programs Support groups Resilience building events 	 Wellbeing hub fitout e.g. upgrade an existing space to create a place where health service providers can provide services for young people Youth centre fitout Multi-service hub fitout Safe spaces Sport facilities for young people
CONNECTIVITY: Providing young people access to activities and digital options.	 Driver training support Night-time outreach bus Technology training or events (e.g. coding camps) Apps or websites for young people 	 Interactive digital spaces fitouts in youth or community centres
WORK READY: Supporting young people to pursue further education and training to develop key employability skills.	 Job readiness training events and expos Life skills events Training cafes (youth-run) Entrepreneurial mentoring and/ or pitch platforms 	 Study space fitouts
	nsw.go	v.au/strangercountrycommunities (5

Attachment 3 - Stronger Country Communities Fund - 2019 Program Guidelines

Attachment 3 Stronger Country Communities Fund -2019 Program Guidelines

Community Programs and Events	Community Amenity and Community Service Infrastructure
 Community events or film festivals Aboriginal and Torres Strait Islander community cultural education program for Indigenous and non-Indigenous participants Multicultural festivals Intergenerational activities - sharing knowledge through activity-based experience Environmental education and working bees 	 Community centres and halls Libraries Community amenities and barbecue/picnic areas Recreation facilities Club houses, change rooms, canteens Murals or community art instalments Memorials or statues Emergency Services infrastructure e.g. aerodrome water refilling Surf Life Saving Club infrastructure Aquatic facilities and pools Amenities for participants and spectators Playgrounds, parks, shared paths and fixed fitness stations Street lighting Street lighting Street/footpath reconfigurations Shade cloth, awnings and pergolas Public toilets Infrastructure for health and community services facilities, e.g. domestic violence centres for women homeless shelters men's sheds children special needs premises aged care facilities Infrastructure upgrade to local community radio station facilities Town and tourism signage Main street beautification projects
	 Infrastructure upgrade to local community radio station facilities Town and tourism signage

Attachment 3 Stronger Country Communities Fund -2019 Program Guidelines

CONSULTATION

Ineligible projects

Projects are not eligible for funding if they are:

- located outside an eligible Local Government Area
- exclusively for planning activities e.g. master planning or heritage studies
- for the maintenance or construction of local roads or other ongoing core service infrastructure works that are the ordinary responsibility of council or other levels of government
- for the delivery of essential or core government services that should be funded from another source, such as local government, the NSW Government or the Australian Government
- seeking retrospective funding to cover any project component that is already complete before funding is announced
- seeking grant funding for ongoing staff or operational costs beyond three years from project announcement for programs; or any ongoing staff or operational costs for infrastructure projects
- for a general works package without specific scope, costs and location e.g. 'upgrading lighting at sports ovals' without identifying the work required, number of sites or the locations
- exclusively for marketing, branding, advertising or product promotion
- providing direct commercial and/or exclusive private benefit to an individual or business
- not clearly providing benefits that will significantly contribute to the objectives of the fund.

What makes a project viable?

A project will be considered viable if it:

- has a realistic budget based on quotes or reasonable assumptions
- is cost-effective and represents value for money
- can be delivered within three years of announcement of funding
- demonstrates access to the necessary expertise and support to deliver the project
- does not require ongoing funding from the NSW Government
- demonstrates how it will be operated and/ or maintained when the project is completed (where applicable).

Consultation is an important part of the process to ensure that project applications are for infrastructure and programs that help to make regional communities even better places to live. Consultation will be different depending on whether the application is for general community or youth specific funding.

Applicants will be required to provide evidence of consultation and support for the projects they submit, such as:

Community infrastructure and programs – engagement through council's Community Strategic Plan, online surveys, letters of support, or other documents demonstrating community support for the projects.

Youth infrastructure and programs – engagement with local youth councils, interviews or online surveys with young people, or evidence of consultation in a council's youth strategy.



Attachment 3 Stronger Country Communities Fund -2019 Program Guidelines

THE APPLICATION PROCESS ------

What needs to be included in an application?

All applications should provide:

- a detailed project scope
- a project plan
- a clear and detailed project budget
- information on how infrastructure will be operated and/or maintained when it is complete (if applicable)
- landowner consent (if applicable)
- a letter of support from the relevant NSW state sporting organisation if a sports-related project is seeking over \$1 million in grant funding (if applicable)
- evidence of community consultation and strong community support for the project
- a plan for how data will be collected to demonstrate the project is meeting the program objectives and providing outcomes for the community
- for all youth infrastructure and program applications: information on how the project will benefit young people, how it aligns with the areas of focus and how young people have been involved in the development of the proposal
- for all community amenity and infrastructure applications: information on how the project will help boost the liveability of the local community and evidence of how the project will meet a community need and has community support, including who and how many people in the community will benefit.

Is there support available for completing an application?

To help applicants prepare, there are published materials on the website, including project plan and budget templates and an application checklist.

Webinars will be held during the application open period to assist in application development and your local Business Development Manager will be able to provide information on the program to assist applicants to develop applications. If you do not know your local Business Development Manager, please contact **regionalnsw.business@dpc.nsw.gov.au** for a referral.. The webinars will be recorded and made available on the website.

What is the assessment process?

Projects and applicants will be assessed for:

Eligibility

- Projects (including all project elements) are eligible for funding.
- The applicant is an eligible organisation.
- Young people have been involved in the development of youth-related projects.

Viability

- Projects can be delivered by the applicant on time and within the funding available.
- The department may seek information from relevant NSW Government departments to verify the viability of a project or youth or community organisation. The department retains the discretion to disclose information to these agencies where relevant.

Community support

- The project has demonstrated community support.
- Government Members of Parliament will be asked to review each project to verify community support and identify any issues that may affect viability.

Alignment with objectives

- The project clearly demonstrates that anticipated community benefits from the project will directly contribute to the objectives of the fund.
- For youth projects, the project clearly aligns with at least one of the youth areas of focus: community, wellbeing, connectivity and work readiness.

The department may request additional information or clarification from applicants to assist in the assessment.

A prioritised list of projects for each Local Government Area will be submitted to the Deputy Premier, Minister for Regional New South Wales, Industry and Trade, based on this assessment and the amount of funding provided to youth projects. The department may recommend part-funding of projects where there is insufficient funding available for the whole project or where only a component of the project is approved for funding.

The Deputy Premier will consider the prioritised list of eligible and viable projects with community support and make final approvals in consultation with the Minister for Regional Youth.



Attachment 3 Stronger Country Communities Fund -2019 Program Guidelines

Can ineligible projects be referred to a more appropriate funding program?

Yes. 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.

What happens if the project is successful?

- Successful applicants 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.
- Grants will be paid via milestone payments set out in the funding deed.
- Successful applicants will be required to pay back unspent funds or those funds which have not been spent in accordance with the funding deed.
- Successful applicants will be required to submit project progress reports to the NSW Government as outlined in the funding deed.
- Successful applicants will be required to participate in a program evaluation to determine the extent to which their projects have contributed to the objectives of the fund. The evaluation will require applicants to provide evidence of how projects have resulted in a measurable

change to the lives of local residents/young people that is consistent with the objectives of the fund.

- Any information submitted by an applicant may be used for promotional material prepared by the NSW Government.
- All recipients of NSW Government funding should acknowledge this financial support as per the Funding Acknowledgement Guidelines for Recipients of NSW Government Grants available at communications.dpc.nsw.gov.au/branding



nsw.gov.au/strongercountrycommunities



Attachment 3 Stronger Country Communities Fund -2019 Program Guidelines

FIND OUT MORE

Contact us

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Department: Submitted by: Reference: Subject:	Office of the Chief Corporate Officer Manager Planning & Development Services ITEM ENV14/19 LOCAL STRATEGIC PLANNING STATEMENTS
	TEGRATED PLANNING AND REPORTING FRAMEWORK
CSP Goal:	Environment - ENVO 9 - Our natural environment will be
	protected, enhanced and promoted for future generations.
CSP Strategy:	Town and Village planning supports and enhances local place
	making principles and practice celebrating the diversity of our
	natural environment.
CSP Delivery	Identify, plan and enhance local environments in partnership with
Program	the community and stakeholders.

SUMMARY

The purpose of this report is to inform Council of the legal requirement for all NSW Councils to develop a **Local Strategic Planning Statement (LSPS).**

OFFICER'S RECOMMENDATION:

That Council commence the process of developing a Local Strategic Planning Statement.

BACKGROUND

The LSPS will be the key resource to understand how strategic and statutory plans will be implemented at the local level. A plan should reference how the LSPS interacts with the Regional Plan and Community Strategic Plan, and the implications for the adoption of the LSPS (i.e. how will it shape land use planning in the future).

In March 2018, amendments to the Environmental Planning and Assessment Act 1979 (EP&A Act) introduced new requirements for councils to prepare and make LSPS. Subsequently, every council in NSW is required to prepare a LSPS which sets out the 20-year vision for land use in the local area, the special character and values that are to be preserved and how change will be managed into the future.

The Department of Planning and Industry has developed a Guideline and a Draft Statement which are both attached (Attachments 1 and 2 (Attachment Booklet 1)).

REPORT:

The LSPS should address the planning and development issues of strategic importance to the Local Government Area (LGA) and include such issues as ageing population, agriculture, future housing options, and also promote renewable energy opportunities.

The LSPS will set out:

- The 20-year vision for land use in the local area;
- The special characteristics which contribute to local identity;
- Shared community values to be maintained and enhanced; and
- How growth and change will be managed into the future.

Our Environment No. 14 Cont...

The Local Strategic Planning Statements will be a pivotal tool for local strategic planning in NSW. They will inform local statutory plans and development controls, and give effect to regional and district plans. The LSPS can also identify where further strategic planning effort may be needed.

The Statements will act as a unifying document, drawing together and summarising planning priorities identified through state, regional, district and local strategic work. They provide the local context and local-scale expression of actions and priorities from these plans.

In practice, the Statements will shape how the Local Environmental Plan (LEP) and Development Control Plans (DCP) evolve over time. Councils, in consultation with their communities, will determine the priorities for their area, informed by, and consistent with, other applicable strategic plans, developing actions that respond to and build on the place and the community's strengths and potential.

The LSPS should include the following:

Legally required	Possible sections
1. Context Sets the basis for strategic planning	 Introduction and vision The LGA story of change (strategic context incl. geographic and demographic, past, present and future economic, social and environmental issues) The LSPS process
2. Planning directions, priorities, goals Synthesizes strategic policies	 Identify regional and district plan directions and priorities, CSP goals, sector policies, housing and employment targets Visualise direction/theme (land use, transport, infrastructure, resilience, open space, economic, social environmental) and or special areas (town centres/precincts) or special sites (unique character areas).
3. Action plan Provides the link between strategic and statutory planning	 Directions/themes (housing, agriculture, tourism, open space, economic, social) Special areas (town centre, precinct) Regional or district plan directions and priorities (liveability, productivity, infrastructure) Timeframes and resources linked to level of priority (short, medium, long term)
4. Implementation Links to LTFP, delivery and operating plans, annual and end of term reporting	 Direction/theme sub-sections (objections, actions, measures) Monitoring and reporting, including performance and indicators and measures and success Continuous improvement and regular check-ins on LSPS (update for completed actions) Funding assumptions
Appendix	 Background analysis table (key findings of technical studies, line of sight from CSP to regional and district plans)

Council must adopt an LSPS by 30 June 2020. A suggested timeline is as follows:

August 2019 Provide an information report to Council

Our Environment No. 14 Cont...

Develop a draft Vision Statement; and Develop draft Planning Priorities.

- September 2019 Conduct a Councilor Workshop to consider the draft Vison Statement and Planning Priorities. Conduct a working group with Council staff to discuss priorities.
- Sept/Oct 2019 Consultation with communities across the Shire as to their visions for their local areas to be incorporated in to the shire-wide LSPS.
- November 2019 Prepare a Draft LSPS
- December 2019 Present the draft copy of the LSPS to the Department of Planning and Industry for a quality control check.

Council to consider the adoption of the draft LSPS for community consultation.

- Jan/Feb 2019 Community consultation, including the mandatory 28 day exhibition period.
- Feb/March 2019 Council to adopt the final LSPS, subject to community consultation.

The above timeline may vary dependent on each stage and also allows for some flexibility to meet the June 30, 2020 completion date.

COUNCIL IMPLICATIONS:

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

2. Policy and Regulation

The LSPS gives effect to the New England North West Regional Plan, implementing the directions and actions at a local level. It is also informed by other state-wide and regional policies.

The LSPS works with Council's Community Strategic Plan (CSP), which has a similar but broader purpose on how Council will work to meet the community's needs.

The LSPS's planning priorities, strategic directions and actions provide the rationale for decisions about how Council will use its land to achieve the community's broader goals. The LSPS aligns to the CSP's priorities, which will be reflected in the implementation table.

3. Financial (Annual Budget & LTFP)

There are no financial allocations within the 2019-20 Operational Plan specifically for this purpose. The LSPS will be carried out using existing staff resources.

4. Asset Management (AMS)

No impact.

Our Environment No. 14 Cont...

- 5. Workforce (WMS) No impact - use of existing staff resources.
- 6. Legal and Risk Management No issues.
- 7. Performance Measures No issues.
- 8. Project Management No impact.

Kylie Smith Chief Corporate Officer

Prepared by staff member:		nai Davidson, Manager Planning & velopment Services	
Approved/Reviewed by Manager:	Kyli	e Smith, Chief Corporate Officer	
Department:	Offi	ce of the Chief Corporate Officer	
Attachments:	1	Attachment 1 (Attachment Booklet 1) - Local Strategic Planning Statements - Guideline for Councils	16 Pages
	2	Attachment 2 (Attachment Booklet 1) - Draft (LGA) Local Strategic Planning Statement	18 Pages

Department:	Office of the Chief Corporate Officer
Submitted by:	Manager Planning & Development Services
Reference:	ITEM ENV17/19
Subject:	SMALL HERITAGE GRANTS PROGRAM 2019/20
LINKAGE TO IN	TEGRATED PLANNING AND REPORTING FRAMEWORK
CSP Goal:	Community - COMM 4 - The community is welcoming, friendly, and inclusive where diverse backgrounds are respected and celebrated.
CSP Strategy:	Cultural heritage is recognised, protected and respected.
CSP Delivery	Provide advice, planning and inspection that preserve and

promotes the Shire's heritage.

SUMMARY

Program

The purpose of this report is to provide a summary and recommendations on community applications made under the Small Heritage Grants Program for 2019/20 for maintenance and conservation works of heritage items, within heritage conservation areas and with the support of Council's Heritage Advisor and Heritage Committee.

OFFICER'S RECOMMENDATION:

That Council:

- (1) Endorses the offers of funding as detailed in the attachment to this report, and forwards a letter of offer to the eligible applicants; and
- (2) Any funding not accepted, or not claimed by the claim date, be redistributed evenly amongst completed projects.

BACKGROUND

Each year, Council allocates funding to contribute to the Small Heritage Grants Program, which is co-funded by the Office of Environment & Heritage (\$5,500 contributions). A total of \$25,500.00 is made available for works which contribute to the maintenance and conservation of heritage within the Tenterfield Shire.

REPORT:

Applications are presented after consideration by Council's Manager, Planning & Development Services, Heritage Advisor and review by Council's Heritage Specific Purpose Committee. The attachment identifies the applications made, works proposed and recommendations for funding. As in previous funding years, Council can offer up to 50% of the estimated cost of works, with the remaining 50% provided by the owner.

Offers of funding will be forwarded to applicants upon Council's resolution. Should any applicants decide not to accept the funding, or any projects not be completed by the April 2020 deadline, it is recommended that any surplus funding be evenly distributed amongst completed projects at that time. This is consistent with Council's practice with prior funds.

Our Environment No. 17 Cont...

A total of twelve (12) applications for the 2019-20 financial year have been received for works in the local government area. There is a broad range of works and projects proposed and it is recommended that eligible projects be supported and offered funding.

The applications were considered at Council's Heritage Specific Purpose Committee meeting of 16 August 2019. As in previous years, there is an amount of \$1,792.00 available for any small projects which may arise between now and the April 2020 deadline that qualify. Should no projects come forward, it is recommended that any remaining funding be distributed to completed projects as per the Guidelines.

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy) Funding availability and call for applications was advertised between June -August 2019 and on Council's website and in 'Your Local News.'

2. Policy and Regulation

- Continue to operate a Local Heritage Fund to provide assistance to owners of heritage assets.
- Allocate Council funds to run the programme and optimise grant funding opportunities.
- Consider how the grant programme might be supplemented through corporate sponsorship to meet potential increased future demand from additional heritage listings.
- Endorsement of the recommended funding allocation is in line with Council's Heritage Strategy and supports the aims and actions contained within the Strategy.

Financial (Annual Budget & LTFP)

Council has allocated a total of \$25,500.00 to the Small Heritage Grants Program. Upon completion of the project, Council will claim an amount of \$5,500.00 from the NSW Office of Environment & Heritage under the 2019-21 Small Heritage Grants Program.

3. Asset Management (AMS)

No implications.

- **4. Workforce (WMS)** No implications.
- **5. Legal and Risk Management** No implications.
- **6. Performance Measures** No implications.
- **7. Project Management** No implications.

Kylie Smith Chief Corporate Officer Our Environment No. 17 Cont...

Prepared by staff member:	Tamai Davidson, Manager Planning & Development Services	
Approved/Reviewed by Manager:	Kylie Smith, Chief Corporate Officer	
Department:	Office of the Chief Corporate Officer	
Attachments:	 Small Heritage Grant Applications 	23 Pages

Attachment 1 Small Heritage Grant Applications





1. 50 WOOD STREET, TENTERFIELD

Location	Work	Total Cost	Funding Sought	Owner Contribution	Funding Recommended
50 Wood St, Tenterfield	Restoration of original brick work (outside wall) on ca 1892 house	\$20,548	\$10,274	\$10,274	
Comment: A site me was provided.	Comment: A site meeting was held earlier this year with the owner to provide conservation advice and a follow up report was provided.	to provide	conservatio	on advice and a	follow up report
This application is strr which has been previo and has caused subse Conditions	This application is strongly supported due to the need to address damage from rising damp, and repairs and repointing which has been previously carried out in hard cement mortar, which is detrimental to the conservation of the brickwork and has caused subsequent fretting of bricks. Conditions	nage from is detrime	rising damı ıtal to the o	p, and repairs a conservation of t	nd repointing the brickwork
A tradesperson with demor mortar. (Note Robert Perry of sacrificial lime mortars.)	A tradesperson with demonstrated skills should be used for the work and the repointing is to be carried out in lime mortar. (Note Robert Perry has recently trained local builders/bricklayers in the work at 124 High Street in the use of sacrificial lime mortar.)	e work and bricklayers	the repoint in the wor	ing is to be carr k at 124 High S	ied out in lime treet in the use
Garden beds bu masonry wall to	Garden beds built up along some parts of brick walls, particularly the northern side should be removed to allow the masonry wall to be free of moisture at the base and a gravel drain could be installed.	rly the nor rain could	thern side s be installed	hould be remov.	ed to allow the



Location	Work	Total Cost	Funding	Owner Contribution	Funding Recommended
116 Rouse St, Tenterfield	Under-pin north/east corner of house with concrete to prevent further subsidence. Repair cracked rendered walls and paint to match the existing paint work.	\$2,500	\$1,250	\$1,250	\$1250
Comment: This property which sits adj A site meeting was held with the owner interior with much original fabric. A rea 'Built in C1874, Salisbury House was co B&B for all to enjoy. Consisting of six be heater, two bathrooms - one with large fireplaces and the detail involved in the single car garage, carport, sealed drivev frontage to the New England Highway a The property is worthy of careful conser current heritage inventory review.	Comment: This property which sits adjacent to Stannum House is known as 'Salisbury House'. A site meeting was held with the owner in 2014 to view the property which is a significant historic building and has an interior with much original fabric. A real estate listing in 2008 stated; 'Built in C1874, Salisbury House was constructed first as a Georgian Gentlemen's Residence and was later turned into a B&B for all to enjoy. Consisting of six beautifully decorated bedrooms, open plan dining/kitchen area with combustion heater, two bathrooms - one with large spa bath and double vanity unit. Other features include high ceilings, cedar fireplaces and the detail involved in the paintwork throughout this exquisite home. Original situated on a large 2128m block with frontage to the New England Highway and rear lane access. The property is worthy of careful conservation to original details and should be considered for inclusion as part of the current heritage inventory review.	nown as 'S which is a d; <i>Gentlemen</i> <i>Gentlemen</i> <i>s, open pla</i> <i>init. Other</i> <i>quisite hor</i> <i>quisite hor</i> <i>quisite hor</i> <i>gardens</i> should be	alisbury Hc significant 's Residenc n dining/kii features in ne. Origina all situated considered	use'. historic building ce and was later tchen area with clude high ceilin f on a large 212 for inclusion as	l and has an turned into a combustion gs, cedar 8m block with part of the
The application is supported.Details of the underpinEnsure all stormwater	pplication is supported. Details of the underpinning are to be provided prior to commencement of work. Ensure all stormwater is connected and being dispersed away from the edge of the building.	icement of rom the ec	work. Ige of the b	building.	

Ordinary Council - 28 August 2019 Small Heritage Grants Program 2019/20

Attachment 1 Small Heritage Grant Applications



Location	Work	Total	Funding	Owner	Funding
164 Manners St, Tenterfield	Replace the verandah deck with new timber bearers and joists with metal piers. Timber decking will be 6" wide Kwila or similar external graded hardwood which will be the same to the house and suitable sealing applied on completion.	\$31,840	\$10,000	\$21,840	\$5000 \$5000
Comment: This is a detail. Conservation verandah has good v The proposal states t to the house and suit	Comment: This is a late Victorian heritage residential property on a prominent corner location with a high level of original detail. Conservation and reconstruction of the bearers and joists and piers is a substantial maintenance project. The verandah has good visibility to the public streetscape. The proposal states that decking is proposed in <i>Kwila or other or similar external graded hardwood which will be the same to the house and suitable sealing applied on completion.</i>	prominent l piers is a s iilar externá	corner loca ubstantial <i>I graded h</i> a	ition with a high maintenance pr ardwood which	level of original oject. The <i>will be the same</i>
 Australian hard timber) in orde The use of met verandah from 	Australian hardwood decking such as Spotted Gum, Tallowwood or Iron Bark is preferred over Kwila (an Asian Pacific timber) in order to better match the original material. The use of metal piers is acceptable as this element will not be visible and is hard to access due to clearance of verandah from the ground level.	d or Iron B: visible and	ark is prefe is hard to	erred over Kwila access due to c	(an Asian Pacific learance of

Attachment 1 Small Heritage Grant Applications



Location	Work	Total Cost	Funding	Owner Contribution	Funding Recommended
92 Wood St, Tenterfield	Repair & replace (matching where original exists) using local materials and trades, the following external items to the original 1860's cottage at 92 Wood St.	\$14,090	\$7,045	\$7,045	
	Repair & reuse existing Ogee guttering fixtures & fittings along elevations visible to Wood St. Replace Ogee guttering with like at rear elevation				-
	Repair downpipes & fixtures & fittings & where necessary replace with like				
	Replace with new to match, original fascia & barge boards				
	Replace with new to match original, single entry door & 6 x timber windows				
	Paint following to agreed heritage colours: Window mouldings & frames, front door mouldings & frames, verandah posts & fascia boards to roof.				
Comment: A site removed internal <u>c</u> carry out appropria unsympathetic alte This application ha alterations. The pr	Comment: A site meeting was held at this property which is circa 1860-1880 and advice provided. The new owners have removed internal gyprock to reveal original lime plaster walls, timber lined ceilings and interior features and are keen to carry out appropriate conservation works, address drainage with correct gutter profile, and remove previous unsympathetic alterations such as aluminium windows and return them back to timber sashes. This application has a lot of conservation merit in addressing stormwater /drainage and removal of previous unsympathetics. The property is highly visible on the entry to the town and the application is strongly supported.	860-1880 a r lined ceilir rect gutter em back to ater /drain	nd advice p ngs and intu profile, and timber sas age and rer cation is sti	provided. The ne erior features al remove previo hes. moval of previor rongly supporte	ew owners have and are keen to us Ls unsympathet d.
Supported as per application details.	application details.				

Ordinary Council - 28 August 2019 Small Heritage Grants Program 2019/20

Attachment 1 Small Heritage Grant Applications



5. 375 ROUSE STREET, TENTERFIELD

Location	Work	Total Cost	Funding Sought	Owner Contribution	Owner Funding Contribution Recommended
375 Rouse St, Tenterfield	Restore and repair as much as possible of this property to help preserve this beautiful federation home. This project will: Repair box gutters on roof to stop leaking	\$15,650	\$7,825	\$7,825	\$3400 (gutter/roof)
Comment: This subsonservation area. N	Comment: This substantial historic house known as <i>Kilmarnock</i> is currently not on the heritage schedule or within the conservation area. No site meeting or heritage meeting has been held. A real estate listing of 2017 describes the property	urrently not eld. A real e	on the her state listing	ritage schedule	or within the ibes the property
as follows; This impressive resid	as follows; This impressive residence is steeped in history. Built in 1905 as a luxury dwelling, this stately home has since been re-	xury dwellii	ng, this sta	tely home has s	since been re-
purposed as a private nospital, presuge glamorous retail outlet. The immense pr and sitting on a 1348m2 corner block fa	purposed as a private rospital, prestige boarding house, (both operated by Nurse Hill), four riats, restaurant and glamorous retail outlet. The immense proportions of the rooms are remarkable, with the home being approx. 28 squares and sitting on a 1348m2 corner block facing west to Rouse Street and very close to the town centre. The largest two	emarkable, emarkable, id very clos	se Hill), Tot with the h e to the tov	ir riats, restaura ome being appr wn centre. The i	ant and ox. 28 squares largest two
ooms are approx. 4. eilings, French door.	rooms are approx. 4.7 x 8 m and 7.1 x 5.2 m. Period features abound, including stained and fancy glass, pressed metal ceilings, French doors, ornate handles, cornices, skirting boards and the like, however, it is not heritage listed. There are	nd, including the like, ho	g stained a. wever, it is	nd fancy glass,	pressed metal sted. There are
good views and aspe from the front.	good views and aspects from three balconies, a private courtyard with views to leafy Logan Street and views to the west from the front.	th views to	leafy Loga.	n Street and vie	ws to the west
This indicates that the property was like warranted and possible inclusion on the historic landmark on the town entry.	This indicates that the property was likely to have been built for a person of some note and further historical research is warranted and possible inclusion on the heritage schedule under the current review. The property is a highly visible historic landmark on the town entry.	erson of sor current rev	ne note an view. The p	d further histori property is a hig	cal research is jhly visible
The proposed works the picket fence to the rea, only works to r	The proposed works to repair box gutters on roof to stop leaking is a high priority and strongly supported. Replacement of the picket fence to the property is also worthy of support, however as the property is not listed or within the conservation area, only works to repair gutters and roof are supported at this time.	a high priori as the prope e.	ty and stro erty is not I	ingly supported. isted or within t	Replacement of the conservation

Attachment 1 Small Heritage Grant Applications



Location	Work	Total	Funding	Owner	Funding
		Cost	Sought	Sought Contribution	Recommended
62 Miles St,	Replace termite damaged bearers and joist	\$3,190	\$3,190	In kind –	\$1595
Tenterfield	in the Poultry Shed.	- A A		man power to	
Poultry Shed				repair	
Comment: The Show	Comment: The Showground is listed as an entire complex and Conservation Area with individual listings also in place for	ervation Ar	ea with ind	ividual listings a	ilso in place for
the Pavilion, Grandstand and Entry booths.	and and Entry booths.			•	
The poultry pavilion is	The poultry pavilion is a notable historic building within the showground complex and worthy of careful conservation to	und comple	ex and wort	hy of careful con	nservation to
original details.					
The application	The application for replacement of termite affected bearer and joists is strongly supported. Repairs should be like for	joists is st	rongly supp	ported. Repairs s	should be like for
like to original details.	letails.				
Note- The term	Note- The termite attack may have been related to moisture around the sub floor. Drainage works and dispersal of	round the	sub floor. D	rainage works a	nd dispersal of
water from arou	water from around the base of the building is also very important.	ant.			



Ordinary Council - 28 August 2019
Small Heritage Grants Program 2019/20

		Cost	Lotal Funding Cost Sought	Owner Contribution	Funding Owner Funding Sought Contribution Recommended
62 Miles St, Tenterfield Toilet Block	Internal repairs to timber	\$3,350	\$3,350 \$3,350	In kind – clean up	\$nil
Comment: Repairs to t colorbond cladding). Th or reconstruction work.	Comment: Repairs to the timber internal frame of a toilet block, (photos were not provided of the exterior but show colorbond cladding). The date of this building is not known, but the work does not meet criteria for heritage conservation or reconstruction work.	lotos were vork does i	not provide not meet cr	d of the exteric iteria for herita	ir but show ge conservation





62 Miles St, TenterfieldThis project is to extend off the already existing "Col Mann Shed" at the Showgrounds. This shed is over 20 years old and is in need of some repair & the extensions such as:CostSought st,720.88Contribution kman power to build itCol Mann Shedexisting "Col Mann Shed"\$2,720.88\$2,720.88In kind -\$nilField Showgrounds. This shed is over 20 years organisations such as:the build itbuild itbuild itTifield Show Society T'field Border Country trail ridersT'field Border Country trail riderssourtbuild it	Location	Work	Total	Funding	Owner	
	62 Miles St, Tenterfield	This project is to extend off the already existing "Col Mann Shed" at the Showgrounds. This shed is over 20 years	\$2,720.88	\$2,720.88	In kind – man power to build it	
T'field Lighthorse T'field Border Country trail riders	col Mann Shed	old and is in need of some repair & the extension so it can be better used by organisations such as: T'field Show Society T'field Ponv Club				
		T'field Lighthorse T'field Border Country trail riders				

Ordinary Council - 28 August 2019 Small Heritage Grants Program 2019/20



Ordinary Council - 28 August 2019
Small Heritage Grants Program 2019/20

LOCATION	Work	Total Cost	Funding	Owner Contribution	Funding Owner Funding Sought Contribution Recommended
62 Miles St, Tenterfield Retaining Wall	To remove & replace retaining wall at Showgrounds as it has been eaten away by white ants. The ramp is falling apart & very unsafe.	\$6,000	\$3,000	\$3,000	\$nil
Comment: Remove The history or age of not appear to be sigr	Comment: Remove & replace retaining wall at Showground as it has been eaten away by white ants. The history or age of this structure is not known and whilst an important functioning element of the showground it does not appear to be significant historic element.	s been eate tant functio	ning elem	white ants. ent of the show	ground it does

Attachment 1 Small Heritage Grant Applications


Ordinary Council - 28 August 2019	
Small Heritage Grants Program 2019/20	
Sinan hentage Grants Frogram 2019/20	

Location	Work	Total	Total Funding	Owner	Funding
		Cost	Sought	Contribution	Sought Contribution Recommended
62 Miles St,	This project will provide a safe & functioning	\$5,250	\$5,250	In kind -	\$nil
Tenterfield	tool shed. At the current moment the shed			man power to	
	is not safe as the timber frames have been			help & clean	
Tool Shed	eaten away from white ants.			up shed	
Comment: Tool She	Comment: Tool Shed- timber frame eaten by white ants.				
Exterior photos of thi	Exterior photos of this shed were not provided and this building has not been inspected. The historic date of this building is	not been in	spected. Th	he historic date	of this building is
not known.					

419 SUGARBAG ROAD, TABULAM	
11.	

FOLGUIN	Work	Total	Total Funding	Owner	Funding
		Cost	Sought	Contribution	Sought Contribution Recommended
419 Sugarbag Rd, Tabulam	 Former tick hut at Tuninbar Dam relocated to site. 	\$1,689.50 \$840.00	\$840.00	\$849.50	\$nil
	 Works proposed – painting to heritage 				
	scheme				
Comment: This site restore it and use a t encouraged as there heritage items is con:	Comment: This site has not been inspected. The owner has provided some history to the building and is enthusiastic to restore it and use a traditional paint scheme. The conservation of historic rural buildings and structures is strongly encouraged as there are few listings in the rural areas. Support could be given to this project after allocation to existing heritage items is considered and an inspection of the building to confirm its status in terms of building approvals.	ed some hist Istoric rural Id be given t nfirm its stat	ory to the buildings a to this proj us in term	building and is end structures is ect after allocat s of building app	enthusiastic to strongly ion to existing provals.

Ordinary Council - 28 August 2019 Small Heritage Grants Program 2019/20

Attachment 1 Small Heritage Grant Applications



12. 258 ROUSE STREET, TENTERFIELD

		Cost	Sought	Contribution	Recommended
258 Rouse St, Tenterfield	Door replacement. Remove & replace door with period style vertical plank door in keeping with age of building.	\$4,926	\$2,463		\$2463
Comment: Door rep This is a highly contri reconstruction of the	Comment: Door replacement. Remove & replace door with period style vertical plank door in keeping with age of building. This is a highly contributory commercial building in the main street and the owner has carried out careful repairs and reconstruction of the lead light windows and repainting under previous heritage grants. This rear door is highly visible to	yle vertical nd the own us heritage	plank door er has carr grants. Thi	in keeping with ied out careful i is rear door is h	n age of building. repairs and ighly visible to
 the public walkway and a suitable verti An early door was observed under the Repair of the original door under work. 	 the public walkway and a suitable vertical jointed solid timber door would be appropriate and enhance the building. An early door was observed under the metal cladding some years ago, and repair of this should be explored first. Repair of the original door under the metal casing is strongly encouraged and the grant can be used for this repair work. 	vould be ap o, and repa ncouraged	propriate a iir of this sh and the gra	nd enhance the nould be explore ant can be used	building. ed first. for this repair
If it is unable to be re solid timber door.	If it is unable to be repaired due to deterioration, the replacement door should be match this detail, being a vertical jointed solid timber door.	or should t	be match th	nis detail, being	a vertical jointed

Department: Submitted by: Reference: Subject:	Office of the Chief Executive Executive Assistant & Media ITEM ENV15/19 MURRAY DARLING ASSOCIATION - 75TH NATIONAL CONFERENCE & ANNUAL GENERAL MEETING - TOOWOOMBA, QLD - 22 TO 24 OCTOBER 2019
LINKAGE TO IN CSP Goal:	TEGRATED PLANNING AND REPORTING FRAMEWORK Environment - ENVO 9 - Our natural environment will be
CSP Strategy:	protected, enhanced and promoted for future generations. Land use planning provisions support and promote sustainable land

	use and management in the Shire.
CSP Delivery	Provision of advice and guidance on legislative compliance for the
Program	construction of dwellings and commercial/industrial buildings.

SUMMARY

The purpose of this report is to approve Councillor attendance at the Murray Darling Association's 75th National Conference and Annual General Meeting to be held at Toowoomba, Queensland – 22 to 24 October 2019.

OFFICER'S RECOMMENDATION:

That Council:

- Approve the attendance of Council delegates (Mayor and Deputy Mayor or any alternative Councillor if the Mayor or Deputy Mayor are unavailable) to the Murray Darling Association 75th National Conference and Annual General Meeting to be held in Toowoomba, QLD – 22 to 24 October 2019; and
- (2) Invite attendance from other interested Councillors with registration and other costs being allocated to the Councillor Training budget 2019/2020.

BACKGROUND

Council, at the July 2018 Ordinary Council Meeting resolved as follows:

Resolution 151/18

- (1) The positions of Mayor and/or Deputy Mayor be the delegate positions or any alternative Councillor if the Mayor or Deputy Mayor are unavailable, for the Murray Darling Association; and
- (2) That Deputy Mayor Don Forbes attend the Murray Darling Association 74th National Conference and Annual General Meeting to be held in Leeton, NSW – 29 to 31 August 2018.

REPORT:

Current delegates to the Murray Darling Association are the Mayor and/or Deputy Mayor or any alternative Councillor if the Mayor or Deputy Mayor are unavailable. It is noted that the Mayor was unavailable to attend the 74th Annual Conference, hence approval for the Deputy Mayor at that time (Cr Don Forbes) was granted. Our Environment No. 15 Cont...

As the 75th National Conference is to be held in Toowoomba and will offer considerable savings on travel for attending delegates, it is suggested that an invitation be extended to other interested Councillors (apart from the Mayor and Deputy Mayor) to attend with costs attributed to the Councillor Training budget as it will provide Councillors with a learning opportunity as well as meeting and building relationships with their peers from other Local Government areas.

The theme for the 75th National Conference is "Regeneration For a Healthy Basin" and in an era of constant change – in government, in legislation, in industry and farming practice, changes to energy and water availability – regeneration must be our bedrock.

Regional growth, economic development and agricultural productivity are essential to the future of Basin communities. Councils and government across Australia must work hard to ensure we have the balance right. Regeneration of the land and river systems will ensure our regions survive, adapt and prosper. Working together we can nurture the leadership, drive the initiative, and build the capacity to ensure regeneration for a healthy Basin.

COUNCIL IMPLICATIONS:

- 1. Community Engagement / Communication (per engagement strategy) Nil.
- 2. Policy and Regulation
 - Policy 1.160 Councillor Expenses & Facilities

3. Financial (Annual Budget & LTFP)

Cost per attendee would be:

- Registration \$699 (Early Bird Discount to 31 August 2019)
- Accommodation Allow \$200 per night + expenses
- Travel Council vehicle
- 4. Asset Management (AMS) Nil.
- 5. Workforce (WMS) Nil.
- 6. Legal and Risk Management Nil.
- 7. Performance Measures Nil.
- 8. Project Management Nil.

Terry Dodds Chief Executive Our Environment No. 15 Cont...

Prepared by staff member:	Noelene Hyde, Executive Assistant & Media
Approved/Reviewed by Manager:	Terry Dodds, Chief Executive
Department:	Office of the Chief Executive
Attachments:	1 Conference Program 5 Pages



75th National Conference & Annual General Meeting

22-24 October 2019 Toowoomba City Hall Toowoomba Qld







Presented By: The Murray Darling Association Hosted By Toowoomba Regional Council Northern Basin Region 12

Attachment 1 Conference Program



In an era of constant change – in government, in legislation, in industry and farming practice, changes to energy and water availability - regeneration must be our bedrock.

Regional growth, economic development and agricultural productivity are essential to the future of our Basin communities. Councils and government across Australia must work hard to ensure we have the balance right. Regeneration of the land and river systems will ensure our regions survive, adapt and prosper. Working together we can nurture the leadership, drive the initiative, and build the capacity to ensure **regeneration for a healthy basin**.

2019

	Tuesday 22 October 2	019
8:00 am	Registrations open	The Annex, Toowoomba City Hall, Ruthven Street, Toowoomba
	Conference opens: Welcome	Cr David Thurley National President MDA
9:00 am	Welcome to Country	
	Welcome to Toowoomba	Mayor Paul Antonio Toowoomba Regional Council
9:30 am	Opening Address A new Inspector General for the Murray Darling Basin	Mick Keelty AO APM Northern Basin Commissioner
10.00 am	Opening Keynote Intensifying productivity – sustainably. Local government's role in the balance between regional growth and water security.	lan McConnel Global Commodity Leader – Beef WWF
10:30 am	MORNING TEA	
11.00 am	Cultivating the right conditions for compliance in the Northern Basin	Grant Barnes Chief Regulatory Officer Natural Resource Access Regulator
11:30 am	Australian Agriculture's Plan for a \$100 Billion Industry presents exciting opportunities and real challenges for local government and the communities of the Murray Darling Basin. Hear from a panel of business, industry, government and natural resource management experts discuss how we will work together in a climate of changing water availability.	Industry speaker Description Business speaker Description Local Government speaker Description MDBA speaker Description
12:30 pm	LUNCH	
1:30 pm	Student Presentation - Innovation and the Next Generation.	Toowoomba TAFE Centre for Excellence student delegation
2.00 pm	The Murray Darling Basin Authority will provide an update on the implementation of the Murray Darling Basin Plan, accreditation of Water Resource Plans, and plans for regionalisation.	Joanna Hewitt A/Chair Officer Phillip Glyde Chief Executive Murray Darling Basin Authority
2.30 pm	Toowoomba and Surat Basin Enterprise (TSBE) – partnering for the future. Driving regional collaboration between Australia's food, agricultural and technology businesses, local government and burgeoning world markets.	Bruce McConnel General Manager Food Leaders Australia
3:00 pm	The role of cotton in the Murray Darling Basin's food and fibre future.	Paul Brimblecombe Cubbie Station
3:30 pm	AFTERNOON TEA	
4:00 pm	Regeneration for a healthy Basin Integrating river management to deliver improved health outcomes for inland rivers at a landscape scale	TBC Landcare Australia
4:30 pm	ТВС	N DA
4.45 pm	Close	HILL CO 194
6:00 pm	CIVIC RECEPTION The spectacular newly refurbished Toowoomba Railway Goods Shed	73A Russell Street, Toowoomba City OLD 4350

Wednesday 23 October 2019 David Post CSIRO - the hydrology of water flows across the northern CSIRO Land and Water Murray-Darling Basin Coordinator 9.00 am Basin, and their relationship to southern connected Dr Carmel Poliino* systems. Principal Research Scientist Drue Edwards' Australia's National Water Grid 9:30 am General Manage Australia's Water Infrastructure needs and initiatives. National Water Grid Authority Taskforce Water NSW Australia's National Water Security Plan Goulburn Murray Water - Vic The Basin's water delivery specialists, and policy makers 10.00 am consider the infrastructure requirements to ensure MDBA River Opps Australia's water security into the future. National Water Grid Authority* 11.00 am MORNING TEA The Energy Revolution is On Ashley Bland 11.30 am **Opportunities for Regional Economies** Constructive Energy **Rebecca** Pickering ARTC - Inland Rail Director - Engagement, Environment and Property Once-in-a-generation project connecting regional Australia Inland Rail/ARTC 12:00 pm to global markets, creating the 'spine' of the national Jo Tait freight network between Melbourne and Brisbane via Business Development Manager regional Victoria, News South Wales and Queensland. Darling Downs and Northern NSW ARTO Independent assessment of social and economic Robbie Sefton' 12:30 pm conditions in the Basin Panel Chair 1:00 pm LUNCH TBC **Productivity Commission** TBC Commonwealth Environmental Jody Swirepik 2.00 pm Agency updates: Commonwealth Environmental Water Holder Water Office Phillip Glyde Murray Darling Basin Authority Chief Executive Officer, City of Greater Shepparton MDA National Conference 2020: 3.00 pm Cr Dennis Patterson Region 2 Goulburn Murray Chair of Region 2 CONFERENCE CLOSE 3:10 pm AFTERNOON TEA 3:30 pm Annual General Meeting. Chair: Cr David Thurley 5:00 pm Agenda at www.mda.asn.au National President MDA Picnic Point 164 Tourist Rd, Toowoomba City ANNUAL GALA DINNER 6:30 pm Celebrate a year of groundbreaking achievements Thursday 24 October 2019 Regional Study Tour: A fully guided tour through innovative farm enterprises and 8.30 am regional connectivity and engagement across one of the most connected regions in - 3:45 pm the nation, with lunch at the fabled Jondaryan Woolshed - this tour has it all. Pending confirmation. This program may be subject to minor changes for scheduling, but we will endeavour to keep as REGENERATION FOR A HEALTHY BASIN

Attachment 1 Conference Program



Department:	Office of the Chief Executive
Submitted by:	Executive Assistant & Media
Reference:	ITEM GOV45/19
Subject:	MONTHLY OPERATIONAL REPORT - JULY 2019
-	
LINKAGE TO IN	TEGRATED PLANNING AND REPORTING FRAMEWORK
CSP Goal:	Leadership - LEAD 12 - We are a well engaged community that is actively involved in decision making processes and informed about services and activities.
CSP Strategy:	Council's decision making processes are open, accountable and based on sound integrated planning

CSP Delivery Promote and support community involvement in Council d	ecision

SUMMARY

The purpose of this report is to provide a standing monthly report to the Ordinary Meeting of Council that demonstrates staff accountabilities and actions taken against Council's 2019/2020 Operational Plan.

OFFICER'S RECOMMENDATION:

That Council receives and notes the status of the Monthly Operational Report for July 2019.

Terry Dodds Chief Executive

Prepared by staff member:	Noe	elene Hyde, Executive Assistant & Me	dia
Approved/Reviewed by Manager:	Ter	ry Dodds, Chief Executive	
Department:	Off	ice of the Chief Executive	
Attachments:	1	Attachment 3 (Attachment Booklet 2) - Monthly Operational Report - July 2019	136 Pages

Department: Submitted by: Reference: Subject:	Office of the Chief Corporate Officer Manager Customer Service, Governance & Records ITEM GOV46/19 OPERATIONAL PLAN 2018/2019 - REPORT TO 30 JUNE 2019
LINKAGE TO IN	TEGRATED PLANNING AND REPORTING FRAMEWORK
CSP Goal:	Leadership - LEAD 12 - We are a well engaged community that is actively involved in decision making processes and informed about services and activities.
CSP Strategy:	Maintain strong relationships with all levels of Government and proactively seek involvement in decision making impacting our Shire and the New England Northwest Region.
CSP Delivery Program	Provide sound and inclusive decisions using the Community Engagement Strategy to guide our interactions.

SUMMARY

The purpose of this report is to provide a summary to Council of delivery of actions in the Operational Plan 2018/2019 to 30 June 2019.

OFFICER'S RECOMMENDATION:

That Council notes the delivery of actions in the Tenterfield Shire Council Delivery Program 2017-2021 and Operational Plan 2018/2019.

BACKGROUND

Council adopted the Delivery Program and supporting Operational Plan 2018/2019 on 23 May 2018 (Resolution No. 104/18). The activities contained in the Operational Plan are structured to meet the objectives for the 2018/2019 financial year with the aim to fulfil the Directions contained in the Four (4) Year Delivery Program 2017-2021 and the Community Strategic Plan 2017-2027.

This report provides Council with a summary as at 30 June 2019 of progress against actions across Council's Service areas. This supports the requirement of the Chief Executive (General Manager) to ensure that progress reports are provided to the Council, with respect to the principal activities detailed in the Delivery Program, at least every 6 months. (See Attachment 4 (Attachment Booklet 3)).

REPORT:

Council and staff have achieved extensive progress of the actions and activities in the 2018/2019 Operational Plan, as previously reported to Council monthly, in the Monthly Operational Reports.

The summary as at 30 June 2019 can be viewed in the attachment booklet. The Actions and Programs for 2018/19 provides commentary on activities undertaken to achieve these actions and support the achievement of the Delivery Program.

The 2018/2019 Operational Plan is the second annual Plan aimed at achieving Delivery Program outcomes to support the Community Strategic Plan 2017-2027 and aligned actions with outcomes under the Council's suite of Integrated Planning & Reporting documents.

Our Governance No. 46 Cont...

COUNCIL IMPLICATIONS:

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

2. Policy and Regulation

- NSW Local Government Act 1993 as amended;
- NSW Local Government (General) Regulation 2005;
- Integrated Planning and Reporting Manual for Local Government in NSW, March 2013.
- 3. Financial (Annual Budget & LTFP)

Nil for this report; budget reports are provided in line with statutory guidelines to support the IP&R Framework, as well as each month in the Monthly Operational Report to Council.

- 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:		ka Bursford, Manager Customer Servio vernance & Records	ce,
Approved/Reviewed by Manager:	Kyl	ie Smith, Chief Corporate Officer	
Department:	Off	ice of the Chief Corporate Officer	
Attachments:	1	Attachment 4 (Attachment Booklet 3) - Operational Plan 2018/2019 - Summary to 30 June 2019	56 Pages

Department:	Office of the Chief Executive
Submitted by:	Executive Assistant & Media
Reference:	ITEM GOV47/19
Subject:	LOCAL GOVERNMENT NSW WATER MANAGEMENT
	CONFERENCE - ALBURY - 2 TO 4 SEPTEMBER 2019

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK			
CSP Goal:	Environment - ENVO 11 - Secure, sustainable and		
	environmentally sound infrastructure and services underpin Council service delivery.		
CSP Strategy:	A total water cycle management approach including water conservation and reuse is implemented.		
CSP Delivery	Stormwater and drainage infrastructure is provided, maintained		
Program	and renewed.		

SUMMARY

The purpose of this report is for Council to approve and endorse the attendance of Mayor Peter Petty and Chief Executive Terry Dodds at the Local Government NSW Water Management Conference to be held in Albury, 2 to 4 September 2019.

OFFICER'S RECOMMENDATION:

That Council approve and endorse the attendance of Mayor Peter Petty and Chief Executive Terry Dodds at the Local Government NSW Water Management Conference in Albury, 2 to 4 September 2019.

BACKGROUND

The Local Government NSW Water Conference focus in 2019 is on the challenges of the drought. With much of NSW in the grip of severe drought, many Councils are facing significant and unprecedented challenges in providing their communities with an ongoing supply of safe water.

The Conference provides a timely and important opportunity to connect with colleagues, hear about the challenges facing communities across NSW and seek solutions to water supply and management into the future.

REPORT:

Given the water emergency which Tenterfield Shire Council is facing and the difficulties faced in dealing with NSW Government water administrators (NRAR and DoI-Water) in seeking timely and cost effective methods to ensure a safe and sustained supply of water to Tenterfield town, it is seen as imperative that Mayor Petty and Chief Executive Terry Dodds attend this forum.

Mayor Petty and Terry Dodds have been instrumental in achieving outcomes for Tenterfield with regard to water licensing which may have huge and immediate benefits for many other Councils currently facing dire water conditions, through their lobbying and contact with the Minister for Water, Property & Housing, the Hon Melinda Pavey MP and Cross Border Commissioner/Regional Town Water Supply Coordinator, James McTavish. Our Governance No. 47 Cont...

COUNCIL IMPLICATIONS:

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

2. Policy and Regulation

- Councillor Expenses & Facilities Policy 1.160
- 3. Financial (Annual Budget & LTFP)
 - Conference Registration \$650.00 x 2
 - Accommodation \$200/night for 2 nights x 2
 - Air travel \$957.00 x 2
- 4. Asset Management (AMS) Nil.
- 5. Workforce (WMS) Nil.
- 6. Legal and Risk Management Nil.
- 7. Performance Measures Nil.
- 8. Project Management Nil.

Terry Dodds Chief Executive

Prepared by staff member:	Noe	elene Hyde, Executive Assistant & Med	dia
Approved/Reviewed by Manager:	Ter	ry Dodds, Chief Executive	
Department:	Offi	ce of the Chief Executive	
Attachments:	1	2019 LGNSW Water Management Conference - Program	4 Pages



2019 LGNSW WATER MANAGEMENT CONFERENCE Albury, 2 – 4 September 2019 Draft Program (as of Thursday, 18 July 2019)

Conference MC Ger	ry Gannon			
	Monday, 2 September 20	19		
3.00pm – 5.00pm	Registration opens			
6.00pm – 8.00pm	Welcome reception and registration Public House, Albury	Tara McCarthy Chief Executive Local Government NSW Kevin Mack Mayor AlburyCity Council		
	Tuesday, 3 September 20	19		
8.00am	Conference registration opens			
8.15am	Trade exhibition opens			
9.00am - 9.05am	Introduction and overview of the day	Gerry Gannon, MC		
9.05am - 9.10am	Welcome to Country	Aunty Nancy Rooke Wiradjuri Elder		
9.10am - 9.20am	Welcome to AlburyCity	Frank Zaknich General Manager AlburyCity Council		
9.20am - 9.30am	Presidents address	Cr Linda Scott President Local Government NSW		
9.30am - 9.50am	Official opening	The Hon Melinda Pavey MP NSW Minister for Water, Property and Housing		
9.50am - 10.10am	Keynote address The National Water Grid — Securing Australia's water needs	The Hon Michael McCormack MP (invited) Deputy Prime Minister for Infrastructure, Transport and Regional Development		
10.10am - 10.40am	Presentation Short-term fixes and long-term solutions. Addressing water supply issues in NSW regional towns	James McTavish Regional Town Water Supply Coordinator & NSW Cross-Border Commissioner Department of Premier and Cabinet		
10.40am - 10.45am	Product/organisation overview by TBA			
10.45am - 11.15am	Morning tea			
11.15am - 11.40am	Presentation Climate and Water Briefing for NSW – a look at current conditions, trends and the outlook; The Bureau's refreshed approach to engaging with the water sector	Matthew Coulton Water Sector Engagement Lead Bureau of Meteorology		
11.40am – 12.05pm	Presentation Critical infrastructure resilience - Water and Sewer services	Darren Boulet Senior Project Officer, Capability Development NSW Office of Emergency Management		

Attachment 1 2019 LGNSW Water Management Conference - Program

12.05pm - 12.30pm	Presentation The NSW Government's Regional Water Strategy Program		Darcy Moar Manager, Regional Water Strategies Department of Planning, Industry and Environment
12.30pm - 1.30pm	Lunch		
1.30pm - 3.30pm	Concurrent sessions - (Select e	ither Site Visit 1	or the Water Directorate Forum)
continues to play a cri spring rainfall from the to regulate the flow of irrigation, the dam sup for towns and landhold across three states an and hydro-electricity. WaterNSW will discus and day-to-day operat for hydroelectric powe The Murray-Darling Bi releases from Hume D water for irrigation, sto human needs through will include information how these are manag increase fish stocks an Delegates will be guid spectacular views eas Murray River.	rY ng, today the Hume Dam tical role in capturing winter and Australian Alps and releasing it the Murray River. As well as plies stock and household needs ders along the Murray River d is used for irrigation purposes s the construction, maintenance ion of the dam, including releases	Water Directora Directorate to di water utilities. Chair Brendan Guiney Participants Matthew Coulto Meteorology Darcy Moar, Ma Department of F Michael Blackm Planning, Indusi Vishal Verma, F Industry and En Trevor Sultana, Local water utili Bureau Regiona Safe an LWU Po Telcos Pipeline is this?	th is organized and facilitated by the NSW te, provides an opportunity for members of the iscuss issues around the operations of local y, Executive Officer, Water Directorate n, Water Sector Engagement Lead, Bureau of anager, Regional Water Strategies, Planning, Industry and Environment tore, Director Water Utilities, Department of try and Environment Principal Data Analyst, Department of Planning, ivironment IWC scholarship recipient ty Q&A session on the following topics: of Meteorology – water sector engagement al Water Strategies ad Secure Water Program erformance Reporting on Tanks update – auditing reservoirs es crossing railway corridors – how big an issue y training needs ession, delegates will take bus transfers to
3.30pm – 5.30pm	 Wind-down at Wonga Wetlands John Hawkins, Wonga Wetlands and Plantation Supervisor, AlburyCity Council Wonga Wetlands was developed during the 1900's and at the time it was seen as a pioneering method for using treated wastewater to improve and enhance the natural environment. Since that time Wonga has become an international mecca for bird watchers, nature lovers and those who want a quiet tranquil place for a walk. Wonga receives its water from AlburyCity's Waterview WWTP, the water is delivered to Wonga in such a way as to mimic the natural wetting and drying cycles of riverine wetlands. At times when Wonga is not receiving water irrigation occurs in adjacent pastures, these two methods of reuse allow for AlburyCity to use 100% of their treated effluent. AlburyCity also recently secured \$1.13 million for the development of a visitor information and function centre at Wonga Wetlands. 		
7.00pm - 10.00pm	Conference dinner SS&A Club Albury sponsored	by Water Directo	prate

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	Wednesday, 4 September 2	019		
8.00am	Registration and trade exhibition open			
8.30am - 8.35am	Overview of the day	Gerry Gannon, MC		
8.35am – 9.00am	Presentation Is your utility the next poster child for a water quality governance crisis?	Annette Davison Principal Risk Analyst Risk Edge Pty Ltd		
9.00am – 9.15am	Presentation Protecting the health of your community	Dr Paul Byleveld PSM Manager water Unit Environmental Health Branch NSW Health		
9.15am – 9.40am	Presentation Safe and Secure Water - Risk-Based Funding and Regulation	Michael Blackmore Director Water Utilities Department of Planning, Industry and Environment		
9.40am - 10.40am	Panel discussion Urban water policy, management and supply – a councilor's perspective. Cr Rod Kendall will lead and facilitate this panel of councilors as they discuss their varied experiences and explore the challenges and opportunities ahead for local water supply. Annette Davidson and Michael Blackmore will	Cr Rod Kendall, Wagga Wagga City Council Chair, LGNSW LWU Advisory Group Cr David Schefe, Maranoa Regional Council Chair, LGAQ Water & Sewer Advisory Ctee Cr Margaret O'Connor, Armidale Regional Council		
	both remain to answer any questions from the panel and the audience.	Cr David Somervaille, Blayney Shire Council Member, LGNSW Advisory Group Chair, Central Tablelands Water		
10.40am - 11.00am	Morning tea			
	Concurrent conference streams (Select one)			
11.00am - 12.30pm	Concurrent conference streams (Select one)			
11.00am - 12.30pm 11.00am - 12.30pm	Concurrent conference streams (Select one) STREAM 1 – Water scarcity, water security and	community resilience		
- 1 Million State		community resilience Leo Drynan Principal Rhelm		
- 1 Million State	STREAM 1 – Water scarcity, water security and Namoi Region Joint Organisation. Water for the Future Strategy - A regional approach to strategic	Leo Drynan Principal		
- 1 Million State	STREAM 1 – Water scarcity, water security and Namoi Region Joint Organisation. Water for the Future Strategy - A regional approach to strategic water security planning Drought Management Planning in a Complex	Leo Drynan Principal Rhelm Michael Brearley, Director & Jacqui Hansen,		
- 1 Million State	STREAM 1 – Water scarcity, water security and Namoi Region Joint Organisation. Water for the Future Strategy - A regional approach to strategic water security planning Drought Management Planning in a Complex System – Learnings from Nyngan and Cobar What happens when your customers turn off	Leo Drynan Principal Rhelm Michael Brearley, Director & Jacqui Hansen, Consultant. Mike Brearley & Associates Chris Philpot Chief Executive Officer Smart Approved WaterMark Roshan Iyadurai, Principal Urban Water		
- 1 Million State	STREAM 1 – Water scarcity, water security and Namoi Region Joint Organisation. Water for the Future Strategy - A regional approach to strategic water security planning Drought Management Planning in a Complex System – Learnings from Nyngan and Cobar What happens when your customers turn off autopilot when using water? Integrated Water Cycle Management - Best	Leo Drynan Principal Rhelm Michael Brearley, Director & Jacqui Hansen, Consultant. Mike Brearley & Associates Chris Philpot Chief Executive Officer Smart Approved WaterMark Roshan Iyadurai, Principal Urban Water Planner, Department of Planning, Industry an Environment		
11.00am - 12.30pm	STREAM 1 – Water scarcity, water security and Namoi Region Joint Organisation. Water for the Future Strategy - A regional approach to strategic water security planning Drought Management Planning in a Complex System – Learnings from Nyngan and Cobar What happens when your customers turn off autopilot when using water? Integrated Water Cycle Management - Best Practice for Local Water Utilities STREAM 2 – Managing and monitoring water and the started water of the started water water of the started water water of the started water water water water of the started water wate	Leo Drynan Principal Rhelm Michael Brearley, Director & Jacqui Hansen, Consultant. Mike Brearley & Associates Chris Philpot Chief Executive Officer Smart Approved WaterMark Roshan Iyadurai, Principal Urban Water Planner, Department of Planning, Industry an Environment		

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	Improving drinking water safety in regional NSW	Leslie Jarvis Senior Policy Advisor NSW Health
	Final topic and speaker to be confirmed	
11.00am - 12.30pm	STREAM 3 – Innovation in design, process a	nd practice sponsored by Spiire
	Reducing risk, increasing staff efficiency and optimising plant performance: How your operational data can work for you.	Chris Laidlow Chief Executive Officer Lutra
	Irrigation scheduling for the use of recycled water in open spaces	Claire Li Graduate RWS Project Officer Parkes Shire Council
	Moveable and flexible assets. An innovative UV disinfection approach.	Greg Mashiah, Manager Water Cycle Clarence Valley Council and Louis Wiart, Manager UV and Ozone, Xylem Water Solutions
	A boon on a pontoon – keeping Corowa's water supply afloat	Joshua Plummer Principal Civil Engineer Hunter H2O
12.30pm - 1.30pm	Lunch	
1.30pm - 2.20pm	Panel SessionDrought and Water SecurityThe Murray the Murray Darling Association(MDA) is Australia's peak body for localgovernment in the Murray-Darling Basin.Established in 1944, our role is to supportcouncils across the Basin to meet the challengesinherent in managing our Basin resources tosupport vibrant, thriving rural and regionalcommunities, economies, industries andecosystems.The Q&A style panel session will consider therole of local government in the relationshipbetween healthy, connected rivers; regionaleconomic development; population growth;farming; and land care practices.	Facilitator. Emma Bradbury, Chief Executive Officer. Murray Darling Association Panel members. Cr David Thurley, National President Murray Darling Association Pete Arkle, CEO NSW Farmers Association Adrian Zammit, CEO Landcare NSW Prof Max Finlayson - Director of the Institute of Land, Water and Society, CSU Healthy Connected Rivers – name TBA
2.20pm – 2.50pm	2018 Sam Samra Award winner's address The impact of council amalgamations on local water utilities and the challenges they may confront - the Snowy Monaro experience	Gnai Ahamat Group Manager, Water and Wastewater Snowy Monaro Regional Council
2.50pm – 3.10pm	Presentation Regional Innovative Partnerships. Creating a Smart Utility	Mitchell Dixon Head of Customer Delivery Isle Utilities
3.10pm - 3.30pm	Presentation Success Criteria for Smart Water Meter Trials	Guenter Hauber-Davidson Managing Director WaterGroup
3.30pm - 3.45pm	Conference summary – outcomes and outlook	
Close of conference) 	

This program is correct at the time of printing. Speakers and program details may have changed due to unforeseen circumstances.

Department:	Office of the Chief Executive
Submitted by:	Executive Assistant & Media
Reference:	ITEM GOV48/19
Subject:	UPDATE - COUNCILLOR EXPENSES & FACILITIES POLICY
	NO. 1.160

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

SUMMARY

The purpose of this report is for Council to approve minor amendment to Council's Policy No. 1.160 – Councillor Expenses & Facilities Policy.

OFFICER'S RECOMMENDATION:

That Council adopts updates to Policy No. 1.160 – Councillor Expenses & Facilities Policy.

BACKGROUND

Council, at the June 2019 Ordinary Council Meeting resolved as follows:

Resolution 117/19

(1) Approve the attendance of the Mayor, Deputy Mayor and Chief Executive to represent Council at the Local Government NSW Annual Conference at Warwick Farm, 14 to 16 October 2019 and future Local Government NSW Annual Conferences, and Council Policy be amended to reflect this change.

REPORT:

Adoption of the amendment to Council Policy No. 1.160 – Councillor Expenses & Facilities Policy, will capture the requirements of Resolution 117/19, Item (1).

The amendment to Appendix B – Cost/Criteria for Expenses Reimbursement (page 14 of the Policy) reads:

"Resolution 117/19 – Approves the attendance of the Mayor, Deputy Mayor and Chief Executive at the Local Government NSW Annual Conference each year."

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

As this is an administrative amendment only, there is no requirement for the updated Policy to be placed on public exhibition.

2. Policy and Regulation

Local Government General Regulations 2005

Our Governance No. 48 Cont...

- Local Government Act 1993
- Councillor Expenses & Facilities Policy No 1.160
- **3. Financial (Annual Budget & LTFP)** Increase in annual budgets - Delegates Expenses NSW.
- 4. Asset Management (AMS) Nil.
- 5. Workforce (WMS) Nil.
- 6. Legal and Risk Management Nil.
- 7. Performance Measures Nil.
- 8. Project Management Nil.

Terry Dodds Chief Executive

Prepared by staff member:	Noe	elene Hyde, Executive Assistant & M	edia
Approved/Reviewed by Manager:	Ter	ry Dodds, Chief Executive	
Department:	Offi	ce of the Chief Executive	
Attachments:	1	Update Policy No. 1.160 - Councillor Expenses & Facilities	14 Pages

Attachment 1 Update Policy No. 1.160 - Councillor Expenses & Facilities



COUNCILLOR EXPENSES AND FACILITIES

Summary:

The purpose of this policy is to ensure that Councillors receive adequate and reasonable payment of expenses and the provision of facilities and equipment to enable them to carry out their civic duties. It also ensures that they are provided in a consistent, transparent and accountable manner.

The format for this policy has been provided by the New South Wales Office of Local Government and has been prepared to be consistent with the Local Government Act 1993 and Local Government (General) Regulations 2005.

Policy Number	1.160	
Document version	Version 15	
Adoption Date	28 August 2019	
Endorsed By	Chief Executive	
Minute Number	???	
Consultation Period	March 2018 – June 2018	
Review Due Date	September 2020	
Department	Civic Office	
Policy Custodian	Chief Executive	
Superseded Documents	1.160 - Payment of Expenses and Provision of Facilities to Councillors Policy (V14)	
Related Legislation	Councillor Expenses and Facilities Policy – Better Practice Template 27 June 2017. Office of Local Government Circular 17-17. ICAC publication – No excuse for misuse, preventing the misuse of Council resources. TSC Code of Conduct.	
Delegations of Authority	Chief Executive, Chief Corporate Officer, Director Engineering/Infrastructure, Chief Operating Officer	

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Part A – Introduction

1. Introduction

- 1.1. The provision of expenses and facilities enables Councillors to fulfil their civic duties as the elected representatives of Tenterfield Shire Council.
- 1.2. The community is entitled to know the extent of expenses paid to councillors, as well as the facilities provided.
- 1.3. The purpose of this policy is to clearly state the facilities and support that are available to Councillors to assist them in fulfilling their civic duties.
- 1.4. Council staff are empowered to question or refuse a request for payment from a Councillor when it does not accord with this policy.
- 1.5. Expenses and facilities provided by this policy are in addition to fees paid to Councillors. The minimum and maximum fees a council may pay each councillor are set by the Local Government Remuneration Tribunal as per Section 241 of the Act and reviewed annually. Council must adopt its annual fees within this set range.

2. Policy objectives

2.1. The objectives of this policy are to:

- enable the reasonable and appropriate reimbursement of expenses incurred by Councillors while undertaking their civic duties.
- enable facilities of a reasonable and appropriate standard to be provided to councillors to support them in undertaking their civic duties.
- ensure accountability and transparency in reimbursement of expenses and provision of facilities to Councillors.
- ensure facilities and expenses provided to Councillors meet community expectations.
- support a diversity of representation.
- fulfil the Council's statutory responsibilities.

3. Principles

3.1. Council commits to the following principles:

- **Proper conduct:** Councillors and staff acting lawfully and honestly, exercising care and diligence in carrying out their functions.
- **Reasonable expenses:** providing for Councillors to be reimbursed for expenses reasonably incurred as part of their role as Councillor.
- **Participation and access:** enabling people from diverse backgrounds, underrepresented groups, those in carer roles and those with special needs to serve as a Councillor.
- Equity: there must be equitable access to expenses and facilities for all Councillors.

Version 14 Page 2 of 14 Section: Civic Office

- **Appropriate use of resources:** providing clear direction on the appropriate use of Council resources in accordance with legal requirements and community expectations.
- Accountability and transparency: clearly stating and reporting on the expenses and facilities provided to Councillors.

4. Private or political benefit

- 4.1. Councillors must not obtain private or political benefit from any expense or facility provided under this policy.
- 4.2. Private use of Council equipment and facilities by Councillors may occur from time to time. For example, telephoning home to advise that a Council meeting will run later than expected.
- 4.3. Such incidental private use does not require a compensatory payment back to Council.
- 4.4. Councillors should avoid obtaining any greater private benefit from Council than an incidental benefit. Where there are unavoidable circumstances and more substantial private use of Council facilities does occur, Councillors must reimburse the Council.
- 4.5. Campaigns for re-election are considered to be a political benefit. The following are examples of what is considered to be a political interest during a re-election campaign:
 - production of election material;
 - use of Council resources and equipment for campaigning;
 - use of official Council letterhead, publications, websites or services for political benefit, and
 - fundraising activities of political parties or individuals, including political fundraising events.

Part B – Expenses

5. General expenses

- 5.1. All expenses provided under this policy will be for a purpose specific to the functions of holding civic office. Allowances for general expenses are not permitted under this policy.
- 5.2. Expenses not explicitly addressed in this policy will not be paid or reimbursed.

6. Specific expenses

General travel arrangements and expenses

6.1. All travel by Councillors should be undertaken using the most direct route and the most practicable and economical mode of transport.

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- 6.2. Each Councillor may be reimbursed, and the Mayor may be reimbursed, for travel expenses incurred while undertaking official business or professional development or attending approved conferences and seminars within NSW. This includes reimbursement for:
 - public transport fares;
 - use of a private vehicle or hire car;
 - parking costs for Council and other meetings;
 - tolls;
 - Cab charge card or equivalent, and
 - documented ride-share programs, such as Uber, where tax invoices can be issued.
- 6.3. Councillors may be reimbursed for return trips from their usual place of residence within Tenterfield Shire, up to a maximum of \$500 per annum, to Council's Administration Office in Tenterfield Township, for the purpose of collecting hard copies of Council business papers, publications and/or other documents relevant to Council business, when advised by Council's Executive Assistant & Media that these are available for collection.
- 6.4. Allowances for the use of a private vehicle will be reimbursed by kilometre at the rate contained in the Local Government (State) Award.
- 6.5. Councillors seeking to be reimbursed for use of a private vehicle must keep a log book recording the date, distance and purpose of travel being claimed. Copies of the relevant log book contents must be provided with the claim.

Interstate, overseas and long distance intrastate travel expenses

- 6.6. Given Council's location near an interstate border, travel to South East Queensland will be considered as general travel. Arrangements and expenses for this travel will be governed by Clauses 6.1-6.4.
- 6.7. In accordance with Section 4, Council will scrutinise the value and need for Councillors to undertake overseas travel. Councillors should avoid interstate, overseas and long distance intrastate trips unless direct and tangible benefits can be established for the Council and the local community. This includes travel to sister and friendship cities.
- 6.8. Councillors seeking approval for any interstate and long distance intrastate travel must submit a case to, and obtain the approval of, the Chief Executive prior to travel.
- 6.9. Councillors seeking approval for any overseas travel must submit a case to, and obtain the approval of, a full Council meeting prior to travel.
- 6.10. The case should include:
 - objectives to be achieved in travel, including an explanation of how the travel aligns with current Council priorities and business, the community benefits which will accrue as a result, and its relevance to the exercise of the councillor's civic duties;
 - who is to take part in the travel;
 - duration and itinerary of travel, and

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- a detailed budget including a statement of any amounts expected to be reimbursed by the participant/s.
- 6.10 For interstate and long distance intrastate journeys by air of less than three hours, the class of air travel is to be economy class.
- 6.11 For interstate journeys by air of more than three hours, the class of air travel may be premium economy.
- 6.12 For international travel, the class of air travel is to be premium economy if available. Otherwise, the class of travel is to be economy.
- 6.13 Bookings for approved air travel are to be made through the Chief Executive's office.
- 6.14 For air travel that is reimbursed as Council business, Councillors will not accrue points from the airline's frequent flyer program. This is considered a private benefit.

Travel expenses not paid by Council

6.15 Council will not pay any traffic or parking fines or administrative charges for road toll accounts.

Accommodation and meals

- 6.16 In circumstances where it would introduce undue risk for a Councillor to travel to or from official business in the late evening or early morning, reimbursement of costs for accommodation and meals on the night before or after the meeting may be approved by the Chief Executive. This includes where a meeting finishes later that 9.00pm or starts earlier than 7.00am and the Councillor lives more than 50 kilometres from the meeting location.
- 6.17 Council will reimburse costs for accommodation and meals while Councillors are undertaking prior approved travel or professional development outside the Tenterfield local government area.
- 6.18 The daily limits for accommodation and meal expenses within Australia are to be consistent with those set out in Council's Conference/Seminar/Training Expenses Policy.
- 6.19 The daily limits for accommodation and meal expenses outside Australia are to be determined in advance by the Chief Executive, being mindful of Clause 4 and Clause 6.18.
- 6.20 Councillors will not be reimbursed for alcoholic beverages.

Refreshments for council related meetings

- 6.21 Appropriate refreshments will be available for Council meetings, Council committee meetings, Councillor briefings, approved meetings and engagements, and official Council functions as approved by the Chief Executive.
- 6.22 As an indicative guide for the standard of refreshments to be provided at Council related meetings, the Chief Executive must be mindful of Clause 4 and Clause 6.18.

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Professional development

- 6.23 Council will facilitate professional development of Councillors through programs, training, education courses and membership of professional bodies.
- 6.24 In the first year of a new Council term, Council will provide a comprehensive induction program for all Councillors which considers any guidelines issued by the Office of Local Government (OLG). The cost of the induction program will be in addition to the ongoing professional development funding.
- 6.25 Annual membership of professional bodies will only be covered where the membership is relevant to the exercise of the Councillor's civic duties, the Councillor actively participates in the body and the cost of membership is likely to be fully offset by savings from attending events as a member.
- 6.26 Approval for professional development activities is subject to a prior written request to the Chief Executive outlining the:
 - · details of the proposed professional development;
 - relevance to council priorities and business, and
 - relevance to the exercise of the Councillor's civic duties.
- 6.27 In assessing a Councillor request for a professional development activity, the Chief Executive must consider the factors set out in Clause 6.26, as well as the cost of the professional development.

Conferences and seminars

- 6.28 Council is committed to ensuring its Councillors are up to date with contemporary issues facing Council and the community, and local government in NSW.
- 6.29 Approval to attend a conference or seminar is subject to a written request to the Chief Executive. In assessing a Councillor request, the Chief Executive must consider factors including the:
 - relevance of the topics and presenters to current Council priorities and business and the exercise of the Councillor's civic duties, and
 - cost of the conference or seminar.
- 6.30 Council will meet the reasonable cost of registration fees, transportation and accommodation associated with attendance at conferences approved by the Chief Executive. Council will also meet the reasonable cost of meals when they are not included in the conference fees. Reimbursement for accommodation and meals not included in the conference fees will be subject to Clauses 6.18 and 6.20.

Information and communications technology (ICT) expenses

- 6.31 Council will provide Councillors with appropriate IT hardware such as an electronic iPad or Notebook equivalent, to meet the ICT needs associated with his or her civic duties.
- 6.32 Council will provide Councillors with appropriate IT data services up to a limit of \$600 per annum (\$50 per month) for each Councillor and \$1200

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per annum (\$100 per month) for the Mayor. This may include mobile phone and home internet data costs.

- 6.33 Reimbursements will be made only for communications devices and services used for Councillors to undertake their civic duties, such as:
 - · receiving and reading Council business papers;
 - relevant phone calls and correspondence, and
 - diary and appointment management.
- 6.34 Councillors may seek reimbursement for applications on their mobile electronic communication device that are directly related to their duties as a Councillor, within the maximum limit.

Special requirement and carer expenses

- 6.35 Council encourages wide participation and interest in civic office. It will seek to ensure Council premises and associated facilities are accessible, including provision for sight or hearing impaired Councillors and those with other disabilities.
- 6.36 Transportation provisions outlined in this policy will also assist Councillors who may be unable to drive a vehicle.
- 6.37 In addition to the provisions above, the Chief Executive may authorise the provision of reasonable additional facilities and expenses in order to allow a Councillor with a disability to perform their civic duties.
- 6.38 Councillors who are the principal carer of a child or other elderly, disabled and/or sick immediate family member will be entitled to reimbursement of carer's expenses up to a maximum of \$1500 per annum for attendance at official business, plus reasonable travel from the principal place of residence.
- 6.39 Child care expenses may be claimed for children up to and including the age of 16 years where the carer is not a relative.
- 6.40 In the event of caring for an adult person, Councillors will need to provide suitable evidence to the general manager that reimbursement is applicable. This may take the form of advice from a medical practitioner.

7. Insurances

- 7.1 In accordance with Section 382 of the Local Government Act, Council is insured against public liability and professional indemnity claims. Councillors are included as a named insured on this Policy.
- 7.2 Insurance protection is only provided if a claim arises out of or in connection with the Councillor's performance of his or her civic duties, or exercise of his or her functions as a councillor. All insurances are subject to any limitations or conditions set out in the policies of insurance.
- 7.3 Council shall pay the insurance policy excess in respect of any claim accepted by Council's insurers, whether defended or not.
- 7.4 Appropriate travel insurances will be provided for any Councillors travelling on approved interstate and overseas travel on Council business.

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8. Legal assistance

- 8.1 Council may, if requested, indemnify or reimburse the reasonable legal expenses of:
 - a Councillor defending an action arising from the performance in good faith of a function under the Local Government Act provided that the outcome of the legal proceedings is favourable to the Councillor
 - a Councillor defending an action in defamation, provided the statements complained of were made in good faith in the course of exercising a function under the Act and the outcome of the legal proceedings is favourable to the Councillor
 - a Councillor for proceedings before an appropriate investigative or review body, provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the matter has proceeded past any initial assessment phase to a formal investigation or review and the investigative or review body makes a finding substantially favourable to the Councillor.
- 8.2 In the case of a code of conduct complaint made against a Councillor, legal costs will only be made available where the matter has been referred by the Chief Executive to a conduct reviewer and the conduct reviewer has commenced a formal investigation of the matter and makes a finding substantially favourable to the Councillor.
- 8.3 Legal expenses incurred in relation to proceedings arising out of the performance by a Councillor of his or her functions under the Act are distinguished from expenses incurred in relation to proceedings arising merely from something that a Councillor has done during his or her term in office. For example, expenses arising from an investigation as to whether a Councillor acted corruptly would not be covered by this section.
- 8.4 Council will not meet the legal costs:
 - of legal proceedings initiated by a Councillor under any circumstances
 - of a Councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation
 - for legal proceedings that do not involve a Councillor performing their role as a Councillor.
- 8.5 Reimbursement of expenses for reasonable legal expenses must have Council approval by way of a resolution at a Council meeting prior to costs being incurred.

Part C – Facilities

9 General facilities for all councillors

Facilities

9.1 Council will provide the following facilities to Councillors to assist them to effectively discharge their civic duties:

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- access to shared car parking spaces while attending Council offices on official business;
- personal protective equipment for use during site visits, and
- a name badge which may be worn at official functions, indicating that the wearer holds the office of a Councillor and/or Mayor or Deputy Mayor.
- 9.2 Councillors may book meeting rooms for official business in a specified Council building at no cost. Rooms may be booked through a specified officer in the Mayor's office or other specified staff member.
- 9.3 The provision of facilities will be of a standard deemed by the Chief Executive as appropriate for the purpose.

Administrative support

- 9.4 Council will provide administrative support to councillors to assist them with their civic duties only. Administrative support may be provided by staff in the Mayor's office or by a member of council's administrative staff as arranged by the Chief Executive or their delegate.
- 9.5 As per Clause 4, council staff are expected to assist councillors with civic duties only, and not assist with matters of personal or political interest, including campaigning.

Part D – Processes

10. Approval, payment and reimbursement arrangements

- 10.1 Expenses should only be incurred by Councillors in accordance with the provisions of this policy.
- 10.2 Approval for incurring expenses, or for the reimbursement of such expenses, should be obtained before the expense is incurred.
- 10.3 Up to the maximum limits specified in this policy, approval for the following may be sought after the expense is incurred:
 - carer costs
- 10.4 Final approval for payments made under this policy will be granted by the Chief Executive or their delegate.

Direct payment

10.5 Council may approve and directly pay expenses. Requests for direct payment must be submitted to the Executive Assistant and Media for assessment against this policy using the prescribed form, with sufficient information and time to allow for the claim to be assessed and processed.

Reimbursement

10.6 All claims for reimbursement of expenses incurred must be made on the prescribed form, supported by appropriate receipts and/or tax invoices and be submitted to the Executive Assistant and Media.

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Notification

- 10.7 If a claim is approved, Council will make payment directly or reimburse the Councillor via direct deposit to their nominated bank account in the next available payment run.
- 10.8 If a claim is refused, Council will inform the Councillor in writing that the claim has been refused and the reason for the refusal.

Timeframe for reimbursement

10.9 Councillors must provide all claims for reimbursement within 60 days of an expense being incurred. Claims made after this time cannot be approved.

11 Disputes

- 11.1 If a Councillor disputes a determination under this policy, the Councillor should discuss the matter with the Chief Executive.
- 11.2 If the Councillor and the Chief Executive cannot resolve the dispute, the Councillor may submit a notice of motion to a council meeting seeking to have the dispute resolved.

12 Return or retention of facilities

- 12.1 All unexpended facilities or equipment supplied under this policy are to be relinquished immediately upon a Councillor or Mayor ceasing to hold office or at the cessation of their civic duties.
- 12.2 Should a Councillor desire to keep any equipment allocated by Council, then this policy enables the Councillor to make application to the Chief Executive to purchase any such equipment. The Chief Executive will determine an agreed fair market price or written down value for the item of equipment.
- 12.3 The prices for all equipment purchased by Councillors under Clause 13.2 will be recorded in Council's annual report.

13 Publication

13.1 This policy will be published on Council's website.

14 Reporting

- 14.1 Council will report on the provision of expenses and facilities to Councillors as required in the Act and Regulations.
- 14.2 Detailed reports on the provision of expenses and facilities to Councillors will be publicly tabled at a Council meeting every six months and published in full on Council's website. These reports will include expenditure summarised by individual Councillor and as a total for all Councillors.

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15 Auditing

15.1 The operation of this policy, including claims made under the policy, will be included in Council's audit program and an audit undertaken at least every two years.

16 Breaches

- 16.1 Suspected breaches of this policy are to be reported to the Chief Executive.
- 16.2 Alleged breaches of this policy shall be dealt with by following the processes outlined for breaches of the Code of Conduct, as detailed in the Code and in the Procedures for the Administration of the Code.

17. Accountability, Roles & Responsibility

Policy Custodian

The Chief Executive is the custodian for this policy. As the custodian he/she is responsible for managing policy compliance and initiating the policy review process as well as having responsibility for policy implementation.

Jurisdiction

No authority to depart from this policy is granted to any person. All actions and decisions must be in accordance with this policy and this policy can only be varied by Council.

18. Definitions

- 18.1 The Act: The NSW Local Government Act 1993.
- 18.2 **The Regulation**: The Local Government (General) Regulation 2005.
- 18.3 **The Guidelines**: The Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW, as released by the Division of Local Government in October 2009 under the provisions of section 23A of the Act.
- 18.4 **Expenses**: Payments made by Council to reimburse councillors for reasonable costs or charges incurred, or to be incurred, for discharging their civic functions. All expense to be reimbursed must be outlined in this Policy and may be either reimbursed to a councillor or paid directly by the Council to a third party. Expenses are separate and additional to annual fees paid to the councillors and Mayor in accordance with the Act.
- 18.5 **Facilities**: Equipment and services provided by Council to councillors to enable them to discharge their civic functions to a standard and appropriate to their role.
- 18.6 **Meeting**: Meetings for which councillors expenses will be reimbursed for attending include Ordinary and Extra-ordinary meetings of Council within

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the meaning of the Act, and Standing Committee meetings to which the Councillor is a delegate by resolution of Council.

- 18.7 **Council event**: A Council event for the purpose of this policy is one which the attending Councillors were authorised to attend by Council resolution, or where appropriate the authorisation of the Mayor and Chief Executive. These are in addition to Council's ordinary and extra-ordinary meetings, and may include training and development events, civic events, conferences, dinners with visiting delegates and workshops. The purpose of this is to ensure that control exists over the number and type of events for which the Council may become exposed to expense claims and limits them to those which the attendee is a delegate or alternate appointed by Council resolution.
- 18.8 Local travel: Travel within the Tenterfield Shire Council Local Government Area.
- 18.9 **Limits and standards**: The Policy sets out the monetary limits to be applied to reimbursement of expenses, and the standards for the provision of equipment of facilities as determined by Council in accordance with the Guidelines.

No other specific definitions are deemed required for this policy, with all terms used intended to have their everyday meanings.

19. Related Legislation, Standards & Guidelines

- NSW Local Government Act 1993 (as amended);
- NSW Local Government (General) Regulation 2005;
- > Office of Local Government publications:
 - Guidelines for the payment of Councillors Expenses and Facilities 2009; and
 - Circular 11/27
- > ICAC publication:
 - No Excuse for Misuse, preventing the misuse of Council resources.

Council must also undertake 28 days' public exhibition of the revised policy and invite submissions on it during that period. (LGA s253).

20. Attachments

Appendix A – Expense Claim Form Appendix B - Cost/Criteria for Expenses Reimbursements

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		Modified	
Version	Date	by	Details
V1	23/03/2000	Council	Adoption of Policy - 200/00
V2	15/07/2004	Council	Policy revision – 335/04
V3	17/08/2006	Council	Policy revision – 460/06
V4	25/07/2007	Council	Policy revision – 434/07
V4.1	26/09/2007	Council	Policy revision – 579/07
V5	27/02/2008	Council	Policy revision – 49/08
V5.1	27/02/2008	Council	Policy revision – 128/08
V5.2	23/08/2008	Council	Policy revision – 189/08
V5.3	26/11/2008	Council	Policy revision – 632/08
V6	23/09/2009	Council	Policy revision – 1227/09
V7	24/02/2010	Council	Policy revision – 92/10
V7.1	24/11/2010	Council	Policy revision – 814/10
V8	26/10/2011	Council	Policy revision - 534/11
V9	28/11/2012	Council	Policy revision - 474/12
V10	27/11/2013	Council	Policy revision – 430/13
V11	26/11/2014	Council	Policy revision – 416/14
V11.1	17/12/2014	Council	Policy revision – 459/14
V12	23/09/2015	Council	Policy revision - 303/15
V13	28/09/2016	GM	Reconstruction of Policy - 249/16
V14	22/08/2018	Council	Policy Revision - 187/18
V15	28/08/2019	Council	Policy Revision - ????

21. Version Control & Change History

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Appendix A – Expense Claim Form

Available from Executive Assistant & Media

Appendix B – Cost/Criteria for Expenses Reimbursements

Expense or facility	Cost/Criteria	Frequency
General travel expenses.	Assessed and approved by Council prior to travel being undertaken, or by authority of the Chief Executive and Mayor, where appropriate.	Per trip
Approved travel using own vehicle.	Under 2.5 litres – 0.68 cents p/km 2.5 litres and over – 0.78 cents p/km	Per trip
Interstate, overseas and long distance intrastate travel expenses.	Assessed and approved by Council prior to travel being undertaken.	Per trip
Meals.	No greater than \$60 per meal, with a daily limit of \$125.	Per full day
Accommodation.	Up to \$350 in Capital City locations. Up to \$200 in other locations.	Per night
Professional development.	Council provided workshops and professional development sessions.	Per year
Conferences and seminars.	Assessed and approved by Council prior to travel being undertaken, or by authority of the Chief Executive and Mayor, where appropriate.	Per event
	Resolution 117/19 – Approves the attendance of the Mayor, Deputy Mayor and Chief Executive at the Local Government NSW Annual Conference each year.	
Carer expenses.	\$6.00 per hour to a maximum of \$1500.	Per year
Furnished office.	Provided to the Mayor.	Not relevant
Staff support for Mayor and Councillors.	Provided to the Mayor and Councillors.	Not relevant

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Department:	Office of the Chief Executive
Submitted by:	Executive Assistant & Media
Reference:	ITEM GOV49/19
Subject:	UPDATE - ABORIGINAL RECOGNITION & PROTOCOL POLICY
_	NO. 1.013

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK				
CSP Goal:	Community - COMM 4 - The community is welcoming, friendly,			
	and inclusive where diverse backgrounds are respected and celebrated.			
CSP Strategy:	Cultural heritage is recognised, protected and respected.			
CSP Delivery	Provide advice, planning and inspection that preserve and			
Program	promotes the Shire's heritage.			

SUMMARY

The purpose of this report is for Council to adopt the updated Aboriginal Recognition & Protocol Policy No. 1.013.

OFFICER'S RECOMMENDATION:

That Council adopts updates to Policy No. 1.013 – Aboriginal Recognition & Protocol Policy.

BACKGROUND

Council previously adopted this policy in February 2018.

REPORT:

The Aboriginal Advisory Committee have endorsed an amendment to Council's Acknowledgement of Country to recognise the importance of emerging young leaders in the Aboriginal community by the inclusion of the words "and emerging".

Other slight amendments are administrative only.

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy) Amendment was endorsed by Council's Aboriginal Advisory Committee and Elders of Moombahlene Local Aboriginal Land Council and confirmed by Council's Community Development Officer Rebekah Kelly.

2. Policy and Regulation

- Aboriginal Recognition & Protocol Policy No. 1.013
- 3. Financial (Annual Budget & LTFP) Nil.
- 4. Asset Management (AMS) Nil.
- 5. Workforce (WMS) Nil.

- 6. Legal and Risk Management Nil.
- 7. Performance Measures Nil.
- 8. Project Management Nil.

Terry Dodds Chief Executive

Prepared by staff member:	Noe	elene Hyde, Executive Assistant & Me	dia
Approved/Reviewed by Manager:	Ter	ry Dodds, Chief Executive	
Department:	Offi	ce of the Chief Executive	
Attachments:	1	Updated Policy No. 1.1013 - Aboriginal Recognition & Protocol	4 Pages



Aboriginal Recognition and Protocol

Summary:

The purpose of this policy is to provide clear direction on the recognition of Australia's Aboriginal people in the Tenterfield Shire.

Policy Number	1.013
File Number	N/A
Document version	Version 6.0
Adoption Date	28 August 2019
Approved By	Council
Endorsed By	Executive Management Team
Minute Number	????
Consultation Period	N/A
Review Due Date	February 2021 – 3 years
Department	Civic Office
Policy Custodian	Chief Executive
Superseded Documents	N/A
Related Legislation	N/A
Delegations of Authority	Chief Executive

1. Overview

Tenterfield Shire Council recognises the importance of having an Aboriginal Recognition and Protocol policy that is aligned with local community standards and broader standards at national and state levels.

2. Policy Principles

All Aboriginal people have the right to retain strong relationships with their people, their culture, values, customs and connections to land and waterways. This is demonstrated through the "Welcome to Country" and "Acknowledgement of Country" ceremonies, the Aboriginal flag and public displays of indigenous history.

3. Policy Objectives

The objective of this policy is to observe and promote the culture, values, customs and connections of Aboriginal people in Tenterfield Shire.

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4. Policy Statement

Council meetings, events and displays will acknowledge and recognise the traditional Aboriginal owners of the land by conducting one or more of the following cultural activities, where possible:

- Welcome to Country ceremony;
- Acknowledgement of Country ceremony, and
- Raising and flying of the Aboriginal Flag.

Council will also promote the Aboriginal history and culture of Tenterfield Shire through:

- An Aboriginal history and information page on Council's website, and
- A permanent display of significant Aboriginal events at the Sir Henry Parkes School of Arts.

5. Scope

Welcome to Country

The traditional custodians of the land, usually a senior representative of the local Aboriginal community, should undertake the "Welcome to Country" ceremony. However, this is dependent upon the location of the event and the practice of the community.

Steps should be taken to ensure that the appropriate Aboriginal representative is invited and that the representative has been involved in, and is comfortable with, the arrangements.

Acknowledgement of Country – Public Meetings and Events in Tenterfield

At the commencement of public meetings or events, an "Acknowledgement of Country" should be spoken; e.g. "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, and emerging, of the Jukembal, Kamilaroi and Bundjalung nations and extend that respect to other Aboriginal people present."

Aboriginal Flag

The Aboriginal Flag will be flown outside the Tenterfield Shire Council Administration Building at 247 Rouse Street every working day throughout the year.

The Aboriginal flag shall be flown or displayed with the black at the top and the red at the bottom and for the purposes of this policy shall be flown on the flagpole to the far right of a person facing the building.

The Aboriginal Flag will be flown at Council's Australia Day Celebrations and will be displayed along with other flags.

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Council Policy "Flying of Flags" refers in detail to the order of precedence for flying of flags outside the Council Administration Building and flying of flags at half-mast.

Council's Website

Tenterfield Shire Council's website will include a section which includes Aboriginal history of Tenterfield Shire and links to relevant organisations and government agencies.

Commemorative Display – Sir Henry Parkes Memorial School of Arts

The commemorative display regarding the first official Welcome to Country performed in Tenterfield in October 2008 will remain on display in the Banquet Hall at the Sir Henry Parkes Memorial School of Arts.

6. Accountability, Roles & Responsibility

Elected Council

The Mayor, Deputy Mayor and Councillors:

 Acknowledgement of Country statement to be read out at public meetings and events.

Individual Managers

Executive Assistant and Media:

- Management, liaison and coordination for Welcome to Country ceremonies;
- Management of website Aboriginal history and information content, and
- Management of Flying of Flags protocols.

Senior Economic Development Officer: Manager Economic Development & Community Engagement

• Management of the Welcome to Country October 2008 Commemorative Display at the Sir Henry Parkes School of Arts.

7. Definitions

- The term "Aboriginal" is used to refer to both Aboriginal and Torres Strait Islander people, and
- An Aboriginal Elder is a person of authority who is entitled to respect and is recognised by their community as being that person who guides the community.

8. Related Documents, Standards & Guidelines

Nil.

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Version	Date	Modified by	Details
V1.0	26/8/09	Council	Adoption of Original Policy (1167/09)
V1.1	28/10/09	Council	Revised Policy Adopted (1295/09)
V2.0	27/7/11	Council	Revised Policy Adopted (350/11)
V3.0	23/9/15	Council	Revised Policy Adopted (300/15)
V4.0	23/8/17	Council	Revised Policy Adopted (168/17)
V5.0	28/2/18	Council	Revised Policy Adopted (17/18)

9. Version Control & Change History

Version 5.0

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Department:	Office of the Chief Corporate Officer
Submitted by:	Manager Finance & Technology
Reference:	ITEM GOV50/19
Subject:	COUNCIL SUBMISSION - REVIEW OF THE LOCAL
	GOVERNMENT RATING SYSTEM - FINAL REPORT

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

SUMMARY

The purpose of this report is to provide Council with the Independent Pricing and Regulatory Tribunal's (IPART) Review of the Local Government Rating System Final Report, together with a copy of Council's response, prior to submitting it via the 13 September deadline.

OFFICER'S RECOMMENDATION:

That Council:

- (1) Notes the Review of the Local Government Rating System Final Report;
- (2) Notes Council's draft response to the Review of the Local Government Rating System Final Report;
- (3) Advises of any changes required to Council's draft response to the Review of the Local Government Rating System Final Report;
- (4) Endorses Council's proposed submission (incorporating any changes as a result of Recommendation (3)) in response to the Review of the Local Government Rating System Final Report.

BACKGROUND

On 18 December 2015 – IPART was tasked by the then Premier Mr Mike Baird to undertake a review and make recommendations for potential reforms to the rating system for Local Government NSW.

In June 2016 – IPART delivered an interim report to the Government which was released on the IPART Website on 1 August 2016.

Public hearings were held in Sydney and Dubbo as well as other consultation. 175 Submissions were received in response to the draft recommendations.

On 21 June 2019 the Minister for Local Government released the final report on the Review of the Local Government Rating System (as well as two other final reports

dealing with a Review of the reporting and compliance burdens on Local Government 2016 and the Review of Local Government compliance and enforcement 2014).

Since the release of the Final Report, the Government has been carefully considering each and every recommendation and has ruled out some recommendations because they would impact on vulnerable members of the community, affect regional jobs and economies, and substantially increase costs for taxpayers and the broader community.

In addition, a number of recommendations have already been implemented though other reform programs.

The Government is seeking to carry out widespread consultation with residents, council staff, councillors, peak bodies and other key stakeholders as the Government finalises its response to these complex reports.

On 13 September 2019 Consultation closes on the Review of the Local Government Rating System Final Report.

The Government has already ruled out implementing recommendations that would adversely impact vulnerable members of the community, such as pensioners or charities, or have a substantial financial impact upon taxpayers or the broader community. These include;

- Fundamental restructure of the current rates exemption framework, including the removal of a number of important rates exemptions. Instead the Government will address clear anomalies with existing rating exemptions (recommendations 14, 15, 17 and 19-21); and
- The creation of a rates deferral scheme for eligible pensioners to replace the existing pensioner concession framework (recommendation 26-28).

The Government is now seeking additional feedback from councils, communities and other interested stakeholders on the remaining recommendations in IPART's final reports.

To support the community in providing feedback, a consultation guide has been issued with each report indicating which of IPART's proposals are still under consideration. Following the completion of public consultation, the NSW Government will consider what further action should be taken on IPART's recommendations.

REPORT:

It is recommended that the following documents be read in conjunction with this report.

1. The Review of the Local Government Rating System Final Report:

https://www.olg.nsw.gov.au/sites/default/files/IPART%20-%20Final%20Report%20-%20LG%20Rating%20System.pdf

2. The Feedback Form Local Government Rating System – IPART Final Report (Rating)

https://www.olg.nsw.gov.au/sites/default/files/Feedback%20Form%20%28Pap er%29%20%20IPART%20Final%20Report%20%20Local%20Government%20R ating%20System.pdf

3. Council's draft response in Powerpoint format (Attachment 5 (Attachment Booklet 4)).

At the Councillor Workshop held on Wednesday 14 August 2019 the Review of the Local Government Rating System Final Report and Council's draft response were discussed in some detail. As a result of this the draft response was modified slightly to that in its present form.

On Thursday 15 August a representative of Local Government NSW addressed Councillors on a range of matters, one of which was Review of the Local Government Rating System Final Report.

Subsequent to these meetings, some information was sent to Councillors clarifying some of the discussion points from the workshop with a request that any further feedback be provided by 19 August 2019 for inclusion in this report.

Feedback received from Councillors was supportive of the responses proposed by Council staff.

Deputy Mayor Sauer in his feedback commented that "despite it being marked not for consultation, I also restate my total opposition to the Govt introducing deferred rates for the Pensioner Rebate." Essentially this was in response to Recommendation 26 which if it had been accepted by the Government, would have resulted in the phasing out of the rates rebate over time. Although we have been advised this recommendation will not be implemented, it is certainly important to provide feedback on it and this comment has been included at the end of the survey where other comments can be made.

As mentioned, a copy of the draft response from Tenterfield Shire Council is attached.

While there are 42 recommendations in the report, in essence the key question for Council is around whether we want to move away from using Unimproved Values for rating purposes to the use of Capital Improved values.

On this matter, I make the following comments extracted from the submission of Glen Innes Severn Council to the interim report of June 2016:

"Mr John Comrie of JAC Comrie Pty Ltd is a Local government Consultant who in 2013 produced a document entitled "NSW Local Government rating and Charging Systems and Practices". In this document, he highlighted the disparity of valuation methods used across the States and Territories in Australia and made the following comment:

Ëach of the valuation bases has advantages and disadvantages for local government rating purposes relative to others and different impacts for individual ratepayers. For example, residents of high-value apartments are likely to pay lower rates than those of average free-standing houses in many districts when applying LV (land balue or Unimproved Value) but more whgen using CIV 9Capital Improved Value)."

Mr Comrie goes on to say that: "The literature does not present a compelling argument in favour of one particular valuation method. Each has its relative advantages. The preferred method essentially depends on trade-off choices between the weighting of tax design criteria 'capacity to pay' (which is best reflected by CIV as there is often reasonable correlation between property values and occupiers incomes) and 'benefits received' (which is best reflected by LV because it better correlates with the relative value of local government services enjoyed by a property). Arguably, CIV might be more appropriate in some circumstances, for example where there are a large proportion of high value apartments in a council's area and LV in others. Providing choice regarding valuation base could therefore enable a Council to better address tax design criteria principles, but choice would potentially detract from the simplicity of the overall local government rating system."

From GISC's perspective, Council sees no foreseeable benefit in changing the method of valuation – particularly for rural councils. While metropolitan Councils may find such a change advantageous, why change the system for everyone for the sake of some?

Councils should be able to determine the method of rating and be able to choose between Unimproved or Capital Improved Value as is the case in some other jurisdictions. This one size fits all and lack of choice for Councils is "big brother" in nature and fails to recognise the autonomy of, and professionalism of Local Government in 2016.

Further, as the current NSW Valuer-General commented, "developing a database capable of capturing this information – would cost 'tens of missions'...." Source: Government News April 26, 2016."

For the reasons outlined above, on this key matter, Council has recommended that Capital Improved Value not be imposed on all Councils and that Councils should be given a choice in valuation methodology.

It does appear however that there is a strong push to move towards Capital Improved Values as the Valuation Method and Council strongly supports the recommendation that if this is the case, for the Government to fund the cost of providing these valuation details to Councils.

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

A link to the Office of Local Government web page where this and other reviews are discussed in further detail have been placed on Council's website for information.

2. Policy and Regulation

There could be some changes to definitions of Land Types and there could be a requirement for Councils to publicise the average cost of rate exemptions given under the Local Government Act if some of the recommendations are accepted.

3. Financial (Annual Budget & LTFP)

Dependent upon whether the State Government will fund costs associated with moving to Capital improved property values if that recommendation is accepted there could be an additional cost to Council.

- 4. Asset Management (AMS) Nil.
- 5. Workforce (WMS) Nil.
- 6. Legal and Risk Management Nil.
- 7. Performance Measures Nil.
- 8. Project Management Nil.

Kylie Smith Chief Corporate Officer

Prepared by staff member:	Paul Della, Manager Finance & Technology
Approved/Reviewed by Manager:	Kylie Smith, Chief Corporate Officer
Department:	Office of the Chief Corporate Officer
Attachments:	 Attachment 5 (Attachment Booklet 49 4) - Draft Response to the Review Pages of Local Government Rating System Final Report

Department: Submitted by: Reference: Subject:	Office of the Chief Corporate Officer Manager Finance & Technology ITEM GOV51/19 FINANCE & ACCOUNTS - PERIOD ENDED 31 JULY 2019
LINKAGE TO IN	TEGRATED PLANNING AND REPORTING FRAMEWORK
CSP Goal:	Leadership - LEAD 14 - Resources and advocacy of Council are aligned support the delivery of the community vision outlined in the Community Strategic Plan.
CSP Strategy:	Council is a financially sustainable organisation, delivering value services to the Community.
CSP Delivery	Ensure that financial sustainability and the community's capacity to

pay inform adopted community service levels.

SUMMARY

Program

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

OFFICER'S RECOMMENDATION:

That Council receive and note the Finance and Accounts Report for the period ended 31 July 2019.

BACKGROUND

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

REPORT:

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

(a) Reconciliation of Accounts

A reconciliation of the cash books of all funds have been carried out with the appropriate bank statements as at 31 July 2019.

Cash Book Balances on this date were as follows:-

General (Consolidated)	\$3,327,033.02	Credit
General Trust	\$ 313,266.50	Credit

(b) Summary of Investments

The attachment to this report is a certified schedule of all Council's investments as at 31 July 2019 showing the various invested amounts and applicable interest rates.

Concealed Water Leakage Concession Policy Update

For the month of July 2019 no concessions were granted under Council's Concealed Water Leakage Concession Policy.

COUNCIL IMPLICATIONS:

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

2. Policy and Regulation

- Investment Policy (Policy Statement 1.091)
- Local Government Act 1993
- Local Government (General) Regulation 2005
- Ministerial Investment Order
- Local Government Code of Accounting Practice and Financial Reporting
- Australian Accounting Standards
- Office of Local Government Circulars
- 3. Financial (Annual Budget & LTFP) Nil.
- 4. Asset Management (AMS) Nil.
- 5. Workforce (WMS) Nil.
- 6. Legal and Risk Management Nil.
- 7. Performance Measures Nil.
- 8. Project Management Nil.

Kylie Smith Chief Corporate Officer

Prepared by staff member:	Paul Della, Manager Finance & Technology
Approved/Reviewed by Manager:	Kylie Smith, Chief Corporate Officer
Department:	Office of the Chief Corporate Officer
Attachments:	1 Investment Report 31 July 2019 1 Page

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1 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.		F all

Attachment 1 Investment Report 31 July 2019

Attachment 1 - Investment Report 31 July 2019

Department:	Office of the Chief Corporate Officer			
Submitted by:	Manager Finance & Technology ITEM GOV52/19			
Reference:				
Subject:	CAPITAL EXPENDITURE REPORT AS AT 31 JULY 2019			
LINKAGE TO IN	TEGRATED PLANNING AND REPORTING FRAMEWORK			
CSP Goal:	Leadership - LEAD 14 - Resources and advocacy of Council are			
	•			
	aligned support the delivery of the community vision outlined in the			
	aligned support the delivery of the community vision outlined in the Community Strategic Plan.			

CSP Delivery	Collaborate and deliver resources with other organisations to
Program	ensure a variety of cost effective services across the service area.

SUMMARY

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

OFFICER'S RECOMMENDATION:

That Council receive and note the Capital Expenditure Report for the period ended 31 July 2019.

BACKGROUND

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.

REPORT:

There are no significant variances at this stage of the Financial Year which is to be expected, as this report only reflects one month of expenditure. Staff have been reminded however to proceed with their capital projects as early as possible in the year, so that the funds can be spent within the financial year as per the operational plan and budget. This will avoid excessive carry forward projects across financial years.

COUNCIL IMPLICATIONS:

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

2. Policy and Regulation

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

3. Financial (Annual Budget & LTFP)

It should be noted that the information presented in this report is not final as accruing of invoices back to 2018-19 is ongoing.

- 4. Asset Management (AMS) Nil.
- 5. Workforce (WMS) Nil.
- 6. Legal and Risk Management Nil.
- 7. Performance Measures Nil.
- 8. Project Management Nil.

Kylie Smith Chief Corporate Officer

Prepared by staff member:	Paul Della, Manager Finance & Technology			
Approved/Reviewed by Manager:	Kylie Smith, Chief Corporate Officer			
Department:	Office of the Chief Corporate Officer			
Attachments:	 Attachment 6 (Attachment Booklet 4 4) - Capital Expenditure Report - Pages July 2019 			

(ITEM RC16/19) REPORTS OF COMMITTEE & DELEGATES - AUDIT & RISK COMMITTEE MEETING - 19 JUNE 2019

REPORT BY: Donald Forbes, Councillor

A meeting of the Audit & Risk Committee was held on Wednesday, 19 June 2019. Minutes of the Meeting are attached.

RECOMMENDATION

That the report and recommendations from the Audit & Risk Committee Meeting Internal Audit Committeeof 19 June 2019 be received and noted.

ATTACHMENTS

1 Minutes of Meeting 5 Pages



MINUTES OF

AUDIT & RISK COMMITTEE MEETING

WEDNESDAY, 19 JUNE 2019

MINUTES OF THE **Audit & Risk Committee** OF TENTERFIELD SHIRE held at the Tenterfield Shire Council Chamber on Wednesday, 19 June 2019 commencing at 1.00 pm.

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

ALSO IN ATTENDANCE Chief Corporate Officer (Kylie Smith) Executive Assistant & Media (Noelene Hyde) Manager Customer Service, Governance & Records (Erika Bursford) Management Accountant (Jessica Wild) Finance Contractor (Edna Mendes) WHS Risk Management Officer (Wes Hoffman)

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

This is page 1 of the Minutes of the Audit & Risk Committee held on Wednesday, 19 June 2019

19 JUNE 2019

DISCLOSURE OF INTERESTS

Name	Interest
Mr Geoff King	 Independent Member of the City of Gold Coast Audit Committee Independent Member of the Central Highlands Regional Council Audit Committee Independent Chair of the Mt Isa City Council Audit & Risk Management Committee Member of the Business Information Systems Advisory Committee for the University of Queensland School of Business
Mr Peter Sheville	 Partner, BDO Thailand Chair, Mackay Regional Council Audit Committee
Andrew Page	Nil

APOLOGIES

<u>Resolved</u> that the apologies received from Mayor Peter Petty, Chief Executive Terry Dodds, Actg Manager Finance & Technology Sue Chorley, David Nolan (NSW Audit Office), Geoff Allan (Forsythes), Financial Consultant (Igor Ivannikov).

(Don Forbes/Andrew Page)

CONFIRMATION OF MINUTES

<u>Resolved</u> that the Minutes of the Audit & Risk Committee meeting held on Wednesday, 6 March 2019, as circulated, be confirmed and signed as a true record of the proceeding of the meeting.

(Don Forbes/Andrew Page)

(ITEM CEO11/19) AUDIT & RISK COMMITTEE ANNUAL PLAN

SUMMARY

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

<u>Resolved</u> that:

- (1) The Audit & Risk Committee receive and note the Audit & Risk Committee Annual Plan items for June 2019; and
- (2) The next meeting of the Audit & Risk Committee be held at 1.00 pm on Wednesday, 11 September 2019 prior to the Annual Financial Statements being presented to the External Auditor and the meeting scheduled meeting for Thursday, 24 October 2019 not be held.

(Geoff King/Don Forbes)

This is page 2 of the Minutes of the Audit & Risk Committee held on Wednesday, 19 June 2019

19 JUNE 2019

(ITEM CEO12/19) QUARTERLY BUDGET REVIEW AS AT 31 MARCH 2019 SUMMARY

The purpose of this report is to provide the Committee with a copy of the Quarterly Budget Review Statement as at 31 March 2019 for information.

The Chair commended the Finance Team on the report which has been adopted by Council.

<u>Resolved</u> that the Audit & Risk Committee receive and note the report.

(Geoff King/Andrew Page)

(ITEM CEO13/19) WORKPLACE HEALTH & SAFETY

SUMMARY

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

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

(Don Forbes/Andrew Page)

(ITEM CEO14/19) ENTERPRISE RISK MANAGEMENT

SUMMARY

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

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

(Andrew Page/Don Forbes)

ACTION:

Wes Hoffman – Full and complete report to be provided for the next meeting.

(ITEM CEO15/19) FRAUD, MISCONDUCT AND COMPLIANCE BREACHES - 5 MARCH 2019 TO 12 JUNE 2019

SUMMARY

The purpose of this report is to provide details of any Fraud, Misconduct and Compliance breaches identified or allegations made, during the period 5 March 2019 to 12 June 2019.

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

(Geoff King/Don Forbes)

This is page 3 of the Minutes of the Audit & Risk Committee held on Wednesday, 19 June 2019

19 JUNE 2019

(ITEM CEO16/19) POLICY REVIEW PROGRAM

SUMMARY

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

<u>Resolved</u> that the Audit & Risk Committee receive and note the Policy Review Report.

(Geoff King/Don Forbes)

ACTION:

Erika Bursford - amendments to the following policies:

- Volunteers Policy Fair Work Act 2009 needs to be referenced.
- Light Motor Vehicle Policy Fringe Benefits Assessment Tax needs to be referenced.

(ITEM CEO17/19) COMPLIANCE FRAMEWORK REPORT

SUMMARY

Council has established policies, protocols, procedures and statements to ensure that all operations and services of Council are delivered according to relevant legislation and regulations.

<u>Resolved</u> that the Audit & Risk Committee receive and note the Compliance Framework Report.

(Geoff King/Don Forbes)

ACTION:

Erika Bursford – Complete the Check List contained in the *NSW Treasury* - *Guide for Audit & Risk Committees: Compliance Management* and present to the next meeting.

(ITEM CEO18/19) INTERNAL AUDIT PLAN AND ACTIONS - JUNE 2019 SUMMARY

The purpose of this report is to present the Internal Audit Plan and updates on Internal Audit actions being undertaken to each meeting of the Audit & Risk Committee.

<u>Resolved</u> that the Audit & Risk Committee:

- (1) Receive and note the Audit & Risk Committee Internal Audit Plan for June 2019; AP/DF
- (2) Receive and note the Internal Audit Actions progressed according to the Internal Audit Plan as at 19 June 2019, DF/GK
- (3) Receive and note the draft Internal Audit Charter.

(Don Forbes/Andrew Page)

This is page 4 of the Minutes of the Audit & Risk Committee held on Wednesday, 19 June 2019

ACTION:

Erika Bursford - items below:

- A matrix of recommendations from individual audits be provided so that the Committee can see that actions have been completed.
- Full Internal Audit Charter be provided at the next meeting.
- Consideration be given to using one company to undertake internal audits as this would create stability and a better understanding.

(ITEM CEO19/19) INFORMATION TECHNOLOGY AUDIT TRAIL REVIEW -31 MARCH 2019

SUMMARY

The purpose of this report is to provide the Committee with relevant IT Audit reports for information.

<u>Resolved</u> that the Audit & Risk Committee receive and note this report and in future, reports are not required.

(Don Forbes/Geoff King)

ACTION:

Paul Della - Masterfile logs should be reviewed on a more timely basis (fortnightly basis at the least) or just prior to a pay run.

GENERAL BUSINESS

The Voice Project

Chair Geoff King and Committee members offered their congratulations and commended management and Council for achieving this cultural turnaround.

Water Emergency

Andrew Page referred to Tenterfield's current water issues and requested details of Council's back up plan. Chief Corporate Officer Kylie Smith advised that a report would be presented to the Ordinary Council Meeting of 26 June 2019 seeking Council approval to use Section 55 of the Local Government Act, 1993 to ensure timely action can be taken.

NEXT MEETING

Wednesday, 11 September 2019 at 1.00 pm.

There being no further business the Chairperson declared the meeting closed at 2.30 pm.

.....

Geoff King <u>Chairperson</u>

This is page 5 of the Minutes of the Audit & Risk Committee held on Wednesday, 19 June 2019 (ITEM RC17/19) REPORTS OF COMMITTEES & DELEGATES - TENTERFIELD LIQUOR ACCORD - 22 JULY 2019

REPORT BY: Donald Forbes, Councillor

A meeting of the Tenterfield Liquor Accord was held on Monday, 22 July 2019. Minutes of the Meeting are attached.

RECOMMENDATION

That the report and actions of the Tenterfield Liquor Accord Meeting of Monday, 22 July 2019 be received and noted.

ATTACHMENTS

1 Minutes of Meeting 4 Pages



Summary of the Tenterfield Liquor Accord held at Our Place Wine & Espresso Bar 204 Rouse Street, Tenterfield on Monday, 22 July 2019 at 9.30am.

SUMMARY:

1. Apologies:

- Susan Allan, Roads and Maritime Services, Grafton.
- Judith Murphy, The Corner Life and Style

Attendees:

- Senior Constable Chris Borger (Licensing Coordinator) New England Local Area Command.
- Tim Dillon, the Commercial Boutique Hotel.
- Warren Jones, Tenterfield Tavern & Motor Inn.
- Annette Miller, Tenterfield Bowling Club Motor Inn.
- Stephen Bowen, Tenterfield Bowling Club Motor Inn.
- Sharon Tierney, TAFE New England Tenterfield Campus.
- Jim Walsh. Telegraph Hotel, Tenterfield.
- Councillor Don Forbes.
- Amanda Rudge, Our Place Wine & Espresso Bar.
- Rebekah Kelly, Community Development Officer, Tenterfield Shire Council.
- Please let Rebekah Kelly know of any updates to emails or those that may be interested to attend the Liquor Accord meetings on <u>r.kelly@tenterfield.nsw.gov.au</u>

2. Acknowledgement of Country.

3. Business arising.

- 'Ask for Angela' discussion as to its use and awareness within Tenterfield Shire licensed premises. Discussion regarding some premises aware of campaign.
- 4. General business.
- Senior Constable Chris Borger talked about licensing rules pertaining to clothing displaying in any way association with named gangs, including jewellery, tattoos etc. Everyone has a right to enjoy safe and responsible drinking environments and the Liquor Accord Act 2007 provides powers to venues and police to eject and ban patrons who compromise the

Tenterfield Liquor Accord

environment. It was agreed that venues would display signs in regard to restriction on gang-related clothing and that this would be a united and consisted approach for our Shire. A number of resources are available for licensees on the Liquor and Gaming NSW website. It was agreed that nogang-colours posters would be displayed. This poster will let patrons know that anyone wearing any gang-related clothing, jewellery or any other gang related accessory will be asked to leave or will be welcome for a meal if remove all their gear. This sign will be a deterrent and will make it easier for staff and suggestion was to talk with the most senior member of the group. There will also be flow-on effects to the signs being displayed as the word will spread that gangs are not welcome as we don't want Tenterfield as a meeting place. Chris said that he was happy with a voluntary agreement that all would display the poster and that this message would the then spread. The link to no-gang colours-poster is: https://www.liquorandgaming.nsw.gov.au/search?collection=liquor-andgaming-web&form=json&query=colours

- Senior Constable Borger also talked about the Liquor Act 2007 section 77 and non-voluntary exclusion of persons from licensed premises and advised that there is a list of declared gangs and that you may be putting your licence at risk with a breach if you do not adhere to the legislation – unless the group is passing through. NSW police also work in partnership with cross-border counter parts. Advised re Strike Force Raptor and reporting of any outlaw motorcycle gang activity. Suggestion to talk to the most senior member of the motorcycle gang about the local liquor accord agreement and that no colours are to be displayed but they are welcome for a meal if passing through. Action: Display poster from Liquor & Gaming site.
- Information provided regarding body worn cameras and explanation that they will be worn on entering into licensed premises. Information provided regarding when recording and when not and purposes and intent of recording regarding footage, capture action, words and deeds.
- Discussion regarding Digital drivers licence introduction in 2019. Service NSW is introducing the Digital Driver Licence, an electronic version of the NSW Driver Licence available on a smartphone, across NSW in 2019. Discussion in particular pertaining to mobile service and suggestion to carry paper license also. Discussion that you still need to carry your licence as in many areas we experience no or very little service. The ability to refresh the online licence should provide whether it is current or not – as to whether the licence is legitimate.

Tenterfield Liquor Accord

- Discussed Exchange of information between premises and options to do this such as ringing each other or using what's app. Action: Agreed to share information between premises regarding anyone excluded etc.
- Sharon Tierney from Tenterfield TAFE provided information about upcoming courses relating to licensed premises via video teleconferencing. Courses in regard to the Responsible Service of Alcohol and Food Safety also available locally. Question was raised if you had started the licensee course online could you then transfer to the one day course at TAFE? Action: Sharon will follow-up with this and provided contact details.
- Senior Constable Borger reminded all to take a photocopy of the Interim RSA certificate. Also discussed checking evidence of age in line with responsible service of alcohol principles and what is included in accepted age documents. This also includes Keypass (over 18) identity card issued by Australia Post. The Liquor and Gaming NSW website includes tops for licensed venues when checking evidence of age and has a list of accepted proof of age documents.
- <u>https://www.liquorandgaming.nsw.gov.au/working-in-the-</u> <u>industry/serving-alcohol-responsibly/managing-under-18s/checking-</u> <u>evidence-of-age</u>
- Underage drinking laws were also discussed by Snr Cons Borger along with significant penalties applying to anyone selling or supplying liquor to a minor. Where it is proven that a venue sells alcohol to a minor, there is also a possibility that their licence will be suspended or cancelled. Three strikes offence which occurs within 12 months the venues liquor licence is automatically cancelled and the holder is disqualified from holding a liquor licence for 12 months. <u>https://www.liquorandgaming.nsw.gov.au/workingin-the-industry/serving-alcohol-responsibly/managing-under-18s/underage-drinking-fines</u>
- <u>https://www.liquorandgaming.nsw.gov.au/documents/fs/fs3015-three-strikes-disciplinary-scheme.pdf</u>
- Exclusion laws discussion initiated by Snr Cons Borger. Discussion regarding powers of venues and the ways in which licensees can manage patrons and the approaches. The Liquor and Gaming NSW website provides information on refusing entry to the venue, ejecting patrons from the venue, barring and banning patrons etc.
- <u>https://www.liquorandgaming.nsw.gov.au/working-in-the-</u> industry/serving-alcohol-responsibly/ejecting-and-banning-patrons

Tenterfield Liquor Accord

- Snr Cns Borger informed the accord that he is moving to another region and therefore the Sergeant at Moree would be the contact person for now and a replacement officer from Armidale down the track. Action: Rebekah to extend an invitation to Sergeant Henry Trow for the next Tenterfield Liquor Accord meeting to
- Group discussion and questions as to the situation when someone is banned from attending licensed premises as a result of a court outcome and how much information is shared about this to ensure that all venues are aware of their responsibility. Snr Constable reiterated that there is no liability on the venue as it is on the person to abide their sentence etc. further discussion on the need to assess if someone does cause any problems and the need to exclude. Discussion regarding the importance of ringing around to the licensed venues to share information on anyone that may be excluded and discussion as to the best approach for this - such as what's app or phone calling each other. Agreed to share information when needed.

5. Next meeting scheduled for 2019.

Tuesday 19 November 2019 to be held at the Tenterfield Bowling Club, 9.30am.

Meeting Closed.

Notes by Rebekah Kelly, Community Development Officer. Tenterfield Shire Council.

Tenterfield Liquor Accord

Department:	Office of the Chief Executive
Submitted by:	Councillor Gary Verri
Reference:	ITEM NM5/19
Subject:	NOTICE OF MOTION - REQUEST TO INVESTIGATE
	INSTALLATION OF A GLOWING PATHWAY - BRUXNER PARK

LINKAGE TO IN CSP Goal:	TEGRATED PLANNING AND REPORTING FRAMEWORK Community - COMM 4 - The community is welcoming, friendly, and inclusive where diverse backgrounds are respected and celebrated.
CSP Strategy:	The individual unique qualities and strong sense of local identity of Tenterfield Shires towns and villages is respected, recognised and promoted.
CSP Delivery Program	Promote the liveability of Tenterfield Shire as a place to live, work and invest.

SUMMARY

The purpose of this report is to request that Council staff investigate the practicalities of installing a glowing pathway in Bruxner Park.

RECOMMENDATION:

That Council investigate the practicalities of installing a flowing pathway in Bruxner Park using existing pathways.

BACKGROUND

In 2011 Council resolved to upgrade and beautify Rouse Street (moved by Cr Brian Murray). This project has mostly been completed.

In 2018 Council resolved to install lighting of the Rouse Street trees which has added to the beautification works.

This motion serves to compliment these previous works.

REPORT:

The upgrade of Rouse Street has proved a success with the tree lighting certainly adding to this. It is suggested that a glowing pathway will also add to the ambience of Bruxner Park and the town square.

It is requested that the investigation look at the cost of installation. Consideration of the effects of ambient lighting should be taken into account.

There are also several other places where glowing footpaths could be effective, ie Memory Land on the western side of Rouse Street and on some of the darker areas of the existing footpaths/cycleways.

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy) Not an item in the current Delivery Plan or Operational Plan. Notice of Motion No. 5 Cont...

2. Policy and Regulation

• Council's Integrated Planning & Reporting documents.

3. Financial (Annual Budget & LTFP)

No budget allocation for the 2019/2020 financial year to undertake works of this nature.

- 4. Asset Management (AMS) Nil.
- 5. Workforce (WMS) Nil.
- 6. Legal and Risk Management Nil.
- 7. Performance Measures Nil.
- 8. Project Management Nil.

Gary Verri Councillor

Prepared by:	Gary Verri, Councillor
Department:	Office of the Chief Executive
Attachments:	There are no attachments for this report.

Department:	Office of the Chief Executive
Submitted by:	Councillor Gary Verri
Reference:	ITEM NM6/19
Subject:	NOTICE OF MOTION - COMMUNITY CONTRIBUTIONS &
	DONATIONS

LINKAGE TO IN	TEGRATED PLANNING AND REPORTING FRAMEWORK
CSP Goal:	Community - COMM 2 - Health and quality of life are supported by
	a wide range of recreation and leisure opportunities.
CSP Strategy:	Enrich the cultural life of the community by supporting a variety of
	cultural events and activities for the community and visitors.
CSP Delivery	Enrich the cultural life of the community by supporting a variety of
Program	cultural events and activities for residents and visitors.

SUMMARY

The purpose of this Notice of Motion is to request that Council specify the criteria with respect to the Community Contributions/Donations Policy.

OFFICER'S RECOMMENDATION:

That Council specify criteria around the community contributions and donations.

BACKGROUND

Council community contributions and donations have been in place for a number of years and despite increasing the allocation in Council's budget, we are getting applications for well over twice the amount allocated.

REPORT:

If there were some guidelines around what people can apply for this would save the public a lot of work for nothing. Some suggestions are that we look at an upper limit, detailed quotes should be provided and applicants should also check with Council if the work they want to apply for is not routine Council activities.

Staff Comment

Amendments to Council's current Community Donations/Contributions Policy can be considered to strengthen the criteria, however it is recommended that this matter should be workshopped to ensure a full discussion and consideration of all matters with particular relevance to Council's Integrated Planning & Reporting Plans.

It is suggested that the amended Policy be presented to the March 2020 Ordinary Council Meeting.

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy) Current Council Policy 1.031 Community Donations/Contributions stipulates the

following criteria:

- Financial analysis of the proposal supported by estimates/quotes.
- Not a business or commercial venture.

Notice of Motion No. 6 Cont...

- Not an individual.
- Is there a safety or health aspect?
- Is it a proven attraction or community benefit?
- Is it voluntary and is there a matching contribution (it can be in kind) equivalent to 50% (minimum).
- Is the project for the well-being of the Shire Community?
- Will it have continuing support from the majority of the Shire Community?
- Current financial status of organization applying for funding (latest statements).

These criteria are also outlined on the Application Form (see attachment).

Further, despite advertising that applicants should make enquiries with Council with respect to their application, this rarely happens.

2. Policy and Regulation

- Local Government (General) Regulation 2005
- Council's Community Donations/Contributions Policy 1.031.
- 3. Financial (Annual Budget & LTFP) Nil.
- 4. Asset Management (AMS) Nil.
- 5. Workforce (WMS) Nil.
- 6. Legal and Risk Management Nil.
- 7. Performance Measures Nil.
- 8. Project Management Nil.

Gary Verri Councillor

Prepared by:	Gary Verri, Councillor			
Department:	Office of the Chief Executive			
Attachments:	1 Application for Community Contribution/Donation	2 Pages		

	TENTERFIELD SHIRE COUNCIL APPLICATION FOR COMMUNITY CONTRIBUTION/DONATION					
					ATIONAL PLAN	
I/We	(Name) on behalf of (Applicant/Club/Organisation)					
(N	lame)				(Applicant/Club/Organ	isation)
hereby wish to su consideration.	ubmit the	following	application	for a	Contribution/Donation 1	for Council's
APPLICANT'S DETAIL NAME OF CLUB / OR		N: _				
ADDRESS:		_				
CONTACT PERSON: ((Mr/Mrs/Ms/	Miss) _				
TELEPHONE:						
		-(1	Private)		(Business)	-
REQUEST/PROPOSAI	OVERVIEW	/: _				
INFORMATION IN SU your organisation):	UPPORT OF	REQUEST	Γ/ PROPOSAL	. (includ	ing the level of funding	provided by
PLEASE ATTACH ANY	′ RELEVANT	DOCUME	NTATION NEO	CESSAR	Y TO SUPPORT YOUR APPL	LICATION.
AMOUNT OF CONTRI DONATION REQUES		\$				
I certify that this app	plication has	been aut	horised by th	e applic	ant organisation.	
Signature			Designat	tion	Date	
Application form The Chief E	xecutive, Te	nterfield S	o later than 5. Shire Council,	.00 p.m. PO Box	Wednesday, 31 st July 20 214, Tenterfield NSW 2 2015 Noterfield.nsw.gov.au	19 to:- 2372

TENTERFIELD SHIRE COUNCIL

APPLICATION FOR COMMUNITY CONTRIBUTION/DONATION

2019/2020 OPERATIONAL PLAN

Council is currently inviting applications from Local Voluntary and Community Organisations seeking a contribution/donation from Council during 2019/2020. All applications will be considered by Council.

Information

- * Applications are to be lodged with Council on or before 5.00 pm, Wednesday, 31 July 2019.
- * Applications <u>will not</u> be considered after the closing date nor throughout the year.
- * Applications are to be submitted on the appropriate form and should be addressed to:-

The Chief Executive Tenterfield Shire Council PO Box 214 Tenterfield NSW 2372 Fax: (02) 6736 6005 Email: <u>council@tenterfield.nsw.gov.au</u>

Assessment Guidelines – Community Contributions & Donations

These guidelines are to be used to assist in assessing each application. Applicants <u>must</u> meet all the essential criteria.

<u>Essential</u>

- 1. Financial analysis of the proposal supported by estimates/quotes.
- 2. Money paid on production of receipts or accounts. Only exception by Council resolution.
- 3. Not a business or commercial venture.
- 4. Is there a safety or health aspect?
- 5. Is it a proven attraction or community benefit?
- 6. Is it voluntary and is there a matching contribution (it can be in kind) equivalent to 50% (minimum)?
- 7. Is the project for the well being of the Shire Community?
- 8. Will it have continuing support from the majority of the Shire Community?
- 9. Current financial status of organisation applying for funding (latest statements).

Applicants to note that Clause 211 (3) of the Local Government (General) Regulation 2005 states that "all such approvals and votes lapse at the end of a Council's financial year".

Council Contact Person:

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Department:	Office of the Chief Executive		
Submitted by:	Executive Assistant & Media		
Reference:	ITEM RES7/19		
Subject:	COUNCIL RESOLUTION REGISTER - AUGUST 2019		
LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK			
CSP Goal:	Leadership - LEAD 14 - Resources and advocacy of Council are aligned support the delivery of the community vision outlined in the Community Strategic Plan.		
CSP Strategy:	Council fosters a strong organisational culture which strives for best practice in all operations with a supportive corporate governance framework.		
CSP Delivery	Ensure that the performance of Council as an organisation complies		

SUMMARY

Program

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.

with all statutory reporting guidelines and information is available

OFFICER'S RECOMMENDATION:

to decision makers.

That Council notes the status of the Council Resolution Register to August 2019.

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:	 Attachment 7 (Attachment Booklet 5) - Resolution Register - August 2019 	31 Pages	