



QUALITY NATURE - QUALITY HERITAGE - QUALITY LIFESTYLE

BUSINESS PAPER
ORDINARY COUNCIL MEETING
WEDNESDAY, 28 FEBRUARY 2018

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

Terry Dodds
Chief Executive

COMMUNITY CONSULTATION – PUBLIC ACCESS

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

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

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

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

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

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

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

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

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

CONFLICT OF INTERESTS

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

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

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

Remoteness

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

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

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

Relatives, Partners

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

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

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

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

No Interest in the Matter

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

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

Disclosure and participation in meetings

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

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

Participation in Meetings Despite Pecuniary Interest (S 452 Act)

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

Non-pecuniary Interests - Must be disclosed in meetings.

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

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

Disclosures to be Recorded (s 453 Act)

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

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## ORDER OF BUSINESS

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

### **1.30 pm - Public Forum**

# AGENDA

## 1. OPENING & WELCOME

### 2. (A) OPENING PRAYER

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

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

### (B) ACKNOWLEDGEMENT OF COUNTRY

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

## 3. APOLOGIES

## 4. DISCLOSURES & DECLARATIONS OF INTEREST

## 5. CONFIRMATION OF PREVIOUS MINUTES

### **Recommendation**

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

- Ordinary Council Meeting held on Wednesday, 20 December 2017

## 6. TABLING OF DOCUMENTS

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

## 8. COMMUNITY CONSULTATION (PUBLIC ACCESS)

- Recognition of Service - retiring staff member – Mr Barry Kay

## 9. MAYORAL MINUTE

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

- Item GOV14/18 – Determination of Organisation Structure & Staffing
- Item ECO2/18 – Update – Tenterfield Saddler
- Item ECO3/18 – Offer to Purchase Lot 8 – Tenterfield Industrial Park

## **11. OPEN COUNCIL REPORTS**

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|                 |                                                       |  |
|-----------------|-------------------------------------------------------|--|
| (ITEM GOV14/18) | DETERMINATION OF ORGANISATION STRUCTURE &<br>STAFFING |  |
|-----------------|-------------------------------------------------------|--|

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 ECO3/18) OFFER TO PURCHASE LOT 8 - TENTERFIELD INDUSTRIAL PARK

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**



**MAYORAL MINUTE****(ITEM MM1/18) CONTAINER DESPOIT SCHEME**

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**SUMMARY**

The recently introduced NSW Container Deposit Scheme (CDS) will assist reduce the amount of recyclable material going into landfills in NSW. This will be a great outcome and should be both supported and commended.

**BACKGROUND:**

However, there are some immediate issues regarding the disparity in pricing between Queensland retailers and those, in particular, along the border of NSW. The disparity in pricing, particularly in relation to alcohol products, is driving consumer choice.

Council understands that the Queensland Government is also introducing a CDS but that will not occur until November 2018. In the interim, sales and income will continue to fall, in particular, along towns close to the NSW/QLD border, including retailers whose businesses are located in the Tenterfield Shire.

There is also a concern that, as alcohol and some other beverages are cheaper in Queensland, that residents along the border may be induced to buy other products which they would have normally bought locally. The economic seepage is therefore a wider risk than would be first envisaged.

**MAYOR'S RECOMMENDATION**

That Council make formal representation to the Cross Border Commissioner, Mr James McTavish, seeking his assistance to expeditiously address the newly introduced pricing disparity between NSW and Queensland in relation to beverage products that are subject to the NSW Container Deposit Scheme.

|                      |                                                                      |
|----------------------|----------------------------------------------------------------------|
| <b>Department:</b>   | <b>Infrastructure, Environment &amp; Regulation</b>                  |
| <b>Submitted by:</b> | Senior Administration & Planning Assistant                           |
| <b>Reference:</b>    | <b>ITEM COM1/18</b>                                                  |
| <b>Subject:</b>      | <b>NAMING OF THE NEW NICHE MEMORIAL WALL AT TENTERFIELD CEMETERY</b> |

|                                                               |                                                                                                                           |
|---------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                                                           |
| <b>CSP Goal:</b>                                              | <b>Community</b> - COMM 3 - Our range of services and facilities support accessibility for all in our community.          |
| <b>CSP Strategy:</b>                                          | Ensure that public places and spaces are clean and well maintained.                                                       |
| <b>Delivery Plan Action:</b>                                  | Deliver public spaces that are clean, well maintained and encourage usage by visitors and residents of Tenterfield Shire. |
| <b>Operational Plan Action:</b>                               | Review and delivery of maintenance schedules for parks, gardens and open spaces throughout the Shire.                     |

## SUMMARY

The purpose of this report is to uniquely identify/name the newly constructed niche memorial wall at the Tenterfield Cemetery.

## OFFICER'S RECOMMENDATION:

**That Council approve the new niche memorial wall to be named: "Fred Pavel Memorial Wall"**

## BACKGROUND

Further to ITEM COM14/17 from the November Ordinary Council Meeting, where Council Resolved (241/17) that:

- (1) *Council provide a public notice of the proposal and seek submissions from the Community; and*
- (2) *Council receives a further Report following the submission period.*

## REPORT:

With no submissions received from the community, it is now requested that Council approve for a plaque to be ordered and installed describing the new niche wall as the; **"Fred Pavel Memorial Wall"**

It is anticipated that the landscaping and pathways around the wall will be completed prior to any formal naming ceremony.

## COUNCIL IMPLICATIONS:

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

Following Community engagement of twenty one (21) days to the community no submission were provided on the proposal.

Our Community No. 1 Cont...

**2. Policy and Regulation**

Nil

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

Council has been provided with an informal quote from Phoenix Foundry Pty Ltd in Uralla for the proposed plaque, this being approximately \$300.00 for a 90mm X 500mm cast bronze plaque with either raised or beveled edge. (Similar to the Memory Lane plaque). The funding of such could be covered as an operational expense.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

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

Prepared by staff member: Jenni Pentland, Senior Administration & Planning Assistant  
Approved/Reviewed by Manager: Andre Kompler, Chief Operating Officer  
Department: Infrastructure, Environment & Regulation  
Attachments: Nil

|                      |                                              |
|----------------------|----------------------------------------------|
| <b>Department:</b>   | <b>Corporate, Governance &amp; Community</b> |
| <b>Submitted by:</b> | Senior Economic Development Officer          |
| <b>Reference:</b>    | <b>ITEM ECO1/18</b>                          |
| <b>Subject:</b>      | <b>"EASY TO DO BUSINESS" PROGRAM</b>         |

|                                                               |                                                                                                                                                                |
|---------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                                                                                                |
| <b>CSP Goal:</b>                                              | <b>Economy</b> - ECON 6 - Tenterfield Shires economic base is robust, growing and supports the creation of a variety of employment and business opportunities. |
| <b>CSP Strategy:</b>                                          | Implement tools to simplify development processes and encourage quality commercial, industrial and residential development.                                    |
| <b>Delivery Plan Action:</b>                                  | Provide for and facilitate future economic growth throughout the Shire.                                                                                        |
| <b>Operational Plan Action:</b>                               | Facilitate opportunities for industrial and commercial business development.                                                                                   |

### SUMMARY

The 'Easy to do Business' Program will benefit Council and its residents through a more streamlined process for opening a Café, small bar and restaurant. This initiative will also support Council's continued focus on business improvement to make processes and systems easier for local residents, and those wishing to do business in the Tenterfield Shire.

### OFFICER'S RECOMMENDATION:

#### That Council:

- (1) Receive and note the report "East to do Business" Program;**
- (2) Approve Tenterfield Shire Council joining 'Easy to do Business' Program in partnership with Service NSW;**
- (3) Delegate the relevant customer service function related to the administration of 'Easy to do Business' initiative to the Chief Executive Officer, Service NSW, in accordance with the Service Partnership Agreement as required under the Service NSW (One-stop Access to Government Services) Act 2013.**
- (4) Delegate the Tenterfield Shire Council, Chief Executive (CE) to execute any partnership documents and to undertake all actions necessary to give effect to this resolution.**

### BACKGROUND

'Easy to do Business' Program is a joint initiative between the Department of Premier and Cabinet, the Customer Service Commissioner, the Office of NSW Small Business Commissioner, and Service NSW. This initiative has a direct link to NSW State Priority "Make NSW the easiest state to start a business".

The initiative brings agencies, local councils, and industry bodies together to make the process of opening or expanding a small business simpler and faster.

## Our Economy No. 1 Cont...

The initiative was piloted at the City of Parramatta Council in June 2016, and since then it has also started to expand to the other local Government areas. To date, this initiative has excellent results and time to open a new business has been reduced from 18 months to less than 90 days.

In accordance with *Service NSW (One-stop access to Government Services) Act 2013*, a Council resolution is required to allow Council to enter into a Service Partnership Agreement and to delegate the relevant customer service functions related to the administration of 'Easy to do Business' Program to the Chief Executive Officer, Service NSW. Accordingly, this report seeks Council approval to participate in the program and to extend the program benefits to small businesses within the Tenterfield Local Government area.

**REPORT:**

The "Easy to do Business" initiative aims to streamline the processes of opening a new business, which typically requires a business owner to deal with 13 agencies, including Council, and to complete 48 forms. The entire process can take up to 18 months. The initiative has initially focused on the Café, small bar and restaurant subsector; however, the initiative will expand to include clothing, retail, print businesses, and road freight etc. in the future.

Service NSW provides a digital platform and upfront information regarding what is required by a potential new business owner from all the approval authorities, including Council. A single digital form replaces the 48 existing forms. A business concierge service, via a single phone number, is also provided to support customers through the process.

The key benefits of the partnership with Service NSW as part of 'Easy to do Business' program include;

- Better quality Development Applications will be submitted as a business concierge team will review the documents before they are submitted to the Council.
- This will save time for applicants as well as for Council to complete the Development Applications.
- Business concierge team will provide support for residents with new business idea. This should promote an economic activity within the local Government area.
- A single digital form will assist residents to enter information quickly and to avoid the need for repeated entry of the same data.
- This initiative will allow Council to maintain its status as a "Business Friendly Council" with NSW Small Business Commissioner's Office.
- Council will benefit from exploring further future collaboration opportunities with Service NSW because of this partnership.

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

- Community notification will be undertaken once Council approves the initiative.
- Discussions held with Tenterfield Shire Councils Town Planner

Our Economy No. 1 Cont...

**2. Policy and Regulation**

- There are no policy implications of this initiative.

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

- Service NSW advise that there is no cost to Tenterfield Shire Council to participate in this program

**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: Harry Bolton, Senior Economic Development Officer

Approved/Reviewed by Manager: Kylie Smith, Chief Corporate Officer  
Department: Corporate, Governance & Community

Attachments: There are no attachments for this report.

|                      |                                                     |
|----------------------|-----------------------------------------------------|
| <b>Department:</b>   | <b>Infrastructure, Environment &amp; Regulation</b> |
| <b>Submitted by:</b> | Senior Administration & Planning Assistant          |
| <b>Reference:</b>    | <b>ITEM ENV1/18</b>                                 |
| <b>Subject:</b>      | <b>PLANNING/DEVELOPMENT UPDATE</b>                  |

|                                                               |                                                                                                                                                                                                         |
|---------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                                                                                                                                         |
| <b>CSP Goal:</b>                                              | <b>Environment</b> - ENVO 9 - Our natural environment will be protected, enhanced and promoted for future generations.                                                                                  |
| <b>CSP Strategy:</b>                                          | Land use planning provisions support and promote sustainable land use and management in the Shire.                                                                                                      |
| <b>Delivery Plan Action:</b>                                  | Provision of advice and guidance on legislative compliance for the construction of dwellings and commercial/industrial buildings.                                                                       |
| <b>Operational Plan Action:</b>                               | Assess and determine regulatory applications, including development applications, complying development certificates, construction certificates, Section 68 certificates and Conveyancing Certificates. |

## SUMMARY

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

## OFFICER'S RECOMMENDATION:

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

## BACKGROUND

This report provides a review of applications for development and the processing undertaken by Council for the months of **December 2017 & January 2018**. The data herein is also provided to the Australian Bureau of Statistics (ABS) for development monitoring purposes.

## REPORT:

### APPLICATIONS LODGED WITH COUNCIL IN DECEMBER 2017

| App No.     | Lodged    | Applicant                                   | Lot/Sec/DP | Location                                              | Development                               |
|-------------|-----------|---------------------------------------------|------------|-------------------------------------------------------|-------------------------------------------|
| DA 2017.129 | 04-Dec-17 | TJS Constructions QLD Pty Ltd (Fitzpatrick) | 76/751072  | 1488 Wylie Creek Road, Maryland                       | Installation of Manufactured Dwelling     |
| DA 2017.130 | 06-Dec-17 | Tenterfield Surveys (Woodward)              | 17/751045  | 1890 Mount Lindesay Road, Tenterfield (Boonoo Boonoo) | Two (2) Lot Subdivision                   |
| DA 2017.131 | 12-Dec-17 | Moombahlene Local Aboriginal Lands Council  | 2/591908   | 34 Railway Avenue, Tenterfield                        | Outbuilding (Greenhouse)                  |
| DA 2017.132 | 20-Dec-17 | BROWN David (Brennan)                       | 186/751540 | 84 Robinsons Lane, Tenterfield                        | Alterations/Addition to Existing Dwelling |
| DA 2017.133 | 21-Dec-17 | COWIN Daniel                                | 2/1106000  | 132A Sunnyside Platform Road, Tenterfield             | Dwelling                                  |

Our Environment No. 1 Cont...

**APPLICATIONS LODGED WITH COUNCIL IN JANUARY 2018**

| App No.      | Lodged    | Applicant                         | Lot/Sec/DP     | Location                                   | Development                                   |
|--------------|-----------|-----------------------------------|----------------|--------------------------------------------|-----------------------------------------------|
| DA 2018.1    | 11-Jan-18 | JARRET James & Sarah              | 2/1198964      | 10898 Bruxner Highway, Tenterfield         | Dwelling                                      |
| DA 2018.2    | 15-Jan-18 | NINNESS Elizabeth                 | 1/255812       | 135 Pelham Street, Tenterfield             | Outbuilding – Shipping Container              |
| DA 2018.3    | 15-Jan-18 | STEVENSON Luke (Bayfoyle Pty Ltd) | C/162145       | 36-38 Riley Street, Tenterfield            | Storage Premises - Self-Storage Units         |
| DA 2018.004  | 22-Jan-18 | Tenterfield Surveys (Moore)       | 35 & 56/751508 | 4296 Bruxner Way, Tenterfield (Mole River) | Two (2) Lot Boundary Adjustment               |
| CDC 2018.005 | 23-Jan-18 | WILD Robert                       | 2/1065002      | 66 Manners Street, Tenterfield             | Alteration to Existing Dwelling - Patio Cover |

**DETERMINATIONS ISSUED UNDER STAFF DELEGATION - DECEMBER 2017**

| App No.      | Lodged    | Date of Approval | No. of Days | Applicant                                   | Lot/Sec/DP                 | Locality                             | Description of Development                  |
|--------------|-----------|------------------|-------------|---------------------------------------------|----------------------------|--------------------------------------|---------------------------------------------|
| DA 2017.102  | 05-Sep-17 | 15-Dec-17        | 72 Days     | Tenterfield Surveys (Sharpe)                | 10 & 16/710265 & 54/751517 | 702 New England Highway, Tenterfield | Two (2) Lot Boundary Adjustment             |
| DA 2017.111  | 23-Oct-17 | 11-Dec-17        | 33 Days     | MAPPERSON Maxine                            | 6/264296                   | 1369 Paddys Flat Road, Tabulam       | Use of Existing Building as Dwelling        |
| DA 2017.118  | 01-Nov-17 | 13-Dec-17        | 1 Days      | HOLLEY Bradley                              | 1/1068008                  | 999 New England Highway, Tenterfield | Extension & Alteration to Existing Dwelling |
| DA 2017.120  | 14-Nov-17 | 18-Dec-17        | 35 Days     | GOLDSMITH Glen                              | 13/77/758959               | 22 Scott Street, Tenterfield         | Change of Use - Shed to Dwelling            |
| DA 2017.121  | 22-Nov-17 | 13-Dec-17        | 22 Days     | RUTHERFORD Ruth                             | 5/1/57797                  | 176 Cowper Street, Tenterfield       | Garage/Carport                              |
| CDC 2017.124 | 24-Nov-17 | 5-Dec-17         | 12 Days     | Wes Smith Building Pty Ltd (Lock)           | 1192/1234101               | Amosfield Road, Liston               | Dwelling & Shed                             |
| CDC 2017.125 | 24-Nov-17 | 7-Dec-17         | 14 Days     | Wes Smith Building Pty Ltd (Everett)        | 20/846217                  | Bryans Gap Road, Tenterfield         | Dwelling                                    |
| DA 2017.126  | 24-Nov-17 | 19-Dec-17        | 26 Days     | Tenterfield Surveys (Westblade)             | 2/808426                   | 189 East Street, Tenterfield         | Three (3) Lot Subdivision                   |
| DA 2017.129  | 04-Dec-17 | 19-Dec-17        | 16 Days     | TJS Constructions QLD Pty Ltd (Fitzpatrick) | 76/751072                  | 1488 Wylie Creek Road, Maryland      | Installation of Manufactured Dwelling       |



Our Environment No. 1 Cont...

**S96 MODIFICATION ISSUED UNDER STAFF DELEGATION - DECEMBER 2017**

| App No.       | Lodged    | Date of Approval | No. of Days | Applicant   | Lot/ Sec/ DP | Locality                     | Description of Development          |
|---------------|-----------|------------------|-------------|-------------|--------------|------------------------------|-------------------------------------|
| DA 2017.098/1 | 16-Nov-17 | 13-Dec-17        | 28 Days     | MULCAHY Ian | 2/584874     | 465 Tooloom Road, Urbenville | Extractive Industry (Gravel Quarry) |

**DETERMINATIONS ISSUED UNDER STAFF DELEGATION – JANUARY 2018**

| App No.      | Lodged    | Date of Approval | No. of Days | Applicant                          | Lot/ Sec/ DP | Locality                        | Description of Development                  |
|--------------|-----------|------------------|-------------|------------------------------------|--------------|---------------------------------|---------------------------------------------|
| DA 2017.123  | 22-Nov-17 | 22-Jan-18        | 62 Days     | DJL Building Group Pty Ltd (Lyons) | 1/1155323    | Riley Street, Tenterfield       | Vehicle Repair Station Mechanical Workshop  |
| DA 2018.2    | 15-Jan-18 | 23-Jan-18        | 9 Days      | NINNESS Elizabeth                  | 1/255812     | 135 Pelham Street, Tenterfield  | Outbuilding Shipping Container              |
| DA 2018.3    | 15-Jan-18 | 23-Jan-18        | 9 Days      | STEVENSON Luke (Bayfoyle Pty Ltd)  | C/162145     | 36-38 Riley Street, Tenterfield | Storage Premises Self-Storage Units         |
| CDC 2018.005 | 23-Jan-18 | 25-Jan-18        | 3 Days      | WILD Robert                        | 2/1065002    | 66 Manners Street, Tenterfield  | Alteration to Existing Dwelling Patio Cover |

**S96 MODIFICATION ISSUED UNDER STAFF DELEGATION – JANUARY 2018**

| App No.       | Lodged   | Date of Approval | No. of Days | Applicant                    | Lot/ Sec/ DP                                  | Locality                      | Description of Development       |
|---------------|----------|------------------|-------------|------------------------------|-----------------------------------------------|-------------------------------|----------------------------------|
| DA 2017.037/1 | 5-Dec-17 | 29-Jan-18        | 56 Days     | Tenterfield Surveys (Harvey) | 40, 41 & 44/751486, 18 & 19/751521 & 1/128936 | Mt McKenzie Road, Tenterfield | Five (5) Lot Boundary Adjustment |

Our Environment No. 1 Cont...

**APPLICATIONS CURRENTLY OUTSTANDING (AS AT 17 FEBRUARY 2018)**

| DA No. | Lodged    | Status of Application/Comment                            | Applicant                                | Location                               | Proposed Development                                                         |
|--------|-----------|----------------------------------------------------------|------------------------------------------|----------------------------------------|------------------------------------------------------------------------------|
| 16.103 | 14-Nov-16 | Information Required from Applicant                      | Tenterfield Family Funerals (Glen Curry) | 61-63 Rouse St, T'field                | Crematorium                                                                  |
|        |           | Insufficient Information provided to commence assessment |                                          |                                        |                                                                              |
| 17.045 | 18-Apr-17 | Information Required from Applicant                      | Currie Brown Australia P/L               | 1823 New England Hwy, Jennings         | Demolition of Existing Service Station & Construction of New Service Station |
|        |           | Insufficient Information provided to complete assessment |                                          |                                        |                                                                              |
| 17.127 | 27-Nov-17 | Under Assessment                                         | WOLVERSON Christina                      | Bellevue Rd, T'field                   | Dwelling, Carport & Shed                                                     |
| 17.130 | 6-Dec-17  | Awaiting Recommendation from RFS                         | Tenterfield Surveys (Woodward)           | 1890 Mt Lindesay Rd, T'field           | Two (2) Lot Subdivision                                                      |
|        |           | All Council requirements completed                       |                                          |                                        |                                                                              |
| 17.132 | 20-Dec-17 | Under Assessment                                         | BROWN David (Brennan)                    | Robinsons Ln, T'field                  | Alterations/Addition to Existing Dwelling                                    |
| 18.1   | 11-Jan-18 | Under Assessment                                         | JARRET James & Sarah                     | 10898 Bruxner Hwy, T'field             | Dwelling                                                                     |
| 18.004 | 22-Jan-18 | Awaiting Recommendation from RFS                         | Tenterfield Surveys (Moore)              | 4296 Bruxner Way, T'field (Mole River) | Two (2) Lot Boundary Adjustment                                              |
|        |           | All Council requirements completed                       |                                          |                                        |                                                                              |
| 18.006 | 01-Feb-18 | Under Assessment                                         | BRAUER Gavin                             | 34 Railway Ave, T'field                | Change of Use (Commercial Storage to Vehicle Repairs Workshop)               |

Our Environment No. 1 Cont...

| FY 17/18 Development Statistics     |                               |                                                    |                              |                                   |             |                        |                           |                           |  |  |
|-------------------------------------|-------------------------------|----------------------------------------------------|------------------------------|-----------------------------------|-------------|------------------------|---------------------------|---------------------------|--|--|
|                                     | Dwellings                     | Additions/<br>Renovations to<br>Existing Dwellings | Garages, Carports<br>& Sheds | Commercial or<br>Industrial Works | Subdivision | Recreation/<br>Tourism | FY 17/18<br>Monthly Total | FY 16/17<br>Monthly Total |  |  |
| Jul-17                              | No. 2<br>Value \$916,785.00   | 0<br>\$0.00                                        | 1<br>\$23,000.00             | 2<br>\$18,700.00                  | 4<br>\$0.00 | 1<br>\$21,900.00       | 10<br>\$980,385.00        | 8<br>\$723,770.00         |  |  |
| Aug-17                              | No. 3<br>Value \$548,000.00   | 2<br>\$59,000.00                                   | 1<br>\$84,000.00             | 1<br>\$0.00                       | 2<br>\$0.00 | 1<br>\$10,000.00       | 10<br>\$701,000.00        | 9<br>\$150,100.00         |  |  |
| Sep-17                              | No. 4<br>Value \$772,200.00   | 1<br>\$47,000.00                                   | 3<br>\$100,000.00            | 2<br>\$150,000.00                 | 1<br>\$0.00 | 1<br>\$0.00            | 12<br>\$1,069,200.00      | 14<br>\$1,238,721.00      |  |  |
| Oct-17                              | No. 6<br>Value \$1,619,500.00 | 2<br>\$21,000.00                                   | 10<br>\$278,514.00           | 2<br>\$14,800.00                  | 2<br>\$0.00 | 0<br>\$0.00            | 22<br>\$1,933,814.00      | 10<br>\$937,690.00        |  |  |
| Nov-17                              | No. 4<br>Value \$880,480.00   | 1<br>\$18,900.00                                   | 6<br>\$131,514.00            | 1<br>\$450,000.00                 | 2<br>\$0.00 | 0<br>\$0.00            | 14<br>\$1,480,894.00      | 13<br>\$391,690.00        |  |  |
| Dec-17                              | No. 2<br>Value \$251,094.00   | 1<br>\$48,500.00                                   | 1<br>\$21,870.00             | 0<br>\$0.00                       | 1<br>\$0.00 | 0<br>\$0.00            | 5<br>\$321,464.00         | 10<br>\$930,366.00        |  |  |
| Jan-18                              | No. 1<br>Value \$135,000.00   | 1<br>\$9,000.00                                    | 1<br>\$500.00                | 1<br>\$147,563.00                 | 1<br>\$0.00 | 0<br>\$0.00            | 5<br>\$292,063.00         | 8<br>\$1,605,823.00       |  |  |
| Feb-18                              | No. Value                     |                                                    |                              |                                   |             |                        | 0<br>\$0.00               | 19<br>\$1,439,127.00      |  |  |
| Mar-18                              | No. Value                     |                                                    |                              |                                   |             |                        | 0<br>\$0.00               | 17<br>\$595,287.00        |  |  |
| Apr-18                              | No. Value                     |                                                    |                              |                                   |             |                        | 0<br>\$0.00               | 8<br>\$3,976,300.00       |  |  |
| May-18                              | No. Value                     |                                                    |                              |                                   |             |                        | 0<br>\$0.00               | 7<br>\$446,300.00         |  |  |
| Jun-18                              | No. Value                     |                                                    |                              |                                   |             |                        | 0<br>\$0.00               | 12<br>\$987,851.00        |  |  |
| No. (Year to Date)                  | 22                            | 8                                                  | 23                           | 9                                 | 13          | 3                      | 78                        | 135                       |  |  |
| FY 17/18 Total Value (Year to Date) | \$5,123,059.00                | \$203,400.00                                       | \$639,398.00                 | \$781,063.00                      | \$0.00      | \$31,900.00            | \$6,778,820.00            |                           |  |  |
| FY 16/17 Total Value                | \$7,876,009.00                | \$549,510.00                                       | \$1,088,136.00               | \$4,171,600.00                    | \$0.00      | \$37,770.00            |                           | \$13,423,025.00           |  |  |

Our Environment No. 1 Cont...

**COUNCIL IMPLICATIONS:**

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

Development applications are placed on public exhibition, or neighbour notified in accordance with legislation and Council's Development Control Plan 2014 as required.

**2. Policy and Regulation**

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

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

Nil.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

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

Prepared by staff member: Jenni Pentland, Senior Administration & Planning Assistant  
Approved/Reviewed by Manager: Andre Kompler, Chief Operating Officer  
Department: Infrastructure, Environment & Regulation  
Attachments: Nil

|                      |                                                                                                                 |
|----------------------|-----------------------------------------------------------------------------------------------------------------|
| <b>Department:</b>   | <b>Infrastructure, Environment &amp; Regulation</b>                                                             |
| <b>Submitted by:</b> | Engineering Admin Officer                                                                                       |
| <b>Reference:</b>    | <b>ITEM ENV2/18</b>                                                                                             |
| <b>Subject:</b>      | <b>DECEMBER 2017 &amp; JANUARY 2018 INFRASTRUCTURE, ENGINEERING, PLANNING AND ENVIRONMENTAL SERVICES UPDATE</b> |

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

## SUMMARY

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

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

## OFFICER'S RECOMMENDATION:

**That Council receive and note the December 2017 and January 2018 Operations progress update.**

## BACKGROUND

The following is a dot point overview of the December 2017, January 2018 & early February 2018 activities with some indication of what is ahead for Councillor and constituent information.

## REPORT:

### 1. Roads & Bridges

#### General Information

- The sealed side track for the failed bridge over Beaury Creek on the Tooloom Road is completed.

## Our Environment No. 2 Cont...

**Regional & State Roads****Slashing**

- Slashing of the Regional Roads is on schedule. The northern area is a slightly behind schedule due to a tractor break down .

**Heavy Patching and Bitumen Sealing**

- Pavement repairs have been carried out on the Regional Roads where reseals will occur. Reseals are anticipated to commence week beginning 5 March 2018, weather permitting. The Killarney Road will have three (3) major pavement repairs followed by a reseal, this work is funded under the Repair Program and is expected to be completed by late April.

**Bridge Works**

- The replacement of centre running boards, some decking boards and the tightening together of all the bridge members to girders of decking boards and running boards on Boonoo Boonoo Bridge on Mt Lindesay Road, approx. 22km north of Tenterfield is complete.

**Linemarking**

- RMS have line marked Mt Mackenzie Road from the floodway, past the poultry farm to Gum Flat Rd.
- There was an issue with providing yellow paint for the line marking on the Mt McKenzie Road and the double barrier lines were done in white. Recognising that

## Our Environment No. 2 Cont...

lines will be covered in the event of snow, the placement of yellow raised pavement markers on the centreline of curves is to be discussed at the Traffic Committee.

- Line marking has also been completed on Mt Lindesay Road past the F1-11 crash site as seen below.



- For sealed surface asset longevity reasons (ie less seal edge break occurs on sealed roads without lines as vehicles use the whole road), and for road funding budget reasons (ie available budget for the extent of road maintenance works to be prioritised), subject to available funding Council will only be line marking sealed roads where there is both the road width warrant and there is a history of documented safety concerns.

## **Local Roads**

### **Road Maintenance (Grading)**

#### **General Works**

- Over Christmas 2018 Council had a skeleton crew working, with various responses to local storm events for Council's roads.
- The following maintenance grading is being undertaken and planned for February and March:
  - Central Grader - Bluff Creek Road, Mt Mackenzie Road, Kildare Road, Gum Flat Road (and resheet), Gunya Road and Kochs Road.
  - Northern Grader - Paddy's Flat Road (North), Kangaroo Creek Road, Sykes Road, Lees Road, Tin Hut Road, Wallaby Creek Road, Acacia Scrub Road, Flagstone Road, Barlows Gate Road and Vinegar Hill Road (including resheet and widen with in first kilometer).

Our Environment No. 2 Cont...

Western Grader - Pyes Creek Road, Skeyes Road, New Mole Road, Johnstones Road, Woodside Road, Eagle Creek Road, Log Hut Road, Frost Road and Sawyers Gully Road.

Eastern Grader - Billirimba Road, Upper Rocky Road and Rocky River Road.

Backhoe Crew - Drainage work is occurring on Wylie Creek Road, Thulimbah Road, The Summit Road, Maryland Road, Dalmok Road and McKechnie Road and Rivertree Road.

- Three (3) pipes have been replaced on Wylie Creek Road.

### **Gravel sheeting**

- Kochs Road and Kildare Road have been re-sheeted in various locations with some drainage works yet to be completed.
- Gum Flat Road will be resheeted by Easter from Mt Mackenzie Road to the Mount Mackenzie Lookout Road.



*Koch's Road*



## Our Environment No. 2 Cont...



*Kildare Road*

**Reseals – local roads.**

- Pavement repairs and shoulder works are occurring on those roads allocated funding from the Local Roads reseal program, including Graham's Creek Road, Rivertree Road, Barney Downs Road, Black Swamp Road (turnoff), Timbarra Road and Douglas Street.

**Bridges and Causeways**

- Causeway on Rocky River Road at chainage at 15.83 will commence in the next few weeks after Council conducts some repairs to the timber bridge at the end of Long Gully Road.

**Flood Damage 2017**

- Some flood damage repairs have been completed on Beardy River Rd, Billirimba Road, Long Gully Road and Rocky River Road.

**Town Streets**

- Scott Street footpath works is completed, there are some handrails to be erected at the steep embankment area.

Our Environment No. 2 Cont...



## 2. Asset Management

Work is continuing to validate the asset registers for roads and bridges. The same is planned for water and sewer services. The validation of the registers is the starting point for progressive review of asset management plans over the next 12-18 months.

The existing registers coupled with cross department staff discussion have had to be the basis for determining prospective 2018/2019 capital expenditure renewal projects as input to the 2018/19 budget.

### **Asset Management Working Group (AMWG)**

- An AWMG has been set up to provide guidance from the various departments as to what information we may want to include in the asset management system with respect to land and property, planning, environmental, roads, water, and sewerage. The required capabilities of the asset management software will provide input to the specification of the asset management software that Council will consider acquiring. Staff are seeking to have an asset management system in place for use in 2018/2019.

### **Asset valuations**

- Quotations have been received, and are currently being assessed, to provide a valuation of Council's building and operational land assets for the year ending 30 June 2018, along with an insurance valuation for the building assets.

It is proposed to seek quotations to undertake a revaluation of Council's plant fleet in the next month.

Our Environment No. 2 Cont...

### **Weight of Loads**

- Council is currently working to provide advice to the North East Weight of Loads Group (NEWLOG) inspectors of Council's priority areas for inspection activity. The advice will be based on roads with bridges that currently have load limits applied, and roads that have approved heavy vehicle permits.

## **3. Water & Waste Services**

### **Capital Projects Update**

#### **Tenterfield Creek Dam Safety Upgrade – Project Report, December 2017 & January 2018**

The month of December saw the continued construction on the mass buttress foundation and preparation for the mass concrete works which commenced during January 2018. The works on site were stopped early due to the Christmas break with site being closed on the 21st December, reopening on the 9th January 2018.

January 2018 saw the continued construction on the mass buttress foundation and preparation for the mass concrete works and the first pour. In addition, the water supply pipeline was further extended and preparatory works for the valve house extension base were also undertaken – this section will require more work once the initial buttress steps are completed by mid-February.

### **Schedule**

- Progress remained ahead of schedule with current estimated completion being 21st June 2018 against the contractual date of the 9th July 2018 current.

### **Quality**

- Project quality continues to be monitored and overall appears adequate. All works being undertaken are being inspected by Council's contracted site works inspector. There were some issues with the rate of concrete strength gain on initial concrete pours. This issue was picked up early and the concrete cement content increased to ensure the required strength is achieved. Initial pours with a lower rate of strength gain than what was envisaged will be monitored over the next 2 months and if design strength is not achieved, remedial action by the contractor to deal with consequences will be followed up.

### **Safety**

- There was one safety incident during December, a roller being used on site for the construction of the crane pads. The plant hand break failed after the plant had been parked up and it rolled into one of the offices. No one was injured, and the incident was not referable.
- There was one safety incident during January, during one of the site concrete pours, a worker developed a reaction to the concrete - the incident was not referable.

Our Environment No. 2 Cont...

### **Environmental**

- There were no environmental incidents for the month of December or January.

### **Construction**

#### December 2017

- Key construction activities included;
  - The completion of the excavation and foundation cleaning and installation of dental concrete for the mass buttress works on both the LHA and RHA areas.
  - The commencement of the installation of the 250 Dia. outlet pipeline.

The volume of dental concrete for the foundation works is far greater than expected for the project. This is due to the excavation works required to ensure for a foundation that is in line with the specification.

The excavation works for the valve house slab is 90% complete, there is a very hard section of rock bar that will need to be cut out utilising a saw. This will be completed in early January 2018.

The delivery of the waterstop and joint board is in line with preparation for the placement of concrete in the New Year.

The erection of the crawler crane is completed and has passed the testing requirements. In addition, the crane pads have been constructed and passed by the certifying engineer.

The repair of the leak on the upper LHA abutment was also completed – this was included in Variation 001.

#### January 2018

- Key areas of construction included;
  - Preparation for the mass concrete pours of the buttress. This work included the completion of the crane pads and the haul roads for the concrete trucks.
  - The commencement of the formwork on the wall base sections – these sections are more complicated than the upper sections due to the uneven nature of the shape to accommodate the shape of the foundation.

The volume of dental concrete for the foundation works continues to increase and thus is far greater than expected for the project. This is due to the excavation works required to ensure for a foundation that is in line with the specification.

The installation of the 250 Dia. Water supply pipe continues, the initial 40m section of pipeline is located in a rock trench that has proved quite difficult to excavate due to the very hard rock that was encountered in the base of the dam. An additional 21m was installed and the pipeline construction will get easier now that the pipeline trench is now located in good clay foundation.

The transverse joint detail has been found to be lacking and the detail had to be changed prior to any of the transverse pours to be completed – this has resulted

Our Environment No. 2 Cont...

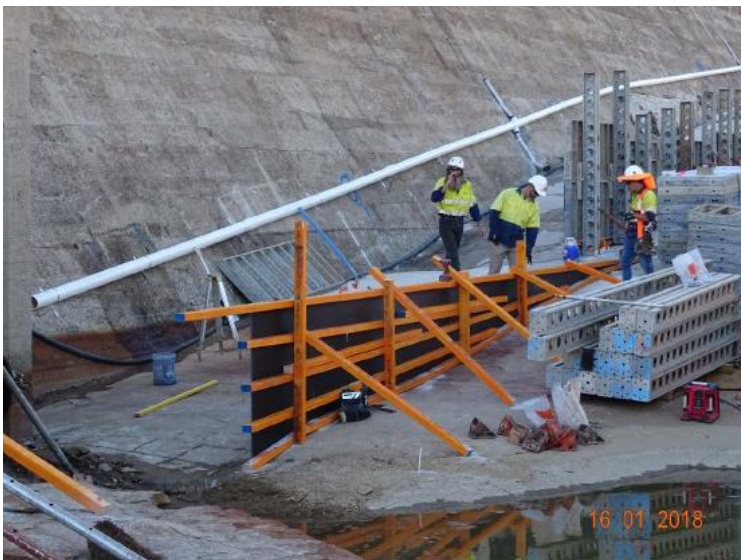
in a delay for the second major pour so that the detail could be reviewed and revised by the designers. It was better to delay the pour for a day rather than make expensive changes after the fact which could result in major costs to carry out and further delays to the completion of the project.



*Placement of Dental Concrete LHA*



*Installation of the 250 dia Outlet pipework*



*Lower LH Buttress Formwork*

Our Environment No. 2 Cont...



*First Buttress Pour*



Councilors attended a tour on the 17<sup>th</sup> January 2018 attaining an overview of the process for the Dam wall upgrade as well as an inspection of the Water filtration plant.

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

- Sewer extension construction of Simpson to Logan Street was completed on the 24<sup>th</sup> January 2018. The project was hindered due to large rock 'floaters' as demonstrated, however employment of the larger excavator with rock breaking attachment allowed the construction to be finalised.

## Our Environment No. 2 Cont...

**Community Recycling Centre**

- Tenterfield Waste Transfer Station undertook a formal opening by Member for Lismore, The Hon Thomas George MP and Tenterfield Council's Mayor Peter Petty officially opened the new Tenterfield Community Recycling Centre on Monday, 29 January 2018.

**Liston & Legume Transfer Station Awnings**

- Work has been completed for the awnings and concrete pads at Liston & Legume Transfer Stations including installation of generator driven air-conditioning unit's necessary shelter/shade for the operators.

Our Environment No. 2 Cont...

### **Tenterfield, Liston & Drake Tip Shops**

- Investigations are underway to incorporate purpose built 'Tip Shops'. Initial trials are expected to commence in the following weeks at Drake, Liston and Tenterfield.

### **Early Flood Warning System Renewal**

- Whilst some software tested as working, there have been issues with procurement of replacement parts and analogue/digital compatibility. Council is pursuing a new digital platform that could be part of a SCADA system to be housed at Council's Treatment plant along with other STP SCADA. Council are also looking at the long term possibility of any future system being able to be augmented/ modularized to better accommodate better manage assets like sewer pump stations. Investigations are continuing and Council is awaiting initial estimates.

### **Operations and Maintenance**

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

- Replacement of the existing river pump with submersible pumps and replacing the existing pipeline under investigation for the Urbenville Water Treatment Plant (WTP), the final design will be costed for consideration in budget savings. Investigations are continuing with some initial quotations received awaiting further quotations from pump suppliers for the work.

#### **Boonoo Boonoo Landfill**

- Councilor's inspected the Boonoo Boonoo Landfill site in January. The site requires further investigation and planning for the long term before extension of the landfill and or the building of new landfill cells. A review of waste management will consider the alternatives for waste services delivery.





Our Environment No. 2 Cont...

### **Torrington Landfill**

- Inspection was undertaken at Torrington in January with local contractor engaged to push-up the piles of steel, green waste and the pit. After these works were completed the rubbish pit was ignited (suspected arson). This was reported to the EPA under Council's new shire wide pollution incident response management plan (PIRMP).
- Attempts were made to extinguish the fire to no avail. RFS were involved in making safe the surrounding land. The fire burned out by the next day.



## **4. Environmental Services Operations**

### **Weed Control**

- Groundsel Bush - White Swamp Road Border Crossing, Tooloom Road - Urbenville, Leslie Creek Road, Mount Lindsey Highway - Legume.
- Blackberry - Long Gully Road, Rosemount Road, Pelham Street (past the golf club), Bruxner Highway east of Tenterfield to Timbarra Road, Killarney Road

## Our Environment No. 2 Cont...

(Legume to the Border crossing), New England Highway (Tenterfield to Geyers Road), White Swamp Road Border Crossing.

- St John's Wort – Roadside along the New England Highway from Deepwater to Wallangarra.
- Green Cestrum – Urbenville.
- St John's wort - around Deepwater (Second pass).

**Council Lands Sprayed**

- Saleyard Paddocks for Saffron Thistles.
- Sprayed Saleyards.
- Sprayed Blackberries around the Tenterfield Dam.
- Sprayed the East Street Reservoir.
- Sprayed the Tenterfield Shire Depot.

**Inspections**

- Private Property Inspections – Tabulam Area along the Clarence and Rocky Rivers. These inspections found Tropical Soda Apple Present on one property and on a TSR adjoining that property.

**Training, Meetings and other**

- 1 Staff meeting.
- 2 Toolbox meetings.
- Attended the Community Engagement Forum held in Drake.

**Saleyards**

| <b>Cattle numbers for December 2017</b> |                  |                       |
|-----------------------------------------|------------------|-----------------------|
| Prime Sale/Store Sale                   | 441 Head         | \$432,444.46          |
| Private Weighing                        | 87 Head          | \$73,288.11           |
| <b>Cattle numbers for January 2018</b>  |                  |                       |
| Prime Sale/Store Sale                   | 847 Head         | \$813,586.30          |
| Private Weighing                        | 108 Head         | \$ 23,323.00          |
| <b>Total</b>                            | <b>1483 Head</b> | <b>\$1,342,641.87</b> |

- Cleaned selling pens & general Saleyards maintenance including mowing, spraying and repairs to water troughs and canteen.
- Computer updates – Livestock Exchange.
- Re-graveled and cleaned out twenty-eight (28) selling pens.
- Progression with Truck Wash project.

**Parks & Gardens**

- General maintenance, inspections and repairs to Tenterfield town streets, footpaths, road verges, parks and gardens.
- Removed fallen limbs from town streets and rubbish along Tenterfield Creek.

## Our Environment No. 2 Cont...

- Storm damage maintenance and clean up including removal of tree struck with lightning in skate park, hockey field and "Rotary Park" in December.
- Installation commenced on new sprinkler system for Federation Park.
- Remove and cleaned up the burnt vehicle from the walking track adjacent to the Skate Park in December.



*Tree struck by lightning*



*Car burnt out in Park*

### **Cemetery**

- There was one (1) funeral in Tenterfield.

### **Companion Animal Activities**

- Three (3) dogs and four (4) cats were impounded in December.
- Two (2) dogs and four (4) cats were impounded in January.
- There were two (2) dogs and zero (0) cats surrendered in December.
- There were two (2) dogs and zero (0) cats surrendered in January.
- There were one (1) dog rehomed in January.
- There were three (3) dogs and four (4) cats euthanized in December and the same in January.
- There were three (3) dogs picked up and returned to their owners without being impounded.

### **Registration**

- There were a total of zero (0) dogs, zero (0) working dog and Zero (0) cats permanently identified (micro chipped) and registered in December.
- There were a total of eleven (11) dogs and One (1) cats permanently identified (micro chipped) and registered in January.

### **Barking/Nuisance Dogs**

- One (1) barking dog complaint received in Tenterfield and is still under investigation in December.
- Two (2) barking dog complaint received in Tenterfield and is still under investigation in January.

### **Dog Attacks**

- One (1) dog attacks in December no attacks in January.

Our Environment No. 2 Cont...

### **Impounding Vehicle**

- Two (2) motor vehicles impounded in January.

### **Untidy/Unhealthy Premises**

- Investigated two (2) Untidy/Unhealthy lots in December.
- Three (3) overgrown lots in January now been finalised.

### **Ranger Patrols**

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

### **Infringement Notices**

- Two (2) infringement Notices been issued (Companion Animals related) in January no infringement Notices issued in December.

### **Other Duties**

- Updated Local Government Impounding Register.
- Pound maintenance and cleaning.
- Numerous rabbit complaints around town area.
- Investigations of miscellaneous complaints.

## **5. Engineering and Fleet**

### **Engineering**

- Issued twenty-one (21) Permits, issued under Section 138 of the Roads Act, three (3) for telecommunications works.
- Issued seven (7) new Rural Address Numbers.
- Meeting held with Visionstream and liaising NBN regarding NBN rollout in Tenterfield.
- Liaised with Crown Lands Department on various road matters.
- Held Local Traffic Committee (LTC) Meeting 21 December 2017. Followed up on LTC Meeting actions.
- General road queries, address queries, road closures, works matters.
- Continued to update MyRoadInfo for scheduled road works and closures due to road events & rainfall.
- Ongoing Land Acquisitions process for Mount Lindesay Road Realignment Projects. Negotiations undertaken with property owners.
- Issued ten (10) Trade Waste Approvals.
- Granite Lane sign erected.
- Signage indicating Tooloom Falls erected at Urbenville & at site.

### **Fleet**

- Mechanical support and repairs to the Rural Fire Service (RFS) vehicles and equipment continued throughout the period. Working closely with the RFS, Councils Fleet department has identified all Tenterfield based needs and

## Our Environment No. 2 Cont...

populated a detailed preventative maintenance schedule for the new calendar year; this will commence in March and extend through to September.

- The delivery of Unit 137 - Float Trailer: Councils Fleet department had requested delivery and induction be postponed until after the Christmas break to prevent disruptions to operations. The loan float provided by the supplier was utilised over this peak period for the transporting of Councils Fleet assets back to the depot over the Christmas break. Delivery was scheduled for the 17<sup>th</sup> January; with shipping delays during this busy period arrival from New Zealand has been delayed and is now expected on the 19<sup>th</sup> February. Delivery and induction is expected first week in March.
- Fleet support to essential garbage services continued throughout the Christmas shut down period on an 'on-call' basis, with workshop staff assisting the works department after several weather events. The Fleet department commenced the New Year on the 8<sup>th</sup> of January a week prior to the commencement of normal works operations; this facilitating the major service of several heavy plant assets with no impact to operations. Councils RMS Authorised inspection station resumed normal services on the 24<sup>th</sup> January and has continued to see high numbers of Registration inspections, Blue slip inspections and adjustment of records to the general public. Service of Council Fleet items both in house and on site throughout the Shire area are ongoing, including mechanical and technical support to all departments within Council.
- An order was placed with a local supplier for the replacement of unit 260 – Single Reel vehicle mounted noxious weed spray unit. This unit is utilised by Councils Noxious Weed Inspector. The new unit utilises a 'Boomless Jet' for wide area spraying and features an engine hour meter to assist in preventative maintenance scheduling. Council took delivery of this unit on the 29<sup>th</sup> of January.
- Quotations were requested for the replacement of unit 395- Genie Lift, this unit is a small one man elevated work platform utilised primarily in the School of Arts as a means of accessing the lighting and roof mounted assets; the unit also facilitates the maintenance of the lighting and court furniture in the memorial hall. Councils existing unit has reached the age where a major refurbishment is prescribed by the manufacturer, after cost analysis the renewal of this unit represented better value and a cheaper option than the ongoing refurbishment cost. Delivery of this unit is scheduled for the 20<sup>th</sup> February.
- The Fleet department are currently preparing specification documents for the renewal of Unit 104 -Tenterfield based Slasher Tractor and Unit 105 - Urbenville based Slasher Tractor with loader as prescribed in Councils 10 year Fleet Asset Management Plan, the addition of a front mounted PTO and Three Point Linkage system will be considered on unit 104 to facilitate the fitment of a side shift flail mower to better manage vegetation on steep road verges and embankments. The use of this type of front mounted mower has proven very effective in managing vegetation for neighbouring Councils. (The standard rear mounted 6' slasher is also retained in this configuration for conventional slashing.)
- Quotations have been requested, received and an order raised for the replacement of unit 339 – Wide Area Mower, in line with Councils Plant Replacement Program.

## Our Environment No. 2 Cont...

This 'winged' mower is utilised in Tenterfield for urban vegetation maintenance specialising in large areas such as sporting fields and parks. Pending order placement delivery of this new mower is expected early March.

- Quotations have been requested, received and an order raised for the replacement of unit 342 – 60" Zero-Turn Mower, in line with Councils Plant Replacement Program. This diesel powered Heavy Duty Zero-Turn mower is utilised in Tenterfield for urban vegetation maintenance specialising in heavy areas of thick grass such as road and creek verges. Pending order placement delivery of this new mower is expected early March also.

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

Nil

**2. Policy and Regulation**

Nil

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

Nil

**4. Asset Management (AMS)**

Nil

**5. Workforce (WMS)**

Nil

**6. Legal and Risk Management**

Nil

**7. Performance Measures**

Nil

**8. Project Management**

Nil

**Andre Kompler**  
Chief Operating Officer

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

|                      |                                                    |
|----------------------|----------------------------------------------------|
| <b>Department:</b>   | <b>Chief Executive Office</b>                      |
| <b>Submitted by:</b> | Executive Assistant & Media                        |
| <b>Reference:</b>    | <b>ITEM GOV4/18</b>                                |
| <b>Subject:</b>      | <b>DELEGATED AUTHORITY - COUNCIL RECESS PERIOD</b> |

|                                                               |                                                                                                                                                                    |
|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                                                                                                    |
| <b>CSP Goal:</b>                                              | <b>Leadership</b> - LEAD 14 - Resources and advocacy of Council are aligned support the delivery of the community vision outlined in the Community Strategic Plan. |
| <b>CSP Strategy:</b>                                          | Services to our community are provided in a professional, friendly and timely manner consistent with our corporate values.                                         |
| <b>Delivery Plan Action:</b>                                  | Deliver Customer Service and Business Services in the support of corporate outcomes.                                                                               |
| <b>Operational Plan Action:</b>                               | Review and continually improve processes and systems in response to changing customer service needs and in the promotion of a positive customer service culture.   |

## SUMMARY

The purpose of this report is to provide a full list of matters considered under the delegated authority to the Mayor and/or Deputy Mayor and the Chief Executive during the Council Recess Period as per Item (3) of Council Resolution 274/17.

## OFFICER'S RECOMMENDATION:

**That Council receive and note the Report and approve the delegated authority items listed below:**

- **Use of Council Seal and signature by Mayor & Chief Executive (Schedule 2 of Conditions for Council Managed Water Supply and Sewerage Works – Tenterfield Creek Dam Safety Upgrade, Grant Payments against Project Milestones).**

## BACKGROUND

The report "Council Recess Period" was considered at the December 2017 Ordinary Council Meeting with the following resolution:

### **Resolution 274/17**

*Resolved that Council:*

- (1) *Be in recess from 21 December 2017 to 28 February 2018.*
- (2) *Pursuant to Section 377 of the Local Government Act 1993, delegate authority to the Mayor and/or Deputy Mayor, and the Chief Executive jointly to exercise any function of Council during the recess period with the exception of:*
  - *Determination of applications for all dwelling types and ancillary structures where significant objections have been received;*
  - *Rezoning matters;*
  - *Subdivision applications; and*
  - *Entering into Leases and Licences.*

Our Governance No. 4 Cont...

- (3) *That a full list of any matters considered under such delegated authority be submitted for Council's information to the first 2018 Ordinary Meeting of Council to be held on 28 February 2018.*

**REPORT:**

The following matters requiring the delegated authority were actioned:

- **Use of Council Seal and signature by Mayor and Chief Executive** – Schedule 2 to the Conditions for Council Managed Water Supply and Sewerage Works – Tenterfield Creek Dam Safety Upgrade, Grant Payments against Project Milestones.

*As per Resolution 217/17 Item (6) "Note the potential change in the total project value and the intention of Council staff to deal with the same through seeking additional grant funding through representations to the NSW Water Minister and 2018/2019 adjustment to water access charges to the extent required to service project funding loan repayments."*

An additional amount of \$881,284 was offered by the Minister for Regional Water with the updated Conditions requiring signing and sealing.

**COUNCIL IMPLICATIONS:**

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

Nil.

**2. Policy and Regulation**

- Section 377 of the Local Government Act 1993

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

Nil.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

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

Prepared by staff member: Noelene Hyde, Executive Assistant & Media

Approved/Reviewed by Manager: Terry Dodds, Chief Executive



|                      |                                                                                                                                                                               |
|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Department:</b>   | <b>Chief Executive Office</b>                                                                                                                                                 |
| <b>Submitted by:</b> | Executive Assistant & Media                                                                                                                                                   |
| <b>Reference:</b>    | <b>ITEM GOV5/18</b>                                                                                                                                                           |
| <b>Subject:</b>      | <b>AMALGAMATION OF SPECIAL PURPOSE COMMITTEES - HERITAGE ADVISORY COMMITTEE, PARKS, GARDENS &amp; OPEN SPACE ADVISORY COMMITTEE AND ARTS &amp; CULTURE ADVISORY COMMITTEE</b> |

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

## SUMMARY

The purpose of this report is to propose an amalgamation of three (3) of Council's Special Purpose Committees – Heritage Advisory Committee, Parks, Gardens & Open Space Advisory Committee and the Arts & Culture Advisory Committee.

## OFFICER'S RECOMMENDATION:

### That:

- (1) Council amalgamate the Heritage Advisory Committee, Parks, Gardens & Open Space Advisory Committee and Arts & Culture Advisory Committee to form the *Tenterfield Shire Heritage, Arts & Public Space Advisory Committee*; and**
- (2) Draft Terms of Reference be provided to the inaugural meeting of the *Tenterfield Shire Heritage, Arts & Public Space Advisory Committee* for the Committee's adoption and reference back to Council; and**
- (3) Members of each of the Advisory Committees be advised in writing of the amalgamation and invited to remain as part of the *Tenterfield Shire Heritage, Arts & Public Space Advisory Committee*; and**
- (4) Following adoption of the Terms of Reference, Council's Committees Register be updated and returned to Council for adoption.**

## BACKGROUND

Council, at the Extraordinary Meeting of 27 September 2017 and as per Resolution 190/17, resolved to reinstitute the Parks, Gardens & Open Space Advisory Committee (formerly Parks & Gardens Section 355 Committee), and the Arts & Culture Advisory Committee (formerly Public Art Committee Section 355 Committee).

Our Governance No. 5 Cont...

Both these Section 355 Committees were wound up following a review of Council Advisory Committees as per Council Resolution 289/16, November 2016 Ordinary Council Meeting.

**REPORT:**

It has become apparent that in order to engage more fully with the community as a whole and obtain meaningful input, it would be beneficial to amalgamate the following Special Purpose Committees to form a *Tenterfield Shire Heritage, Arts and Public Space Advisory Committee*:

- Heritage Advisory Committee
- Parks, Gardens & Open Space Advisory Committee
- Arts & Culture Advisory Committee

In drafting Terms of Reference for the proposed *Tenterfield Shire Heritage, Arts and Public Space Advisory Committee*, it is suggested that the Committee meet on a monthly basis and the membership of each Committee be incorporated. It is also suggested that at least two (2) or more of these meetings be held at a location other than Tenterfield to enable wider community input. Meetings to be advertised in Council's "Your Local News" newsletter to encourage attendance by community members.

**COUNCIL IMPLICATIONS:**

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

The *Tenterfield Shire Heritage, Arts and Public Space Advisory Committee* will assist in the development of the objectives of the Community Engagement Strategy, complimenting the current Community Engagement Forums – Our Society, Our Environment and Our Economy.

- 1. Provide a framework to facilitate a consistent, coordinated and well planned approach to community engagement that is genuine and inclusive and meets the needs of various stakeholder groups.*
- 2. Ensure that the Tenterfield Shire community is informed about issues, strategies or plans that may directly or indirectly affect them.*
- 3. Build a positive reputation for Tenterfield Shire Council by demonstrating that Council is listening, informing and being informed by a broad and representative cross section of the community.*
- 4. Ensure the involvement of the Tenterfield Shire community in the development, implementation and review of Council's strategic planning and policy decision making processes.*
- 5. Encourage greater community ownership and acceptance of Council decisions.*
- 6. Assist the Council to better plan services to meet community needs and aspirations whilst prioritizing competing services and projects to make the best use of limited resources.*

Our Governance No. 5 Cont...

*7. Monitor and evaluate Council's engagement activities and incorporate feedback to improve and enhance Council's community engagement activities and capability into the future.*

**2. Policy and Regulation**

- Council's Community Engagement Strategy & IP&R documents

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

|                      |                                                        |
|----------------------|--------------------------------------------------------|
| <b>Department:</b>   | <b>Corporate, Governance &amp; Community</b>           |
| <b>Submitted by:</b> | Governance Coordinator                                 |
| <b>Reference:</b>    | <b>ITEM GOV6/18</b>                                    |
| <b>Subject:</b>      | <b>JANUARY 2018 – CORPORATE OFFICER SERVICE REPORT</b> |

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

## SUMMARY

The purpose of this report is to provide a summary of Council's Community and Corporate service operations for December 2017 and January 2018.

## OFFICER'S RECOMMENDATION:

**That Council receive and note the Chief Corporate Officer's January 2018 Service Update Report.**

## BACKGROUND

The following is an overview of the December 2017 and January 2018 activities undertaken by the Community and Corporate Services Division by Service.

## REPORT:

### 1. Community Development

#### Tenterfield in Touch

Tenterfield in Touch currently has 395 subscribers, and continues to be sent out weekly.

#### Live & Local Festival

The Live & Local Festival, organised by Peter Harris and supported by Tenterfield Shire Council and the Tenterfield Chamber, was run over 3 weekends in January and February (12-14 Jan, 26 Jan, 16-18 Feb). Funding of \$20,000 was received by Council through Create NSW to put on the festival. The Festival involved 15 different local artists and bands, playing throughout 19 different venues in Tenterfield, Jennings, Mingoola, Liston and Wallangarra. Free workshops were also conducted with a number of artists to record their music and photograph them, which they can use in their promotions. The Festival was a success, and many venues are looking at how they can continue supporting live music and local musicians.

Our Governance No. 6 Cont...

## 2. Economic Growth and Tourism

### Business Development

Council continues to receive enquiries from prospective business interests and those interested in relocating to Tenterfield.

Services NSW continue to investigate their relocation options for their new Service Centre.

Council continues to work in partnership with the Tenterfield Chamber of Tourism, Business and Industry holding regular planning meetings for advertising and functions/activities including the Peter Allen Festival.

### Tenterfield Chamber Christmas Activities

The Tenterfield Chamber, in conjunction with the Honorable Thomas George, Member for Lismore, held a Christmas meeting at the new TAFE early December. The function was well attended by business operators who toured the facility and were all genuinely excited with the new direction. The Tenterfield Chamber with support from Council held their second Wrap Tenterfield in Tinsel Late Night Shopping Promotion. The event was well attended with positive comments coming back from business operators.

### New England High Country

The New England High Country has a new website, which was launched early February. This website will be the call to action for all upcoming campaigns (including Stage 3 My Favourite Corner Motorcycle Campaign). Online accommodation bookings can be made directly through the website for a number of accommodation operators (must have compatible channel managers activated), which will assist with determining the success of any campaigns.

### Commonwealth Games/Autumn Marketing Campaign

TSC and the Tenterfield Chamber are running a joint marketing campaign into the Gold Coast and Northern Rivers region over March, April & May to target residents of the Gold Coast and visitors attending the Commonwealth Games. This campaign features TV Advertising, Radio Advertising and Social Media Advertising.

## 3. Theatre & Museum Complex

| <b>Museum Visitation</b>                     | <b>Oct<br/>2016</b> | <b>Oct<br/>2017</b> | <b>Nov<br/>2016</b> | <b>Nov<br/>2017</b> | <b>Dec<br/>2016</b> | <b>Dec<br/>2017</b> |
|----------------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Adults                                       | 76                  | 77                  | 21                  | 63                  | 59                  | 72                  |
| Children                                     | 192                 | 24                  | 0                   | 25                  | 12                  | 18                  |
| Concession                                   | 19                  | 134                 | 87                  | 96                  | 39                  | 56                  |
| Free Pass/National Trust                     | 22                  | 16                  | 13                  | 34                  | 19                  | 12                  |
| <b>TOTAL</b>                                 | <b>290</b>          | <b>251</b>          | <b>121</b>          | <b>218</b>          | <b>129</b>          | <b>158</b>          |
| Family (included as<br>2 adults, 2 children) | 6                   | 2                   | 0                   | 2                   | 5                   | 4                   |
| Groups (included above<br>as individuals)    | 3x81                | 3x44                | 0                   | 2x45                | 0                   | 0                   |
| Merchandising sales                          | \$74.30             | \$96.80             | \$60.00             | \$115.90            | \$67.60             | \$105.95            |

Our Governance No. 6 Cont...

| <b>Museum Visitation</b>     | <b>Oct</b> | <b>Oct</b> | <b>Nov</b> | <b>Nov</b> | <b>Dec</b> | <b>Dec</b> |
|------------------------------|------------|------------|------------|------------|------------|------------|
| <b>Volunteer hours</b>       |            |            |            |            |            |            |
| Museum hours                 | <b>330</b> | <b>312</b> | <b>273</b> | <b>258</b> | <b>320</b> | <b>306</b> |
| Number of Volunteers         | 20         | 16         | 19         | 16         | 19         | 16         |
| Cinema hours                 | <b>194</b> | <b>207</b> | <b>134</b> | <b>173</b> | <b>113</b> | <b>206</b> |
| Number of C/T Volunteers     | 28         | 19         | 23         | 20         | 23         | 21         |
| Theatre Hours                | <b>10</b>  | <b>12</b>  | <b>0</b>   | <b>0</b>   | <b>15</b>  | <b>0</b>   |
| <b>Total Volunteer hours</b> | <b>534</b> | <b>531</b> | <b>407</b> | <b>431</b> | <b>448</b> | <b>512</b> |

Comment (up to 18/12/17)

Museum visitation in the 4th quarter of 2016 totaled 540; in the 4th quarter of 2017 totaled 627.

A positive reporting period to end the calendar with good numbers coming through the museum.

| <b>Facility Use 4th Quarter 2017</b> |                                    |                 |                  |                        |
|--------------------------------------|------------------------------------|-----------------|------------------|------------------------|
|                                      | <b>Activity</b>                    | <b>Location</b> | <b>Presenter</b> | <b>Comments</b>        |
| 11 Oct                               | Music Supper Club ACDC             | Cinema          | School of Arts   | 24                     |
| 11 Oct                               | Grant Writing Workshop             | Theatre         | School of Arts   | 16                     |
| 12 Oct                               | Eleanor's Story                    | Theatre         | School of Arts   | 30                     |
| 13 Oct                               | Shannon Public School Tour         | Museum          | School of Arts   | 18 Students            |
| 14 Oct                               | Tour Group                         | Museum          | School of Arts   | 17                     |
| 21 Oct                               | Tony's Tour Group                  | Museum          | School of Arts   | 25 persons             |
| 28 Oct                               | Oration                            | Theatre         | School of Arts   | 90 attended            |
| 30 Oct                               | Tour Group                         | Museum          | School of Arts   | 17 students            |
| 8 Nov                                | Music Supper Club Eagles & Friends | Cinema          | School of Arts   | 37                     |
| 12 Nov                               | Tenterfield Tours                  | Museum          | School of Arts   | 23 persons             |
| 18 Nov                               | National Party Voting              | Theatre         | School of Arts   | Hall Hire              |
| 25 Nov                               | Adventure Railway Tour Group       | Museum          | School of Arts   | 22 persons             |
| 29 Nov                               | Volunteers Xmas Party              | Bowling Club    | School of Arts   | 50 volunteers attended |
| 13 Dec                               | Music Supper Club -Blues Brothers  | Cinema          | School of Arts   | 40 Attended            |
| 13 Dec                               | Tenterfield High Student Movie     | Cinema          | School of Arts   | 21 Students            |
| Dec 2017                             | School Holiday Movie Program       | Cinema          | School of Arts   | Well attended          |
|                                      |                                    |                 |                  |                        |

**CINEMA USE – Oct, Nov, Dec** (up to 18/12/16)

|            | <b>Oct-16</b> | <b>Oct-17</b> | <b>Nov-16</b> | <b>Nov-17</b> | <b>Dec-16</b> | <b>Dec-17</b> |
|------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Screenings | 31            | 21            | 18            | 18            | 30            | 28            |
| Admissions | 496           | 405           | 134           | 205           | 393           | 368           |
|            |               |               |               |               |               |               |

Comment

Although the cinema is competing against many other social activities and events, including increased access to on-line entertainment, it is pleasing that attendance is still healthy and the cinema is on-track to meet its attendance goals for the 2017/18 year.

Our Governance No. 6 Cont...

#### **4. Finance and Technology**

##### **Local Infrastructure Renewal Scheme (LIRS) Funding Agreement**

An approach has been made to the Office of Local Government (OLG) regarding the timely settlement of claims for interest rebate subsidy. At this time it would appear that monies claimed, or yet to be claimed, are outstanding since November 2016. Email communication has been established with the OLG responsible officer and early settlement of any monies owing to Council is being pursued.

##### **Quarterly Budget Review (QBR) for December 2017**

Work is undertaken on a continuous basis to ensure Council is managing its budget, however, at quarterly intervals progress reports are provided to Council. The objective is to maintain good stewardship of the cash and assets provided to the organisation. To this end, the December 2017 quarterly review is in the course of preparation.

##### **Development of New Cost Centres**

As an adjunct to the new Organisational Plan, the organisation is moving its focus to concentrate on 24 distinct cost centres. This understanding will, in time, provide managers with the objectives held in the Operational Plan and the service outcomes expected. Motives in regard to services being provided can be identified and because budgets are being closely aligned, this value can be judged. The never ending search for "value for money" is the driver behind these changes.

#### **5. Corporate and Governance**

##### **Records Management**

Relevancy Pty Ltd have completed their engagement to develop and deliver:

- a corporate record keeping framework;
- a records management risk register;
- a records management operation plan;
- a records management strategic plan, and
- a vital records and business continuity plan

These plans will now be integrated into the organisation wide business continuity plan and risk register.

##### **Statutory Reporting**

The Tenterfield Shire Council Agency Information Guide, as adopted by Council in December 2017, has been reviewed and accepted by the Information and Privacy Commission (IPC). Feedback overall was positive. An IPC comment that the guide should be reviewed and updated every twelve months was due to the guide not being submitted to Council until December 2017.

##### **Audit and Risk Committee**

Further development of the Audit and Risk Committee Annual Plan has been undertaken by the Governance Coordinator and the Committee Chair, Mr Peter Sheville. The plan will be provided to the Committee for review and feedback for the next meeting of the Committee on 8 March 2018.

##### **Fraud and Misconduct**

There are no reported incidents of fraud or misconduct for the period 1 October 2017 to 31 December 2017.

Our Governance No. 6 Cont...

### **Legal Action**

There are no new legal actions involving Council for the period 1 October 2017 to 31 December 2017. There is one ongoing legal action involving Council and the EPA from 2016.

## **6. Workforce Development**

### **Workforce Management Strategy**

Implementation of Council's Workforce management Strategy continued in the key areas of health, safety and well-being of staff, growing leadership capability, training and nurturing talent.

### **Work, Health and Safety**

There was no lost time due to workplace incidents or injury: currently 120 days have passed without injury. Tool box talks were held for Works, Water and Waste and Parks and Gardens staff. Drug and alcohol tests conducted yielded negative results. Safety inspections were successfully completed on six worksites. Sampling for suspected asbestos material, at one site was completed and samples sent for analysis.

Health and wellbeing workshops were delivered by the Black Dog Institute, who combat depression, to 95% of staff, with costs covered by a combination of grant funding and a contribution from training funds. Staff feedback was completely positive.

### **Training**

The final steps in implementing capability improvement for staff, through an Innovation Fund Grant, were taken, and together with Council's contribution the Grant was fully acquitted, in accordance with the established time line and conditions. The remaining training involved emerging leadership, risk and project management as well as upskilling of outdoor, staff through creation of traineeships, in Civil Construction, for existing plant operators. Three WHS and General inductions were completed for new staff.

### **Recruitment**

Recruitment processes were initiated for the replacement of the Manager Finance and Information Technology and the Technical Projects Engineer. The Chief Executive was assisted with his review of accountabilities and the Organisation Structure. Action to commence implementation of the LG NSW Capability Framework was commenced, particularly in the way in which positions are to be described. Replacement action for a number of existing staff vacancies has also been commenced.

## **7. Library Services**

### **Activities**

- Public Libraries Association survey on library buildings completed and submitted.
- Ziptales children's literacy database subscribed to. Library members have online access at the library and at home.
- 25 January - Summer Reading Club program presentation.

### **Statistics**

Comment: Visitation and loans have been consistently higher than for the same period last year.



Our Governance No. 6 Cont...

Physical loans: 2592 (includes Interlibrary loans and Home Library Service loans)

Co-op eLoans: 28 (approx.)

Total of Loans: 2620

Library Users (registered): 2151 (does not include casual visitors) - 1119 members issued to, plus 494 computer users, plus 510 WiFi logins, plus 28 eLoans

New borrowers: 24

Computer Users: 494

Computer Hours: 479.5

WiFi logins: 510

OPAC searches: 14,185

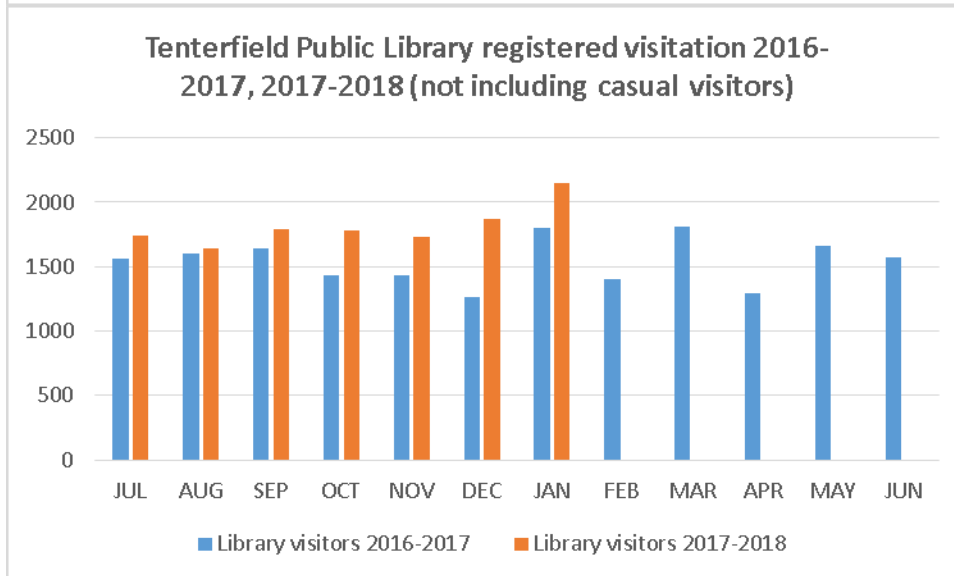
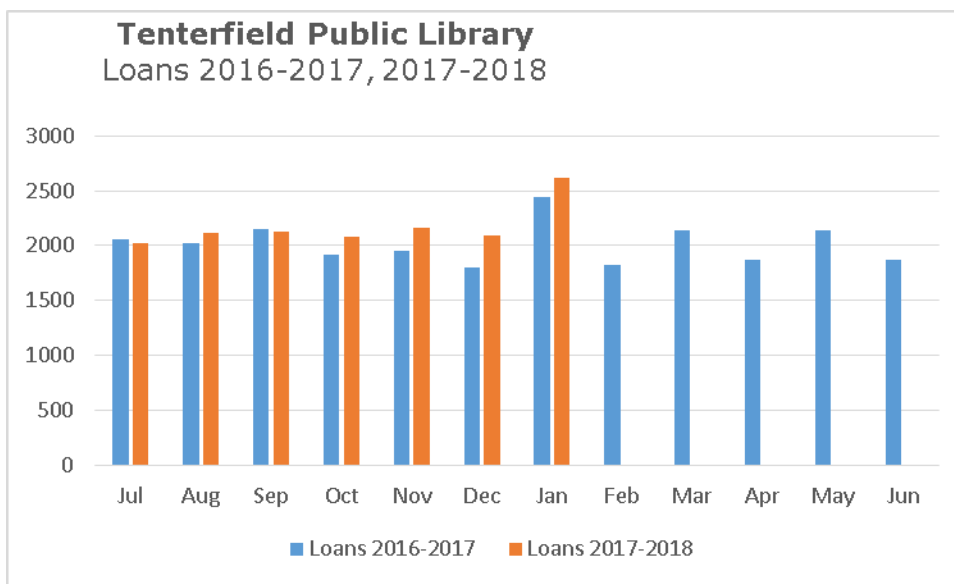
Tenterfield Star database searches: 137

Interlibrary loans: 36

Home Library Service Loans: 147

Reservations satisfied: 51

Holdings as at 08/02/2018: 35,215



Our Governance No. 6 Cont...

**COUNCIL IMPLICATIONS:**

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

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

Prepared by staff member: Erika Bursford, Governance Coordinator  
Approved/Reviewed by Manager: Kylie Smith, Chief Corporate Officer  
Department: Corporate, Governance & Community  
Attachments: There are no attachments for this report.

|                      |                                                                |
|----------------------|----------------------------------------------------------------|
| <b>Department:</b>   | <b>Corporate, Governance &amp; Community</b>                   |
| <b>Submitted by:</b> | Governance Coordinator                                         |
| <b>Reference:</b>    | <b>ITEM GOV7/18</b>                                            |
| <b>Subject:</b>      | <b>OPERATIONAL PLAN 2017/2018 – REPORT TO 31 DECEMBER 2017</b> |

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

## SUMMARY

The purpose of this report is to update Council on delivery of actions in the Operational Plan 2017/2018 to 31 December 2017.

## OFFICER'S RECOMMENDATION:

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

## BACKGROUND

Council adopted the Delivery Program and supporting Operational Plan 2017/2018 on 28 June 2017 (Resolution 102/17). The activities contained in the Operational Plan are structured to meet the objectives for the 2017/2018 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 demonstrates Council's achievements over the past 6 months with the outcomes for the period 1 July 2017 to 31 December 2017, of actions against the activities 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.

## REPORT:

Council and staff have achieved extensive progress of the actions and activities in the 2017/2018 Operational Plan.

The progress for the reporting period can be viewed in Attachment 1 (Booklet 1). The Actions and Programs for 2017/18 provides commentary on activities undertaken to achieve these actions and support the achievement of the Delivery Program.

Our Governance No. 7 Cont...

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

### **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) Regulations 2005;
- Integrated Planning and Reporting Manual for local government in NSW, March 2013.

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

Nil for this report; budget reports provided in line with statutory guidelines to support the IP&R Framework.

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

Nil

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

Nil

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

Nil

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

The Operational Plan 2017/18 is due for review every three months as contained in the Corporate and Governance Service, actions and programs for this year. The legislation requires a six monthly review of the Delivery Program which is the subject of this report. As Council is currently working towards the development of a monthly operational report it is anticipated that Operational Plan progress will be reported monthly which will meet this objective.

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

Nil.

**Kylie Smith**  
Chief Corporate Officer

|                               |                                                                                         |             |
|-------------------------------|-----------------------------------------------------------------------------------------|-------------|
| Prepared by staff member:     | Erika Bursford, Governance Coordinator                                                  |             |
| Approved/Reviewed by Manager: | Kylie Smith, Chief Corporate Officer                                                    |             |
| Department:                   | Corporate, Governance & Community                                                       |             |
| Attachments:                  | <b>1</b> Attachment 1 (Booklet 1) -<br>Operational Plan - Report to 31<br>December 2017 | 60<br>Pages |

|                      |                                                              |
|----------------------|--------------------------------------------------------------|
| <b>Department:</b>   | <b>Corporate, Governance &amp; Community</b>                 |
| <b>Submitted by:</b> | Governance Coordinator                                       |
| <b>Reference:</b>    | <b>ITEM GOV8/18</b>                                          |
| <b>Subject:</b>      | <b>NEW EXPENDITURE ALLOCATION – RISK MANAGEMENT SOFTWARE</b> |

|                                                               |                                                                                                                                                                    |
|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                                                                                                    |
| <b>CSP Goal:</b>                                              | <b>Leadership</b> - LEAD 14 - Resources and advocacy of Council are aligned support the delivery of the community vision outlined in the Community Strategic Plan. |
| <b>CSP Strategy:</b>                                          | Council maintains sound safety and risk management practices to protect the community and our employees.                                                           |
| <b>Delivery Plan Action:</b>                                  | Provide an organisation wide approach to the effective management of workplace health and wellbeing.                                                               |
| <b>Operational Plan Action:</b>                               | Provide and maintain a safe working environment where excellence in workforce safety practices and systems in valued and promoted.                                 |

## SUMMARY

The purpose of this report is to advise Council of the requirement for a professional Risk management software platform to achieve sustained continual improvement and best practice in the area of Enterprise Risk Management (ERM) that will address Council's ERM needs as well as allow systems integration with existing databases.

A new expenditure allocation will be required, of \$30,000 in financial year 2017/2018, and \$8,000 per year for four (4) subsequent financial years, for the purchase, implementation and ongoing operation of Risk Management software.

## OFFICER'S RECOMMENDATION:

**That Council approve a new expenditure allocation in financial year 2017/2018 and four subsequent financial years in the Long Term Financial Plan for the purchase, implementation and ongoing operation of Risk Management software, as follows:**

- 1. 2017/2018 - \$30,000.00**
- 2. 2018/2019 - \$8,000.00**
- 3. 2019/2020 - \$8,000.00**
- 4. 2020/2021 - \$8,000.00**
- 5. 2021/2022 - \$8,000.00**

## BACKGROUND

Council requires a professional Risk Management software platform to help achieve sustained continual improvement and best practice in the area of ERM. Risk Management software will be able to address the full cycle of Council's risk management in the form of a centralised and common risk database.

Key capabilities that will be delivered include:

- Improved standards compliance (ISO 31000);
- Automatic generation of reports;
- Instant visibility of high risks through charts;

Our Governance No. 8 Cont...

- Risk financial impacts, and
- Risk opportunity treatment costs.

Council adopted its first Risk Management – Continuous Improvement Plan (the Plan) in 2014 to help drive Council’s ability to manage its business risks to effectively support its strategic objectives. Upon the implementation of the Plan, Council engaged a third party consultant to conduct a formal enterprise wide analysis and evaluation of Council’s risks and formulate a risk register / action plan. This 2014 enterprise risk register / action plan has now run its due course and all corrective actions, controls, treatments and mitigation responses have been implemented in line with defined levels of priority and Council risk appetite. 2016 has seen a revitalised commitment and mandate from Council in the area of Risk Management and this is reflected in Councils Risk Management Policy, adopted by Council by Council 14 September 2016.

#### **REPORT:**

In line with Council’s increased Risk Management maturity a detailed interim Risk Register has been developed and implemented within Microsoft Excel, with basic reporting functions and the identification of core operational, strategic, financial, project and compliance risks. Evaluation and, where necessary, the required mitigation and or corrective action implementation is also tracked and registered within the Excel application that has been internally developed by the WHS Risk Management Officer. This Excel based Risk Register, while currently supporting Council’s risk register requirements, is very clunky, not user friendly and does not have the ability to serve as an overarching Council wide system allowing for any integration, workflow or longevity.

The costs associated with the purchase of specific Risk Management software are:

- Initial purchase, implementation and operating fees in 2017/2018 - \$30,000
- Operating fees for 2018/2019 - \$8,000
- Operating fees for 2019/2020 - \$8,000
- Operating fees for 2020/2021 - \$8,000
- Operating fees for 2021/2022 - \$8,000

#### **COUNCIL IMPLICATIONS:**

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

Nil.

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

Nil.

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

A new expenditure allocation in financial year 2017/2018 and four subsequent financial years in the Long Term Financial Plan will be as follows:

1. 2017/2018 - \$30,000.00
2. 2018/2019 - \$8,000.00
3. 2019/2020 - \$8,000.00
4. 2020/2021 - \$8,000.00
5. 2021/2022 - \$8,000.00

Our Governance No. 8 Cont...

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

- Improved standards compliance (ISO 31000);
- Automatic generation of reports;
- Instant visibility of high risks through charts;
- Risk financial impacts, and
- Risk opportunity treatment costs.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

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

Prepared by staff member: Erika Bursford, Governance Coordinator  
Approved/Reviewed by Manager: Kylie Smith, Chief Corporate Officer  
Department: Corporate, Governance & Community  
Attachments: There are no attachments for this report.

|                      |                                                           |
|----------------------|-----------------------------------------------------------|
| <b>Department:</b>   | <b>Corporate, Governance &amp; Community</b>              |
| <b>Submitted by:</b> | Governance Coordinator                                    |
| <b>Reference:</b>    | <b>ITEM GOV9/18</b>                                       |
| <b>Subject:</b>      | <b>LEGAL ACTIONS - 1 OCTOBER 2017 TO 31 DECEMBER 2017</b> |

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

### SUMMARY

Advise Council of any legal actions occurring or commencing against Council during October, November and December 2017.

### OFFICER'S RECOMMENDATION:

**That Council note the legal actions report for the period 1 October 2017 to 31 December 2017.**

### BACKGROUND

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

### REPORT:

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

There are no commencing legal actions to report for the period 1 October 2017 to 31 December 2017.

There is one (1) ongoing legal action to report for the period 1 October 2017 to December 2017, between Council and the EPA, from 2016.

### COUNCIL IMPLICATIONS:

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



Our Governance No. 9 Cont...

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

Nil.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

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

Prepared by staff member: Erika Bursford, Governance Coordinator  
Approved/Reviewed by Manager: Kylie Smith, Chief Corporate Officer  
Department: Corporate, Governance & Community  
Attachments: There are no attachments for this report.

|                      |                                                                                                                                                                                           |
|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Department:</b>   | <b>Corporate, Governance &amp; Community</b>                                                                                                                                              |
| <b>Submitted by:</b> | Governance Coordinator                                                                                                                                                                    |
| <b>Reference:</b>    | <b>ITEM GOV10/18</b>                                                                                                                                                                      |
| <b>Subject:</b>      | <b>AMENDED AUSTRALIA DAY POLICY<br/>AMENDED COMMUNITY DONATIONS/CONTRIBUTIONS<br/>POLICY<br/>AMENDED ABORIGINAL RECOGNITION &amp; PROTOCOL POLICY<br/>AMENDED LIBRARY SERVICES POLICY</b> |

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

## SUMMARY

The purpose of this report is to seek Council's adoption of the amended Australia Day Awards policy, the amended Community Donations/Contributions policy, the amended Aboriginal Recognition and Protocol Policy and the amended Library Services Policy. In amending the Library Services Policy, which is a consolidation of four existing Library policies, Council's revocation of the Library – Collection Development Policy, the Library – Family History Group Policy, the Library – Borrowings Policy and the Library – Internet Users Policy is also sought.

## OFFICER'S RECOMMENDATION:

### That Council:

- (1) Revoke the following policies under Section 165 (3) of the Local Government Act 1993 – Amendment and revocation of local policy:**
  - a. Library – Borrowings**
  - b. Library – Collection Development**
  - c. Library – Family History Group**
  - d. Library – Internet Users**
- (2) Adopt the following amended policy under Section 165(2) of the Local Government Act 1993 – Amendment and revocation of local policy:**
  - a. Library Services Policy.**
- (3) Adopt the following amended policies under Section 165 (1) of the Local Government Act 1993 – Amendment and revocation of local policy:**
  - a. Australia Day Awards Policy;**
  - b. Community Donations/Contributions Policy, and**
  - c. Aboriginal Recognition and Protocol Policy.**

Our Governance No. 10 Cont...

### **BACKGROUND**

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.

### **REPORT:**

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

Section 165(1) states:

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

Three Civic Office policies have been amended under Section 165(1), having been reviewed for currency and adapted for insertion into the current policy template.

These policies are:

- Australia Day Awards Policy;
- Community Donations/Contributions Policy, and
- Aboriginal Recognition and Protocol Policy.

Section 165(2) states:

*"An amending local policy may deal with the whole or part of the local policy amended."*

Four Library services policies have been amended under Section 165(2), having been consolidated into one policy and inserted into the current policy template, being:

- Library Services Policy.

Section 165(3) states:

*"A council may at any time revoke a local policy adopted under this Part."*

As the proposed amended Library Services Policy will replace four policies that now form the basis of the Library Services policy, the following policies must be revoked upon adoption of the proposed amended policy:

- Library – Borrowings Policy;
- Library – Collection Development Policy;
- Library – Family History Group Policy, and
- Library – Internet Users Policy.

### **COUNCIL IMPLICATIONS:**

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

Nil.

Our Governance No. 10 Cont...

## 2. Policy and Regulation

The following four policies will be amended:

- Australia Day Awards Policy;
- Community Donations/Contributions Policy;
- Aboriginal Recognition and Protocol Policy, and
- Library Services Policy.

The following for policies will be revoked:

- Library – Borrowings Policy;
- Library – Collection Development Policy;
- Library – Family History Group Policy, and
- Library – Internet Users Policy.

## 3. Financial (Annual Budget & LTFP)

Nil.

## 4. Asset Management (AMS)

Nil.

## 5. Workforce (WMS)

Nil.

## 6. Legal and Risk Management

Nil.

## 7. Performance Measures

Nil.

## 8. Project Management

Nil.

**Kylie Smith**  
Chief Corporate Officer

|                               |                                                                                                                                                                                                                                                                                                                                                                                                      |                                                            |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| Prepared by staff member:     | Erika Bursford, Governance Coordinator                                                                                                                                                                                                                                                                                                                                                               |                                                            |
| Approved/Reviewed by Manager: | Kylie Smith, Chief Corporate Officer                                                                                                                                                                                                                                                                                                                                                                 |                                                            |
| Department:                   | Corporate, Governance & Community                                                                                                                                                                                                                                                                                                                                                                    |                                                            |
| Attachments:                  | <ol style="list-style-type: none"> <li><b>1</b> Attachment 2 (Booklet 2) - Revoked Library Policies - Library Borrowings, Collection Development, Family History Group, Internet Usrs</li> <li><b>2</b> Attachment 3 (Booklet 2) - Draft New Policy - Library Services</li> <li><b>3</b> Attachment 4 (Booklet 2) - Draft Australia Day Awards Policy &amp; Obsolete Australia Day Awards</li> </ol> | <p>25<br/>Pages</p> <p>10<br/>Pages</p> <p>7<br/>Pages</p> |

## Our Governance No. 10 Cont...

|          |                                                                                                      |            |
|----------|------------------------------------------------------------------------------------------------------|------------|
|          | Protocol                                                                                             |            |
| <b>4</b> | Attachment 5 (Booklet 2) - Draft<br>Community<br>Donations/Contributions Policy &<br>Obsolete Policy | 5<br>Pages |
| <b>5</b> | Attachment 6 (Booklet 2) - Draft<br>Aboriginal Recognition and Protocol<br>& Obsolete Policy         | 6<br>Pages |

|                      |                                              |
|----------------------|----------------------------------------------|
| <b>Department:</b>   | <b>Corporate, Governance &amp; Community</b> |
| <b>Submitted by:</b> | GIS Accountant                               |
| <b>Reference:</b>    | <b>ITEM GOV11/18</b>                         |
| <b>Subject:</b>      | <b>FINANCE AND ACCOUNTS</b>                  |

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

## SUMMARY

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

## OFFICER'S RECOMMENDATION:

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

## BACKGROUND

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

## REPORT:

A reconciliation of cash books of all funds has been carried out with the appropriate bank statements. A certified schedule of all Council's investments showing the various amounts invested is shown at Attachment 7 (Booklet 3).

### (a) Reconciliation of Accounts

Reconciliation of cash books of all funds have been carried out with the appropriate bank statements as at 31 January 2018.

Cash Book Balances on this date were as follows:-

|                        |    |              |        |
|------------------------|----|--------------|--------|
| General (Consolidated) | \$ | 1,191,564.41 | Credit |
| General Trust          | \$ | 321,533.93   | Credit |

Our Governance No. 11 Cont...

(b) Summary of Investments

Attachment 7 (Booklet 3) is a certified schedule of all Council's investments as at 31 December 2017 and 31 January 2018 showing the various invested amounts and applicable interest rates.

**COUNCIL IMPLICATIONS:**

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

Nil.

**2. Policy and Regulation**

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

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

Nil.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

There has been no adjustment to budget expectations.

**8. Project Management**

Nil.

**Kylie Smith**  
Chief Corporate Officer

Prepared by staff member: Belinda Savins, GIS Accountant; John McHugh, Acting Finance Manager

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

Department: Corporate, Governance & Community

Attachments: **1** Attachment 7 (Booklet 3) - Summary of Investments - 31 Dcember 2017 and 31 January 2018 **2** Pages

|                      |                                                         |
|----------------------|---------------------------------------------------------|
| <b>Department:</b>   | <b>Corporate, Governance &amp; Community</b>            |
| <b>Submitted by:</b> | GIS Accountant                                          |
| <b>Reference:</b>    | <b>ITEM GOV12/18</b>                                    |
| <b>Subject:</b>      | <b>CAPITAL EXPENDITURE REPORT AS AT 31 JANUARY 2018</b> |

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

## SUMMARY

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 January 2018.**

## BACKGROUND

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

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

## REPORT:

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

The Project for Safer Local Government Roads is an initiative by the New South Wales Government that is fully funded by Road and Marine Services. A report will be made to the February 2018 meeting and an adjustment in the December 2017 quarterly review to reflect the income and expenditure for this project.

## COUNCIL IMPLICATIONS:

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



Our Governance No. 12 Cont...

**2. Policy and Regulation**

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

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

Nil.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

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

Prepared by staff member: Belinda Savins, GIS Accountant; John McHugh,  
Acting Finance Manager

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

Department: Corporate, Governance & Community

Attachments: **1** Attachment 8 (Booklet 3) - Capital Expenditure Report as at 31 January 2018 **4** Pages

|                      |                                              |
|----------------------|----------------------------------------------|
| <b>Department:</b>   | <b>Corporate, Governance &amp; Community</b> |
| <b>Submitted by:</b> | Acting Finance Manager                       |
| <b>Reference:</b>    | <b>ITEM GOV13/18</b>                         |
| <b>Subject:</b>      | <b>BUDGET REVIEW AS AT 31 DECEMBER 2017</b>  |

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

## SUMMARY

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

## OFFICER'S RECOMMENDATION:

**That Council adopt the Quarterly Budget Review, for the period 1 October 2017 to 31 December 2017 (QBR Dec-2).**

## BACKGROUND

The Office of Local Government has developed a set of minimum requirements for the Quarterly Budget Review Statements. The Quarterly Budget Review statement must show, by reference to the estimated income and expenditure that is set out in the operational plan adopted by Council, a revised estimate of income and expenditure for the year. It also requires the budget review statement to include a report by the responsible accounting officer as to whether or not they consider the statement indicates Council to be in a satisfactory financial position with regard to its original budget, and if not, to include recommendations for remedial action.

The Budget Review as presented has identified significant departures from expected outcomes. There are some items where the original budget was not sufficient to meet requirements. However of much greater concern is the level of underachievement.

Work-in-Progress (Capital under construction) is lagging significantly. According to the "actual" expenditure reported in this Spreadsheet the total is approximately \$4.4 million out of a budget of \$23.5 million.

On the flip side there is a significant shortfall in the "actual" receipts of Capital Grants and Contributions. A figure of \$8.1 million is given as the target however receipts to December 2017 only total \$1.7 million. By way of example, the Transport Network is flagging a budget of \$11.3 million but has only expended \$1.8 million to December. This is not a "saving" but represents a problem with the budget in the first place and perhaps an organisational capacity issue.

Our Governance No. 13 Cont...

On the Income side there are two items that warrant close attention. Firstly, a decision has to be made about the rate of spend on capital works in the Water Fund as there is a Loan of \$3,450,000 currently factored into this budget. Timing and circumstance will determine outcomes here however before the March Review (QBR Mar-3), the Council needs to address this budget item. The second matter that needs immediate attention is a review of the progress associated with property sales. A figure of \$2,123,000 is currently included in the December Review as income. Since no sales are recorded as at December 2017, the question must be asked as to the probabilities of this money materialising before year end.

Before getting on to the formality of the presenting the numbers, something needs to be noted about the current problems with the budget process from an accounting perspective. The Council is managing its budget within a spreadsheet environment and as such has real risks of propagating mistakes. Spreadsheets, by design, are seen as "personal" and have great flexibility and offer the user (designer) lots of choices. However that same strength is Excel's weakness for "corporate" reporting. Since this Review started, many reconciliation problems have arisen as regards the spreadsheet data and the general ledger data. An effort has been made to rectify these as they impinge directly on the information presented to Council.

After progressing these reconciliation efforts many corrections have been made. The Spreadsheet document used to present the Quarterly Budget Review as at 31 December, is now considered to be soundly based. The remaining differences that have yet to be resolved are not material.

The recent decision of Council to invest in a "corporate" Budget System is a step in the right direction.

A Quarterly Budget Review Statement for the December 2017 quarter has been prepared in accordance with the Code of Accounting Practice and Financial Reporting.

The Quarterly Budget Review Statement includes the following reports;

1. Report by Responsible Accounting Officer
2. Income & Expenses Budget Review Statement
3. Capital Budget Review Statement
4. Budget Review Statement – Recommended Changes to Revised Budget
5. Cash & Investments Budget Review Statement
6. Key Performance Indicators Budget Review Statement
7. Contracts Budget Review Statement
8. Consultancy & Legal Expenses Budget Review Statement

A detailed budget review showing each budget item is attached to the report to support the December 2017 Quarterly Budget Review (Attachment 9 (Booklet 3)).

## **REPORT**

The structure of the QBR Dec-2 financial reporting is preordained by the template that has been adopted by Council. The complexity of the reporting arises because of the archaic requirement to maintain fund accounting concepts within an accrual accounting environment. This form of reporting has its foundations in cash book accounting and was prescribed for NSW Local Government in 1913.

Our Governance No. 13 Cont...

Given this requirement, the analysis presented in this report dissects the overall performance of the budget into fund perspectives. The first Table has its origins in the attempt to gauge the Council's capacity to survive financially if it were to be bereft of grant funding. The calculation of the figures requires the operational costs and revenues to be netted, including depreciation expense but excluding capital grants and contributions.

This is not the same as the calculation of the "Own Source Revenue" Ratio which is promoted by the Office of Local Government (OLG). The difference is that the operational grants are taken into account as well as capital grants when performing the "Own Source Revenue" calculation, which brings into consideration the Federal Assistance Grant (FAG). So that the calculation gives rise to a ratio of 38% which is well below the OLG's target ratio of 60%. It is worth noting that the State average is 70%.

As far as the summary in Table 1 is concerned, it does not exclude FAG monies from operational revenue, and for this approach the Council's ratio rises to 47%.

Table 1 below compares the projected operating result with the amended budget. It shows that the projected consolidated surplus has increased by \$1,508,763 which is mainly due to an increase in the general fund surplus of \$1,555,969.

*TABLE 1 – OPERATING RESULT EXCLUDING CAPITAL GRANTS AND CONTRIBUTIONS*

| <b>Fund</b>      | <b>Amended Budget-<br/>Sep QBR-1</b> | <b>Revised Budget-<br/>Dec QBR-2</b> | <b>Variance</b>     |
|------------------|--------------------------------------|--------------------------------------|---------------------|
| General          | \$ 835,520                           | \$ 2,391,489                         | \$ 1,555,969        |
| Waste Management | \$ 479,720                           | \$ 493,554                           | \$ 13,834           |
| Water            | \$ 404,352                           | \$ 288,600                           | (\$ 115,751)        |
| Sewerage         | (\$ 10,897)                          | \$ 43,815                            | \$ 54,712           |
| Stormwater       | (\$ 104,813)                         | (\$ 104,813)                         |                     |
| <b>Total</b>     | <b>\$ 1,603,882</b>                  | <b>\$ 3,112,645</b>                  | <b>\$ 1,508,764</b> |

The following table (Table 2) details the principal variations accounting for the change in the operating result (variations to operating income which are offset by an equal increase in operating expenditure are disregarded as the net effect is zero). The variations in the waste, water, sewerage and stormwater funds are not considered material. The main changes are listed in Table 2.

*TABLE 2 – MATERIAL BUDGET VARIATIONS – OPERATING RESULT EXCLUDING CAPITAL GRANTS AND CONTRIBUTIONS*

| <b>Service</b>                     | <b>Account<br/>Description</b> | <b>Variation</b> | <b>Reason</b>                                                  |
|------------------------------------|--------------------------------|------------------|----------------------------------------------------------------|
| <b>Civic Office</b>                | Election Expenses              | (27,000)         | Increase to allow for Election Expenses for recent By Election |
| <b>Organisation<br/>Leadership</b> | Annual Leave                   | (22,292)         | Adjusting allocation                                           |
|                                    | Non Vested leave               | (14,490)         | Adjusting allocation                                           |

Our Governance No. 13 Cont...

| Service          | Account Description              | Variation | Reason                                   |
|------------------|----------------------------------|-----------|------------------------------------------|
|                  | Redundancy                       | (168,525) | Redundancy payments                      |
| <b>Economic</b>  | Contract Staff                   | (45,969)  | Specialist resource                      |
| <b>Finance</b>   |                                  | 1,408,347 | Transfer from Internal Restrictions- FAG |
|                  |                                  | 794,377   | Transfer from Internal-Restrictions-FAG  |
|                  | Contract Staff                   | (43,264)  | Backfill vacancies                       |
| <b>Corporate</b> | Salaries                         | (114,606) | Adjustment to allocation                 |
|                  |                                  | 187,416   | Adjustment to allocation                 |
| <b>Workforce</b> | Long Service Leave (N.E.I.)      | (120,000) | Adjustment to allocation                 |
|                  | Innovation                       | (66,750)  | Organizational capacity development      |
|                  | Salaries                         | (22,248)  | Adjustment to allocation                 |
|                  | Contract Staff                   | (116,139) | Adjustment to allocation                 |
|                  | Senior Staff Recruitment         | (12,231)  | Recruitment costs                        |
|                  | Staff Travel                     | 10,000    | Reduced travelling                       |
| <b>Planning</b>  | Legal Expenses – Native Title    | (10,000)  | Adjustment to allocation                 |
| <b>Buildings</b> | Council Building - Maintenance   | 80,000    | Transfer to Capital Expenditure          |
|                  | Unscheduled Property Maintenance | 10,000    | Adjustment to allocation                 |
| <b>Transport</b> | Redundancy                       | 20,147    | Redundancy Payments                      |

### Capital Budget

The capital expenditure budget shows in Table 3 below that projected capital expenditure will increase by \$329,784 above the amended budget. This additional expenditure will be funded either by grants or where a Council contribution has been required.

The Budget for 2017/18 included management costs which were to be allocated and capitalised against capital projects. This is important to note as the Council relies on getting overhead recovered against these Works-in-Progress.

Our Governance No. 13 Cont...

TABLE 3 – CAPITAL EXPENDITURE BUDGET

| Fund             | Amended Budget-<br>Sep QBR-1 | Revised Budget-<br>Dec QBR-2 | Variance    |
|------------------|------------------------------|------------------------------|-------------|
| General          | \$ 15,157,747                | \$ 15,560,675                | \$ 402,928  |
| Waste Management | \$ 1,042,996                 | \$ 1,042,996                 | \$ -        |
| Water            | \$ 5,600,532                 | \$ 5,600,532                 | \$ -        |
| Sewerage         | \$ 1,191,805                 | \$ 1,118,661                 | (\$ 73,144) |
| Stormwater       | \$ 245,000                   | \$ 245,000                   | \$ -        |
| Total            | \$ 23,238,080                | \$ 23,567,864                | \$ 329,784  |

Table 4 below details the material variations in all funds and how the variation will be funded (note - immaterial variations are not included).

TABLE 4 – MATERIAL BUDGET VARIATIONS – CAPITAL EXPENDITURE BUDGET

All Funds

| Function         | Account Description                   | Variation   | Reason                                |
|------------------|---------------------------------------|-------------|---------------------------------------|
| <b>Buildings</b> | Administration Centre                 | (\$80,000)  | Transfer from maintenance             |
| <b>Parks</b>     | Rose Garden at Cemetery               | (\$15,643)  | Improvements to surrounds             |
|                  | Shirley Park Amenities (SRV)          | (\$25,000)  | Improvement to surrounds              |
| <b>Transport</b> | NDRRA-End March                       | (\$50,358)  | Adjustment to allocation              |
|                  | MR 622                                | (\$120,546) | Adjustment to allocation              |
|                  | Jubullum - Road works                 | (\$18,188)  | Public internal road upgrade          |
|                  | Jubullum - Road works                 | (\$20,426)  | Upgrade T intersection                |
|                  | Jubullum - Road works                 | (\$75,995)  | Upgrade access road                   |
| <b>Sewerage</b>  | Capitalisation of Management Expenses | (\$73,145)  | Reduction in Project scope this year. |

**Key Performance Indicators**

The following table (Table 5) compares the key performance indicators on a consolidated funds basis with the original budget. A more detailed analysis is contained in the Quarterly Budget Review attachments.

Our Governance No. 13 Cont...

TABLE 5 – KEY PERFORMANCE INDICATORS (CONSOLIDATED FUNDS)

| Performance Indicator                  | OLG Benchmark | Projection 2017/18 | Original Budget 2017/18 |
|----------------------------------------|---------------|--------------------|-------------------------|
| Operating Performance Ratio (%)        | >0%           | 14%                | 10.29%                  |
| Own Source Operating Revenue Ratio (%) | >60%          | 38%                | 40.89%                  |

**Budget Summary**

A summary of the significant movements in the budget during the December 2017 Quarter forms part of the Quarterly Budget Review Statement.

The budget shows income from all sources (operating income, capital income, loan funds, and proceeds from the sale of assets, transfers from reserves, restricted funds) and operating expenditure, capital expenditure, transfers to reserves and restricted funds.

TABLE 6 - BUDGET SUMMARY AS AT 31 DECEMBER 2017 –ALL FUNDS

Amended Budget QBR Sep-1 Proposed Amendments      Revised Budget QBR Dec-2

**Operational Income**

|              |             |              |
|--------------|-------------|--------------|
| \$20,293,670 | \$2,314,395 | \$22,608,065 |
|--------------|-------------|--------------|

**Operational Expenditure**

|                |             |                |
|----------------|-------------|----------------|
| (\$12,286,311) | (\$705,631) | (\$13,091,942) |
|----------------|-------------|----------------|

**Net Surplus (Including Grants and before Depreciation)**

|              |             |              |         |
|--------------|-------------|--------------|---------|
| \$14,541,625 | \$3,105,606 | \$17,647,231 | TABLE 7 |
|--------------|-------------|--------------|---------|

**Net Surplus on Operations**

|             |             |             |
|-------------|-------------|-------------|
| \$8,007,359 | \$1,508,764 | \$9,516,123 |
|-------------|-------------|-------------|

**Depreciation Expenses**

|               |  |               |
|---------------|--|---------------|
| (\$6,403,478) |  | (\$6,403,478) |
|---------------|--|---------------|

**Net Surplus on Operations after Depreciation (excluding Grants)**

|             |             |             |         |
|-------------|-------------|-------------|---------|
| \$1,603,881 | \$1,508,764 | \$3,112,645 | TABLE 1 |
|-------------|-------------|-------------|---------|

**Capital Income (Grants and Contributions)**

|             |             |             |
|-------------|-------------|-------------|
| \$6,534,266 | \$1,596,842 | \$8,131,108 |
|-------------|-------------|-------------|

**Capital Movements**

|                  |               |                |
|------------------|---------------|----------------|
| Work-in-Progress |               |                |
| (\$23,238,080)   | (\$359,784)   | (\$23,567,865) |
| Loan Proceeds    |               |                |
| \$5,573,000      |               | \$5,573,000    |
| Restricted Cash  |               |                |
| \$5,963,773      | (\$2,008,974) | \$3,954,798    |

Our Governance No. 13 Cont...

|                                                       |           |               |
|-------------------------------------------------------|-----------|---------------|
| Balance Sheet Adjustments                             |           |               |
| \$105,598                                             |           | \$105,598     |
| <b>Available to Working Funds before Depreciation</b> |           |               |
| \$2,845,916                                           | \$866,845 | \$3,712,761   |
| <b>Surplus/ (Deficit)</b>                             |           |               |
| After Depreciation Expense is applied                 |           |               |
| (\$3,557,561)                                         | \$866,845 | (\$2,690,716) |

## Working Funds

The reference to working funds is an estimate of the position that fairly represents the net movement in current assets and current liabilities.

Because in NSW local government has a formal practice of "restricting cash", then the reference usually means that it has taken into account the extent to which Council has restricted its cash.

The calculation of this position following the finalisation of the Statements as at 30 June 2017 was as follows:

### *Financial Statements rounded to nearest \$1000*

|                       |          |
|-----------------------|----------|
| Current Assets -      | \$19,027 |
| Less                  |          |
| Current Liabilities - | \$ 4,376 |
| Less                  |          |
| Restricted Cash -     | \$13,712 |

Working Capital would have been the resultant sum of \$939,000, which gets close to the carry value of Cash-at-Bank.

The Working Capital position forecast in the Amended Budget QBR Sep-1 for the 30 June 2018 was \$4,608,268 (See Page 10 of the Report).

The main reason for this shift since June 2017 is the substantial transfers from restricted cash foreshadowed in the Amended Budget. The net value of transfers made to and from restricted cash since Council first formulated its 2017-2018 Budget sum to \$796,755, and there remains a further \$3.9 million proposed to be taken from restricted cash between now and June.

So with a Cash-at-Bank position holding at \$1 million and a further transfer from restricted cash of \$3.9 million, it is reasonable to forecast a Working Funds position as at 30 June 2018 of \$4.9 million.

The OLG does use what it describes as the "Unrestricted Current Ratio" to make judgements about Councils liquidity. For this calculation, only the externally restricted cash is excluded.



Our Governance No. 13 Cont...

The Working Funds Surplus forecast for the 30<sup>th</sup> June 2018 contained in the Summary All Funds (see Attachment 9 (Booklet 3)) is in the sum of \$3,712,762, BEFORE APPLYING DEPRECIATION EXPENSE, which when added to a Cash-at-bank estimate of \$1 million is also another basis for estimating the Working Funds position as at year end.

The working funds table below (Table 7) outlines the flow of income and expenditure and is to be differentiated from a "point-in-time" position statement. And since Council started with about \$1 million in its bank (unrestricted) and the following ebb and flow of monies travelling in and out of that bank account, it approximates the Working Capital available as at 30 June 2018

TABLE 7- ESTIMATED WORKING FUNDS POSITION

**Working Funds Surplus (flow to Bank)**

| <b>FUND</b> | <b>Operation Surplus</b> | <b>Capital Movements</b> | <b>Balance Sheet Movements</b> | <b>Restricted Cash Movements</b> |
|-------------|--------------------------|--------------------------|--------------------------------|----------------------------------|
| General     | \$14,003,638             | (\$15,560,677)           | \$2,228,598                    | \$2,626,809                      |
| Waste       | \$ 713,492               | (\$1,042,995)            |                                | \$ 329,503                       |
| Water       | \$ 2,042,860             | (\$5,600,532)            | \$3,450,000                    | \$ 107,672                       |
| Storm       | \$ 61,383                | (\$ 245,000)             |                                | \$ 183,617                       |
| Sewer       | \$ 825,858               | (\$1,118,661)            |                                | \$ 707,197                       |
|             | <b>\$17,647,231</b>      | <b>(\$23,567,865)</b>    | <b>\$5,678,598</b>             | <b>\$3,954,798</b>               |

**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)**

Recommended variations to the annual budget are detailed in this report.

**4. Asset Management (AMS)**

Nil

**5. Workforce (WMS)**

Nil

Our Governance No. 13 Cont...

**6. Legal and Risk Management**

The Budget Review is submitted to Council in accordance with Clause 203(1) of the Local Government (General) Regulation 2005.

**7. Performance Measures**

The impact of the recommended budget variations on Councils key performance indicators is detailed in the Quarterly Budget Review Statement.

**8. Project Management**

Nil

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

Prepared by staff member: John McHugh, Acting Finance Manager; Belinda Savins, GIS Accountant

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

Department: Corporate, Governance & Community

Attachments: **1** Attachment 9 (Booklet 3) - 61  
Quarterly Budget Review to 31 Pages  
December 2017

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**(ITEM RC1/18) REPORTS OF COMMITTEES & DELEGATES - ARTSTATE LISMORE - 30 NOVEMBER 2017**

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**REPORT BY:** Gary Verri, Councillor

Artstate Lismore was held in Lismore from the evening of Thursday, 30 November 2017 to Sunday, 3 December 2017. As per Council Resolution 225/17, Cr Gary Verri attended in his capacity as Arts Northwest Board Member.

**REPORT:**

Artstate was held in Lismore and was opened on the evening of 30<sup>th</sup> November, 2017 by the Minister for Arts, The Hon Don Harwin along with Mayor Isaac Smith, The Hon Thomas George MP, Elizabeth Rogers and the Artstate project team. The opening ceremony was conducted from a marquee to an audience in the open air and was a complete washout with a cloud burst leaving an audience of 6 or 7. The rain finished on queue so the first performance performed to a full audience.

The sessions commenced on Friday, 1 December 2017 with Key note speakers in the mornings and parallel sessions in the afternoons with entertainment in the evenings.

Several speakers spoke on festivals, including the Indigenous Art Director of Norway. The theme to holding successful festivals was constant from all speakers. Items raised were as follows:

- Indigenous peoples and youth should be included from the outset at every level including the initial planning, and their input should be sought and acted on;
- A competition for the young artist of the year;
- Food, including local produce, should be highlighted;
- Indigenous artisans should be encouraged and have input from the start;
- All artisans should be challenged to work together;
- The festival director should have a maximum term of 4 years (this allows for a different approach);
- Successful festivals have an element that challenges the audience - provocative ideas work;
- Repeat festivals should not be a carbon copy of previous festivals however the theme should remain relatively constant;
- See what other festivals are doing;
- It is important to engage art students. This helps build long term partnerships. Long term partnerships with artisans is very important to having successful festivals;
- Hold art competitions. These competitions should highlight the district;
- Be wary of accepting sponsorship. Sponsorship can be a financial trap - it is far better to build partnerships.

The Indigenous festival, *Saltwater Freshwater* is held on Australia Day. It is owned by 10 groups attracting an audience of around 12,000. The Festival comprises 40 acts with 190 performers, and includes workshops.

***Connecting Schools and Art***

In Kalamazoo (USA) it was recognised that there was disconnect with arts between all students, including art students. A coordinated effort was made with practicing artists and the Education Department to improve the system.

## Report of Committee No. 1 Cont...

Work was started with high school students working within the existing education system to develop special classes with established artists. This allowed students to gain experience and connections with other artists. The programme was then extended to kindy and primary levels.

By taking the art community into the class room, this brought about a cultural change by teaching teachers how to engage. The schools in the region all noticed an improvement right across the curriculum once the programme was working and it is now being copied in other parts of the USA. This all came about after the top philharmonic orchestra came to Kalamazoo where the appreciation amongst teachers and students was almost zero.

**Other Issues**

Various speakers spoke on arts and health. Artists have been employed to reconnect communities isolated by years of drought and the extra burden this prolonged drought was placing on families. The programme proved so successful that the Minister for Health allocated additional funding to prolong the programme.

Lachlan Health developed a partnership with local Councils, Aboriginal groups, Musicians, Museums and Schools, with different projects for different areas.

Artists were employed by Councils and worked with the EPA to help educate and promote recycling, composting and general waste reduction. This campaign was very successful.

A future of less Government funding was a catalyst in helping *Screenworks* become partially self-reliant. The initial cut was 25% so membership fees were increased, donations were accepted, sponsorships were sought. *Sourdough*, a group of retired business people that give advice and their time to not for profit groups helped *Screenworks* develop a business plan.

*Screenworks* are based on the North Coast at Bangalow so to work interstate they had to deal with cross border issues, which proved difficult and presented *Screenworks* with another set of challenges. Fortunately they were able to break down these barriers. *Screenworks* primary function is to help film makers by giving advice on "how to" and other needs of film makers. Presently *Screenworks* are working on the Athena project to help women in remote areas. [www.screenworks.com.au/theathenaproject](http://www.screenworks.com.au/theathenaproject)

A Screen Workshop focused on living locally, working globally.

The childrens' show *Dirt Girl* is produced locally (Lismore) and is shown around the world. Producer Cate is using *Dirt Girl* to explain to children where food comes from. Cate, with the help of ABC's Costa and her extensive garden makes food and gardening a fun thing for the children.

Cate does everything from her property including feeding the actors from her garden, accommodates the actors and the Canadians. The Canadians bought the entire series and visit the property on a regular basis.

*Cumulous VFX* a special effects company that has had their special effects used in a lot of hi profile movies, including many of the Harry Potter movies. All of this was made possible with the introduction of the high speed internet.

## Report of Committee No. 1 Cont...

The movie *Frisky* was also made by local artists. This was a successful, low budget film made with a budget of around \$5,000 and mostly shot on the North Coast. These artists and others are bringing a lot more artisans to the Lismore area.

Soumik an accomplished musician. Educated in England, he has travelled to the remote corners of India to document heritage folk music that has largely been hidden from the mainstream population. Soumik explained how a lot of musicians, both western and eastern, and covering the areas from classical to modern, are remaking traditional instruments to get different sounds and incorporating these new sounds into everyday music. He also explained how the eastern concept of time affects eastern music with the best way to understand this is that traditional eastern music has no beginning or end.

Rhoda Roberts spoke on the difficulty Aboriginal artists have in being taken seriously as anything but an Aboriginal artist, and how these barriers have been broken down, Rhoda also spoke on current funding policies relating to grant funding.

**RECOMMENDATION**

That Cr Verri's report "Artstate Lismore" be received and noted.

**ATTACHMENTS**

There are no attachments for this report.

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**(ITEM RC2/18) REPORT OF COMMITTEE & DELEGATES - TENTERFIELD SHIRE LOCAL TRAFFIC COMMITTEE - 21 DECEMBER 2018**

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

A Meeting of the Tenterfield Shire Local Traffic Committee was held on Thursday, 1 December 2017. Minutes of the Meeting are attached.

### **RECOMMENDATIONS**

- (1) That the report from the Tenterfield Shire Local Traffic Committee meeting of 21 December 2017 be received and noted; and further**
- (2) That Council investigate further and consider future funding in the kerb and guttering budget including works to be carried out on the kerb on both Molesworth and Rouse Streets. Also consider changing to "No Parking" zone if warranted at this location; and**
- (3) That Council investigate whether this section of Mount Lindesay Road at the F111 Site meets the warrants for line marking in accordance with Line marking guidelines and install if meets warrants; and**
- (4) That Council offers no objections to the temporary use of roads such as Naas Street, George Street, Duncan Street and crossing of Molesworth Streets associated with the Tenterfield High School Cross Country Event on 2 May 2018 subject to Police approval and standard conditions; and**
- (5) That Council send RMS a proposal for the relocation of the disabled carpark to the south side of the pedestrian crossing in Rouse Street, Tenterfield; and**
- (6) That Council offers no objections to the holding of the Killarney P-10 State School P & C Border Ranges Trail Ride subject to Development Approval, Police approval and standard conditions.**

### **ATTACHMENTS**

- 1 Minutes of Meeting 11 Pages**



**MINUTES OF**  
**TENTERFIELD SHIRE LOCAL TRAFFIC**  
**COMMITTEE MEETING**  
**THURSDAY 21 DECEMBER 2017**

MINUTES OF THE **Tenterfield Shire Local Traffic Committee Meeting** OF TENTERFIELD SHIRE held at the Council Chambers on Thursday 21 December 2017 commencing at 10.00am

**ATTENDANCE**

Councillor Peter Petty (Mayor - TSC)  
Councillor Gary Verri (TSC)  
Glen Lamb - Representative for The Hon Thomas George  
Stefan Wielebinski (RMS) – By Phone  
Councillor Tom Peters (TSC)  
Darrin Druitt (NSW Police)

**ALSO IN ATTENDANCE**

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

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

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**DISCLOSURE OF INTERESTS**

Nil.

**APOLOGIES:**

The Hon Thomas George, MP

**CONFIRMATION OF MINUTES**

**Resolved** that the Minutes of the Tenterfield Shire Local Traffic Committee held on 19 October 2017, as circulated, be confirmed and signed as a true record of the proceedings of the meeting with the exception that The Hon Thomas George, MP be noted as an apology.

Glen Lamb/Councillor Gary Verri

**BUSINESS ARISING FROM PREVIOUS MINUTES**

**1. TOOLOOM FALLS SIGNAGE REQUEST**

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

**ACTION:**

Stefan and Jess have arranged signage indicating Tooloom Falls in addition to a sign at the intersection indicating the distance to the Falls.

*No Further Action.*

**2. PETER ALLEN FESTIVAL**

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

**ACTION:**

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

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



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*Jess to assist in the Road Occupation Licence Application process. Stefan to provide details of ROL Contact in Sydney.*

### **3. PARKING OF HEAVY VEHICLES, TENTERFIELD INDUSTRIAL ESTATE**

Council's Ranger advised previously that there are numerous heavy vehicles parking in the Tenterfield Industrial Estate.

#### **ACTION:**

- Council has approached RMS for a concrete truck parking area on the approach to Tenterfield to help support the trucking industry in our community.
- Letters were sent to trucking firms with responses collated and sent to RMS seeking support for the incorporation of a facility to both sides of the Tenterfield Heavy Vehicle Bypass Bypass and for the same to be included in the Bypass Project scope of works and total project costing.
- Stefan advised that RMS have received the letter and are aware of it and that it was a good time to bring it to the RMS attention. Andre asked if Council will receive a reply confirming whether the truck parking area will be included. Stefan advised that in six (6) months' time if a reply hasn't been received then to correspond to RMS Regional manager to see how progressing.

*Andre and Jess to arrange correspondence to be sent to RMS in six (6) months' time if a reply hasn't been received by RMS.*

### **4. NEW ENGLAND HIGHWAY/ROUSE STREET, TENTERFIELD - SPEEDING ISSUE**

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

#### **ACTION:**

- Council arranged traffic counters at the subject location and the data was forwarded to RMS. Enforcement is only option. Council staff have determined the hours of the day when high speeds occurring & have forwarded to local Police.
- James advised the Committee that 20% of the traffic counter results were non-compliant. Peter Petty commented that there is a similar issue in Deepwater in the early hours of the morning. Police will determine the times when non complaint vehicles are traveling and will advise the Committee of outcome.
- Gary Verri asked if there was signage advising to refrain from using brakes. It was confirmed that these signs are already in place.

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**5. BRIDGES ON MOUNT LINDESAY ROAD**

Glen Lamb previously mentioned that some of the bridges on Mount Lindesay Road are obscured by vegetation such as small suckers.

**ACTION:**

- James previously advised that some areas have been cleared, near Faggs Road and Jenners Creek. Other areas will be cleared as time permits over the next 12 months. Council staff have checked vegetation around Bookookoorara & Wallaby Creek.
- Glen Lamb mentioned that Jenners Creek is great and Wylie Creek needs more vegetation removal however it has made a huge difference. Peter Petty commented that the vegetation removal at Nutshell Road is great, with the entrances being safe now. James commented that there is some sound gravel there which is cost saving however the issue is with some non-compliant gravel pits. Erosion and sediment control in place for these areas.

*Ongoing.*

**6. MOUNT LINDESAY ROAD, LEGUME**

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

James informed the Committee that the concerns are real. The outcome of traffic counters is that there are approximately 25% of traffic recorded doing 50-60km/hr, 27% doing 60-70km/hr, 7% doing 80-90km/hr and 1.8% doing 100km/hr. This is an enforcement issue. Council will remark the pavement. Stefan advised that for an urban area, 50km/hr speed zone is appropriate at this location.

**ACTION:**

RMS to assess the signage, and investigate whether a reminder to do 50km/hr might be a suggestion to the Centre for Road Safety. Council to investigate applying for a mobile speed camera.

**7. BRYANS GAP ROAD, TENTERFIELD**

Council previously tabled a request from a concerned resident requesting bitumen seal on Bryans Gap Road.

Council has provided a response to the applicant advising that the request will be considered in the next round of budget submission.

*No Further Action.*

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**8. 5 MINUTE PARKING AREA**

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

**ACTION:**

Discussion was held with regards to this matter. It was determined that the appropriate signage is "No Parking" however due to the height of the kerb in Rouse Street makes it difficult for people to step up. Andre suggested that it would be more beneficial in Molesworth Street by cutting out existing kerb and gutter and installing a gentle layback in the kerb. Stefan added that this is a reasonable suggestion. Peter Petty asked if there was any funding in Council's budget.

Andre suggested to recommend to Council to consider putting it in the future kerb and guttering budget. This also needs to be a level playing field to ensure other Doctors Surgery's have similar parking. It was considered that this surgery is in the more quiet part of town, with lots of parking.

**Recommendation:**

Council to investigate further and consider future funding in the kerb and guttering budget including works to be carried out on the kerb on both Molesworth and Rouse Streets. Also consider changing to "No Parking" zone if warranted at this location.

Councillor Gary Verri/Councillor Tom Peters

**9. MOUNT MCKENZIE LINEMARKING REQUEST**

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

Discussion was held. Council has investigated if this road warrants line marking in line with current guidelines. James advised that the road had been marked out. He has been liaising with Southern Downs Regional Council to reinstate the yellow line mark on the road. Andre commented that dotted lines depicting the centre of the road was not enough if it meets the requirements for continuous centerline or double lines. Gary Verri was concerned that no centerline has been installed on the corners near Curry's Gap.

Darrin Druitt asked what the width of the road had to be before warrants line marking? Reason why asked is should Mount Lindesay Road be relined? Andre advised that the minimum seal requirement is 5.5m to have line marking installed. Andre made the comment that generally if a road is line marked, motorists will stay on the left hand side of the road. However if its not line marked, motorists tend to sit in the centre of the road.

**ACTION:**

*Further investigation to be carried out by Council on Mount McKenzie Road to see if warrants line marking in accordance with current standards. Line marking to be installed where warranted and as funding permits.*

**10. CULLENDORE TURNOFF**

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

James Paynter mentioned that the problem area is the gravel section from Cullendore turnoff back to Bonners due to lack of gravel. Better gravel required. Polymor product might benefit. Stanthorpe has used a pellet product. If troublesome areas, reduce degrading if that works. Andre said it won't fix all roads however most benefit especially build up resilience with the road. Gary Verri asked does it build up and do you get benefits further down the track? James advised if you put in 100m can re-work it later and it reactivates the product.

**ACTION:**

Drainage and re-sheeting and maintenance grading required from the turnoff to Faggs Road.

**11. MOUNT LINDESAY ROAD, BLACK SWAMP**

Mount Lindesay Road, near Black Swamp Road is breaking up – swampy bit an ongoing problem.

**ACTION:**

Council's Engineering staff have investigated. The problem is recognised. No funding available, future budget required for funding.

*No further action.*

**12. BEAURY CREEK BRIDGE UPDATE**

**ACTION:**

Andre advised the Committee that a temporary side track and single lane low level bridge has been installed. The low level bridge has no load limit. The side track is currently unsealed but is expected to be sealed in the new year. The challenge for Council is funding as the bridge needs replacing and will cost \$2 Million.

**GENERAL BUSINESS**

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

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

Discussion was held. James Paynter commented that the issue is tourists and motorist who are performing a U-Turn on the ridge which is blind. It should be line marked accordingly which would prevent U-turns. Glen Lamb asked should a sign be installed suggesting "beware of turning vehicles ahead"? Peter Petty if put a sign then that would be allowing U-turns. Troy Keep (Police) advised that he had to pull over a volunteer who was working at the site, who pulled out and did a U-turn. He advised the volunteer that it was inappropriate and to find a safer place further along Mount Lindesay to turn around.

Stefan commented that he would be surprised if it didn't meet the warrants for a centreline. Andre added that funding is always an issue. Gary Verri asked if putting in a turning bay ahead was an option? Andre commented that Council would need to look at the approach speed of vehicles when formally designing probably looking at \$250K project.

Andre asked where do you start and stop? Police suggested stop at the Quarry. James added that funding is limited. If Council line mark roads, the funding is then not used in another area of maintenance. Stefan added that if warrants are met including traffic volume, then line marking should be put in. Stefan commented that looking at old footage through google earth it appeared to be previously sealed and linemarked.

Gary Verri asked about the section of Amosfield Road from Amosfield Border Gate to Liston. Also the section of Mount Lindesay Road from Amosfield Road to Undercliff Road where the vege trucks use.

**RECOMMENDATION:**

Council to investigate whether this section of Mount Lindesay Road at the F111 Site meets the warrants for line marking in accordance with Line marking guidelines and install if meets warrants.

Glen Lamb/Councillor Tom Peters

**2. ROUSE STREET, TENTERFIELD – DR PILGRIM’S SURGERY**

Council received correspondence from Dr Pilgrim’s Surgery requesting a dedicated patient drop off & pick up car space.

There is already 2 x 15 minutes parking spaces in place. No authorised signs for patient drop off or pick up available.

**ACTION:**

It was recommended by the Committee that further investigation be carried out by Council staff and report back to the next Local Traffic Committee Meeting.

**3. HERDING YARD CREEK BRIDGE & RIVERTREE ROAD CONCERNS**

Council received correspondence from Liston and Area Progress Association concerning various issues.

Discussion was held. Amosfield Road has a give way regulatory sign. Glen Lamb said vegetation removal could benefit from the Amosfield side. Stefan mentioned that the bridge is single lane. Gary Verri mentioned that the drain on Rivertree Road, just past the junction is an issue. James mentioned that it was missed in the 2015 flood claim and that it was resolved to put in the future budget. There was a couple of issues at this site; shelf rock underneath and needs capital funding.

**ACTION:**

Council to investigate further and report back to the next Local Traffic Committee meeting.

**4. TENTERFIELD HIGH SCHOOL, CROSS COUNTRY EVENT**

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

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

**RECOMMENDATION:**

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

Councillor Tom Peters/Glen Lamb

**5. RILEY STREET, TENTERFIELD**

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

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

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

**ACTION:**

Council to investigate data from traffic counters and review all permits for use of Riley Street.

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**6. 40KM/HOUR SPEED LIMIT AT EMERGENCY INCIDENTS – RFSA**

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

Stefan advised that this is outside the delegation of the Local Traffic Committee so Council will need to deal with this.

**ACTION:**

Stefan advised that a response from RMS will be forwarded to Council.

**7. TENTERFIELD MEN’S SHED – REQUEST FOR SIGNAGE & ASSISTANCE**

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

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

**ACTION:**

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

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

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

**ACTION:**

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

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

Request received by Council regarding use of road trains on Bruxner Way, particularly west of Mingoola to Goondiwindi. Discussion was held. Peter Petty had received a question whether Bruxner Way could be used by Road Trains from Tenterfield to Goondiwindi. Stefan commented that there is a website available that shows routes. Stefan will send the link to Jess Gibbins which should show each road category. James mentioned that Council receives requests from the National Heavy Vehicle Regulator which come to Council for comment. Andre

advised that when looking at requests, comments are made on road widths and condition and can't assume all road width are the same, whether shoulders are sealed etc.

**ACTION:**

To be discussed further at the next Local Traffic Committee Meeting.

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

James advised the Committee that discussions have been held with the Chemist regarding taking the disabled carpark away from the existing location (northern side of pedestrian crossing in Rouse Street) and relocating it to the south side of the pedestrian crossing. It was noted from the inspection that there is no layback to get onto the footpath.

**RECOMMENDATION:**

That Council send RMS a proposal for the relocation of the disabled carpark to the south side of the pedestrian crossing in Rouse Street, Tenterfield.

Councillor Gary Verri/Councillor Tom Peters

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

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

Road crossings include Mount Lindesay Road at Lower Acacia and Carters Road/Mount Lindesay Road.

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

**RECOMMENDATION:**

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

Glen Lamb/Councillor Tom Peters

**BUSINESS WITHOUT NOTICE**

**1. LINEMARKING ISSUES**

Gary Verri asked if linemarking could be investigated in the following areas:

- Up along Amosfield to Wilsons Downfall at the curve.
- Through Liston up Liston Street at the Amosfield end of 80kms.



- 
- From Liston Street up Mount Lindesay Road to Wilsons Downfall to Undercliffe Road.

James asked Stefan for some guidance on the area through Liston. James mentioned that the Y intersection works better now that it is better signposted.

**ACTION:** Stefan & James to investigate line marking prior to the next LTC meeting.

## **2. SANDY FLAT ROAD – SIGNAGE**

Tom Peters asked if signage is warranted at the Sandy Flat intersection. James will investigate with Stefan. RMS will investigate further with the traffic team.

## **NEXT MEETING**

Thursday 22 February 2018 at 10:00 am in the Council Chambers.

There being no further business the Mayor declared the meeting closed at 11:45am.

.....  
Councillor Peter Petty  
Mayor/Chairperson

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**(ITEM RC3/18) REPORTS OF COMMITTEES & DELEGATES - NORTHERN TABLELANDS REGIONAL WEEDS COMMITTEE - 6 FEBRUARY 2018**

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**REPORT BY:** Tom Peters, Councillor

A meeting of the Northern Tablelands Regional Weeds Committee was held on Tuesday, 6 February 2018 in Inverell and was attended by Cr Tom Peters (Council delegate) and Council's Weeds Officer, Chris Battersby.

1. It was proposed that the Local Lands Service and Council take a joint approach to the control of weeds.
2. Chilean Needle Grass and Love Grass is out of control on the Northern Tablelands. Chilean Needle Grass is not a priority but unfortunately it is encroaching in from the eastern side of the Tablelands. Sheep will control it but it is not viable to run sheep on the eastern side of the Tablelands because of the dog problem.
3. New Biosecurity Act – Council roads running through private property. If fenced on one side, it is the property owner's responsibility. If fenced on both sides of the road, it is a Council responsibility.
4. Council's Weeds Officer needs a drone to help with detection of weeds (i.e. along rivers and creeks which are difficult to access and properly inspect. See attachment to this report.

### **RECOMMENDATION**

That the report of Cr Peters of the Northern Tablelands Regional Weeds Committee meeting held on 6 February 2018 be received and noted.

### **ATTACHMENTS**

- 1** Drone Operations Mentoring 1 Page

### Drone Operations Mentoring



LGNSW has introduced a mentoring program to help councils buy and use drone technology.

The equipment, operations and associated legislation of Remotely Piloted Aircraft Systems (RPAS), or drones, can be complex. The LGNSW customised mentoring program offers support and in-house training to councils in four optional areas:

- Equipment sourcing and program establishment
- Classroom tuition, including flight rules, operations planning, weather forecasts, battery management, RPAS aircraft performance, safety and risk mitigation
- RPAS flight training and hand-over to nominated pilots
- Annual support – refresher training and equipment checks.

Download the [RPAS Operations Mentoring Program](#) brochure.

LGNSW has also opened registrations for introductory [Drone Operations in Local Government](#) half-day courses in Port Macquarie (7 March 2018), Shoalhaven (21 March 2018), Newcastle (9 May 2018), The Hills, Sydney (23 May 2018), Albury (7 June 2018) and Orange (14 June 2018).

|                      |                                                                        |
|----------------------|------------------------------------------------------------------------|
| <b>Department:</b>   | <b>Chief Executive Office</b>                                          |
| <b>Submitted by:</b> | Councillor Bob Rogan                                                   |
| <b>Reference:</b>    | <b>ITEM NM1/18</b>                                                     |
| <b>Subject:</b>      | <b>NOTICE OF MOTION - AMENITY OF MAIN STREETScape,<br/>TENTERFIELD</b> |

|                                                               |                                                                                                                                                            |
|---------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                                                                                            |
| <b>CSP Goal:</b>                                              | <b>Community</b> - COMM 1 - Tenterfield Shire is a vibrant, welcoming and safe community.                                                                  |
| <b>CSP Strategy:</b>                                          | Provide informative, vibrant and welcoming town entrances, centres and streets with places to meet that creatively reflect the diversity of our townships. |
| <b>Delivery Plan Action:</b>                                  | Identify and partner with local residents in the development and delivery of town and village beautification initiatives.                                  |
| <b>Operational Plan Action:</b>                               | Partner with village progress associations to ensure effective and efficient delivery of maintenance of the village open spaces.                           |

### SUMMARY

The purpose of this motion is to propose an investigation be undertaken into heritage art work to further enhance the amenity of Tenterfield's main street.

### COUNCILLOR'S RECOMMENDATION:

#### That Council:

- (1) Investigate the availability and suitability of artists experienced in mural art with an emphasis on country/heritage style works and obtains quotes/estimates of same; and**
- (2) Engage with relevant stake holders and if concurrence can be reached, investigate the option of engaging a suitably credentialed artist to carry out mural art work as agreed to by Council.**

### BACKGROUND

The major street re-scaping project has been completed however sometime has elapsed since. It may now be time to think about a stage II to further improve the streetscape, particularly as the town bypass is becoming more certain.

Approaching Tenterfield along Rouse Street from the south, two (2) unsightly buildings come into view and they take away from the overall amenity of Tenterfield which may ruin a traveller's first impression.

1. For years many community members have lamented the fact that nothing has ever eventuated about the taking down or at least improvement to the impact of the current Mitre 10 building façade (large blue panels covering the sides and the corner of the building facing into the Rouse and Manners street intersection. Suggestions have been floated about regards removal of the offending panels and reinstatement of original style verandah rail etc.
2. No 196 Rouse Street is on the left just before the Mitre 10 building.

## Notice of Motion No. 1 Cont...

It has a high exposed southern wall that is unpainted and constructed of bare concrete blocks. This wall stands out visually and is in need of treatment to improve the overall appearance of the main street.

Both visually offending buildings are on the immediate approach to the main heritage styled intersection/precinct of Tenterfield.

**REPORT:**

Reinstating the Mitre 10 verandahs including heritage style railing etc. would be costly and most likely meet resistance from some stakeholders, particularly if any cost sharing was to be suggested.

A fall back option is suggested whereby the panels in question could be repainted with a suitable heritage colour scheme perhaps with some highlights and then an artistic mural depicting a rural/heritage scene that fits with Tenterfield's heritage. This would be much cheaper than reinstatement of verandahs and associated railings.

The south wall of No 196 Rouse Street would also benefit from having a paint job with come mural work.

Rural type murals have now become a part of the tourist experience in many county towns across Australia and mural trails are now being created in some districts to attract the traveller.

**Bob Rogan**  
**Councillor**

Prepared by Councillor:

Bob Rogan, Councillor

Department:

Chief Executive Office

Attachments:

There are no attachments for this report.

|                      |                                                           |
|----------------------|-----------------------------------------------------------|
| <b>Department:</b>   | <b>Chief Executive Office</b>                             |
| <b>Submitted by:</b> | Councillor Gary Verri                                     |
| <b>Reference:</b>    | <b>ITEM NM2/18</b>                                        |
| <b>Subject:</b>      | <b>NOTICE OF MOTION - AMENDMENT TO LEP - SUBDIVISIONS</b> |

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

### SUMMARY

The purpose of this motion is to investigate the possibility of allowing smaller size subdivisions in the less productive areas of the Shire, where there is little or no possibility of increasing agricultural production, also allow smaller subdivisions in the specialist horticultural areas where there is a history of horticultural activity.

### COUNCILLOR'S RECOMMENDATION:

**That Council receives a report on the impact of allowing subdivision in the less productive parts of the Shire. The report should contain all relevant information such as regulatory/operational constraints, rewards, benefits and risks that would be associated with more life style blocks and what areas are suitable for small horticultural holdings.**

### BACKGROUND

Council adopted the current LEP in 2013 which limits subdivision to 100ha and subdivision is allowed within 5 km of the villages and 10 km around Tenterfield.

However, this does not include the villages of Lower Acacia or Old Koreelah, and does not take into account the numerous villages and towns on our border - Deepwater, Woodenbong, Tabulam, Stanthorpe, Applethorpe, The Summit, Thulimbah, Cottonvale and Dalveen. This not only restricts development and growth in our Shire, it impacts on our surrounding Shires.

There was one attempt to allow the 5 km provision to be used in our Shire around Tabulam. This motion failed. Historically a 15 km radius was allowed around the villages and there was one successful 21 lot subdivision approved at Ruby Creek under this provision. There was another small subdivision on Rivertree Road.

### REPORT:

50% (approximately) of Tenterfield Shire's wealth is derived from agriculture, mainly grazing. This motion is about preserving that, but at the same time allowing subdivision on those areas that are not conducive to value adding or generally increasing agricultural production because of the terrain, eg rocky, poor soil types.

## Notice of Motion No. 2 Cont...

There is also a need for some small horticultural blocks which will add to our agricultural production. Lots created in the generally unproductive regions have historically been purchased by people that have involved themselves in the local community and have contributed to the wealth of the Shire in many ways, eg tourism ventures, cottage industry, etc, or have simply been retired professionals who are content to volunteer in the many community areas that enrich all of our lives.

**Gary Verri**  
**Councillor**

Prepared by Councillor:

Gary Verri, Councillor

Department:

Chief Executive Office

Attachments:

There are no attachments for this report.

|                      |                                                                         |
|----------------------|-------------------------------------------------------------------------|
| <b>Department:</b>   | <b>Chief Executive Office</b>                                           |
| <b>Submitted by:</b> | Councillor Bronwyn Petrie                                               |
| <b>Reference:</b>    | <b>ITEM NM3/18</b>                                                      |
| <b>Subject:</b>      | <b>NOTICE OF MOTION - AUTOMATIC DOORS AT VISITOR INFORMATION CENTRE</b> |

|                                                               |                                                                                                                                                       |
|---------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                                                                                       |
| <b>CSP Goal:</b>                                              | <b>Economy</b> - ECON 7 - Tourism is valued, promoted and tourists are welcomed for the positive contribution they make to the community and economy. |
| <b>CSP Strategy:</b>                                          | Provide visitors with information and tools to enjoy and access our local attractions and experiences.                                                |
| <b>Delivery Plan Action:</b>                                  | Promote Tenterfield Shire as a tourism destination.                                                                                                   |
| <b>Operational Plan Action:</b>                               | Ongoing management of the Tenterfield Visitor Information Centre.                                                                                     |

## SUMMARY

The purpose of this report is to propose the removal of a capital works item, being automatic doors at the Visitor Information Centre, from the Capital Program budget for 2017/2018 year and from the 4 year Capital Program.

## COUNCILLOR'S RECOMMENDATION:

**That Council rescind approval to expend \$16,053.00 from the Capital Program budget on the installation of automatic doors at the Tenterfield Visitor Information Centre, as approved in Council Resolution 102/17 dated 28 June 2017.**

## BACKGROUND

Council resolved at its meeting of 28 June 2017 to expend \$16,053.00 on the installation of automatic doors at the Tenterfield Visitor Information Centre. It is proposed that the cost of installation of automatic doors is excessive without clear benefits having been identified.

## REPORT:

On 28 June 2017 Council adopted Resolution (102/17) regarding the annual budget summary by service and 4 year Capital Program, being:

### **Resolution 102/17**

*"Resolved that Council:*

- (1) Adopt the Delivery Program 2017-2021, as attached;*
- (2) Adopt the Operational Plan 2017-18, as attached;*
- (3) That Council endorses the changes made to the Delivery Program 2017-2021 and Operational Plan 2017-2018 as a result of the exhibition period; and*
- (4) Adopt the annual budget summary by service and 4 year Capital Program."*



## Notice of Motion No. 3 Cont...

At the time of the budget approval it did not appear that there was a clear demonstration of benefits to the community, ratepayers and visitors of the expenditure of \$16,053.00 on the installation of automatic doors at the Tenterfield Visitor Information Centre.

**Bronwyn Petrie  
Councillor**

Prepared by Councillor:

Bronwyn Petrie, Councillor

Department:

Chief Executive Office

Attachments:

There are no attachments for this report.

|                      |                                                    |
|----------------------|----------------------------------------------------|
| <b>Department:</b>   | <b>Chief Executive Office</b>                      |
| <b>Submitted by:</b> | Executive Assistant & Media                        |
| <b>Reference:</b>    | <b>ITEM RES1/18</b>                                |
| <b>Subject:</b>      | <b>COUNCIL RESOLUTION REGISTER – FEBRUARY 2018</b> |

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

### SUMMARY

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

### OFFICER'S RECOMMENDATION:

**That Council notes the status of the Council Resolution Register to February 2018.**

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

Prepared by staff member: Noelene Hyde, Executive Assistant & Media  
 Approved/Reviewed by Manager: Terry Dodds, Chief Executive  
 Department: Chief Executive Office  
 Attachments: **1** Attachment 10(Booklet 4) - Resolution Register – February 2018 33 Pages