



**QUALITY NATURE - QUALITY HERITAGE - QUALITY LIFESTYLE**

## **BUSINESS PAPER ORDINARY COUNCIL MEETING 28 SEPTEMBER 2022**

Notice is hereby given in accordance with the provisions of the *Local Government Act 1993*, and pursuant to Clause 3.3 of Council's Code of Meeting Practice that an **Ordinary Council Meeting** will be held in the Koreelah Room, Tenterfield Shire Council Chambers, on **Wednesday 28 September 2022** commencing at **9:30 am**.

Daryl Buckingham  
**Chief Executive**

**Community Consultation (Public Access) relating to items on this Agenda can be made between 9.00 am and 9.30 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

### Community Consultation (Public Access)

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. Mayoral Minute
9. Recommendations for Items to be Considered in Confidential Section
10. Open Council Reports
  - Our Community
  - Our Economy
  - Our Environment
  - Our Governance
11. Reports of Delegates & Committees
12. Notices of Motion
13. Resolution Register
14. Confidential Business
15. Meeting Close

## **CLOSED COUNCIL**

### **Confidential Reports**

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

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

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

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

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

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

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

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

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

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

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

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

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

# AGENDA

## COMMUNITY CONSULTATION (PUBLIC ACCESS)

### WEBCASTING OF MEETING

This meeting will be recorded for placement on Council's website for the purposes of broadening knowledge and participation in Council issues, and demonstrating Council's commitment to openness and accountability.

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

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

### 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 past, present, and emerging 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

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

### 8. MAYORAL MINUTE

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**CONFIDENTIAL**

|                 |                                                                                                                                 |
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|-----------------|---------------------------------------------------------------------------------------------------------------------------------|

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

|                 |                                   |
|-----------------|-----------------------------------|
| (ITEM ECO18/22) | SALE OF 780 SUGARBAG ROAD, DRAKE. |
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That above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 10A(2) (c) of the Local Government Act, 1993, as the matter involves information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

|                 |                                                       |
|-----------------|-------------------------------------------------------|
| (ITEM ECO19/22) | OPTIONS TO MANAGE 142 MANNERS STREET,<br>TENTERFIELD. |
|-----------------|-------------------------------------------------------|

That above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 10A(2) (c) of the Local Government Act, 1993, as the matter

involves information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

(ITEM COM22/22) RFT 08-21/22 DESIGN AND CONSTRUCT TENDER TENTERFIELD YOUTH PRECINCT AND MOUNTAIN BIKE TRAILHEAD PROGRESS

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

(ITEM COM23/22) LEASING OF COUNCIL OWNED PROPERTY

That above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 10A(2) (c) of the Local Government Act, 1993, as the matter involves information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

## **15. MEETING CLOSED**

**(ITEM MIN9/22) CONFIRMATION OF PREVIOUS MINUTES**

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**REPORT BY:** Elizabeth Melling

**RECOMMENDATION**

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

- **Ordinary Council Meeting – 24 August 2022**

**As typed and circulated, be confirmed and signed as a true record of the proceedings of these meetings.**

**ATTACHMENTS**

- |                                                                                  |             |
|----------------------------------------------------------------------------------|-------------|
| <b>1</b> Unadopted Minutes - Ordinary Council Meeting - Wednesday 24 August 2022 | 18<br>Pages |
|----------------------------------------------------------------------------------|-------------|

|                      |                                              |
|----------------------|----------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b> |
| <b>Submitted by:</b> | Corporate Administration Officer             |
| <b>Reference:</b>    | <b>ITEM COM20/22</b>                         |
| <b>Subject:</b>      | <b>NSW PUBLIC SPACES CHARTER</b>             |

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

**CSP Goal:** **Environment** - Our natural environment will be protected, enhanced and promoted for future generations.

**CSP Strategy:** Town and Village planning supports and enhances local place making principles to deliver sustainable land use management practices for our natural environment.

#### **SUMMARY**

The NSW Public Spaces Charter was released by the NSW Department of Planning, Industry and Environment in October 2021 and are encouraging Councils to sign up to the charter and to apply the principles in their strategies and planning.

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

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

- (1) Submit the application to become a signatory for the NSW Public Spaces Charter and complete the baseline report when approved.**

#### **BACKGROUND**

The charter was developed to support the Premier's Priority for greener public spaces, which aims to increase the proportion of homes in urban areas within 10 min walk of quality green, open and public spaces by 10% by 2023. The charter will ensure an ongoing commitment to quality public spaces in NSW.

The draft charter identifies 10 principles for quality public spaces, developed through evidence-based research and discussions with a diverse range of public space experts and users. The charter is closely aligned with the principles of the United Nations Charter of Public Spaces. These principles will support all councils who were involved in public spaces in NSW as advocates, advisors, decision makers, planners, designers, and managers as well as those activation public spaces. Councils are encouraged to sign up to the charter and to apply these principles in their strategies

#### **REPORT:**

The NSW Department of Planning, Industry and Environment has developed the NSW Public Spaces Charter to support everyone in NSW to have access to high-quality public space that allows them to enjoy and participate in public life. The charter identifies 10 principles for quality public spaces that distil and reflect evidence-based research, best practice and consultation with Aboriginal peoples, community members and representatives from State and Local Government, Industry, the business and cultural sectors and a diverse range of public space experts.

These principles are:

1. Open and welcoming space – belongs to everyone;
2. Community-focused – communities forge the ties that bind them;

## Our Community No. 20 Cont...

3. Culture and creativity – Space to share stories and values;
4. Local character and identity - be proud of where we live;
5. Green and resilient – adapt and thrive in a changing climate;
6. Healthy and Active – Support health lifestyles and refreshes our spirits;
7. Local Business and Economies – A support more dynamic and exciting local economies;
8. Safe and Secure – Feel safe and secure using the space at all times of the day;
9. Designed for People – Space is flexible and can meet the needs of our diverse population; and
10. Well Managed – More inviting when it's well cared for.

The charter's principles are premised on the understanding that there isn't a one-size fits all approach to public space. Every public space has its own unique history, heritage, and context and is supporting the different needs and uses of a specific community. There are significant and important differences in landscape, climate, amenity, population density and social and cultural demographics across NSW. All these factors influence where and how people use public space and what the priorities are for their community. There are no set rules as to where and how the charter applies – it could apply to the management of a national or regional scale parkland, just as it could to the design of a new pocket park.

The pandemic has emphasized the inherent the need for safe and welcoming public spaces, many experienced the newfound joy and delight in public spaces that improved the physical, emotional and psychological need within the community that previously had been taken for granted.

All public spaces should reflect the values, needs and aspirations of the communities that Council are a part of, including those who are vulnerable and hard to reach. The NSW Public Spaces Charter fits within the flagship programs and sits beside funding programs like Public spaces, Play, Splash, Swim, Your High Street Program and just recently announced Women and Children Safety Program.

Currently only 2 Councils are within the 15 organisations who are signatories to the NSW Public Spaces Charter, these are:

1. Cities and Active Transport;
2. Wollondilly Shire Council;
3. Plantabox Pty Ltd;
4. Outdoors NSW & ACT Limited;
5. JD Living Projects Pty Ltd;
6. Sprout Landscape Architecture P/L T/as Sprout Studio;
7. Landform Studios;
8. JOC CONSULTING PTY. LTD.;
9. Design+Planning;
10. Bosque Landscape Architecture;
11. Hay Shire Council;
12. Bondi to Manly Walk Supporters;
13. Arup;
14. Lachlan Shire Council; and
15. O'Hanlon Design Pty Ltd.

Becoming a signatory for the charter shows commitment to embed the ten (10) principles when they plan for, design, or activate public spaces. If signing up to the

Our Community No. 20 Cont...

charter, Council will be acknowledged on the website and supported with advice from the NSW Public Spaces Charter project team on how to develop an action plan, to implement the charter in their organisation or practice. Council will also have access to a community of practice, delivered quarterly. The community of practice will be focused on building the capacity of signatories to apply the charter, by connecting them to public space experts and providing opportunities for information and data sharing and for promoting their own public space projects or practice.

## **COUNCIL IMPLICATIONS:**

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

The Department publicly exhibited the draft charter for six (6) weeks between Tuesday 20 October and Tuesday 1 December 2020. During this time, they invited the community to provide feedback by:

- Taking a short survey;
- Making a written submission; and
- Sharing their public space ideas for the ten (10) principles on an ideas wall.

A community panel of 14 NSW residents was established to review and provide feedback on the draft charter. The panel reflected the geographic, demographic, and cultural diversity of NSW. The department also facilitated six (6) workshops with different stakeholder groups about how they might use the charter and what support they would need to do.

In addition, two (2) webinars to introduce the charter, promote discussion about the value and importance of public space and encourage people to provide feedback.

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

There is no legislation that Councils or organisations must become signatories for the NSW Public Spaces Charter.

If Council decides to become a signatory, staff will need to develop a NSW Public Spaces Charter Implementation Action Plan and evaluate and update, how the charter's principles are incorporated into Councils Strategies, Policies, Projects, Programs, funding agreements and key performance indicators.

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

There is no financial cost to Council to become a signatory, however there will be significant financial burden in staff time to develop a plan and evaluate and update all Council strategies, policies, programs, and projects. A momentous amount of staff time will be needed every six (6) months to produce a mandatory high-quality report and to the NSW Public Spaces.

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

This will change the way Council land is managed, as any future projects will need to ensure that each project reflects the ten (10) charter principles. This charter will provide advise, examples and resources for the planning, design, delivery, management, and evaluation of public spaces.

Our Community No. 20 Cont...

A public space includes:

**Open Space:** Parks, Gardens, Playgrounds, creek banks and waterfronts, outdoor playing fields and courts and publicly accessible bushland.

**Public Facilities:** Public Libraries, Museums, galleries, civic/community centers, indoor public sport facilities.

**Streets:** Streets, Avenues and boulevards, Squares and plazas, pavements, passages and lanes and bicycle paths.

## 5. Workforce (WMS)

Should Council wish to sign up to the charter and commit to the 10 principles for quality public spaces. The signatory application process and reporting requirements are summarised below:

1. Your organisation completes the NSW Public Spaces Charter signatory Charter application form.
2. We review your application in line with the eligibility criteria.
3. Your organisation is notified of the outcome and if eligible is sent a link to the baseline report. This report will ask to identify goals for how the charter principles will be embedded in the practice and complete a short baseline report to track bi-annual progress.
4. Your organisation completes the baseline report within 1 month. of becoming a signatory.
5. After your report is received, your organisation is sent a signatory partner pack after we receive your baseline report.
6. From 2023, your organisation completes a biannual report every March and September.

Council will need to develop an NSW Public Spaces Charter Implementation Action Plan and evaluate and update, how the charter's principles are incorporated into Councils Strategies, Policies, Projects, Programs, funding agreements and key performance indicators consider a 6 monthly evaluation.

With the current employee shortages, staff are already exhausted with the current workload, adding the development of an action plan evaluation and continuous updating of Councils existing strategies, policies and plans together with the extensive reporting every 6 months will increase the burden to staff, with more responsibilities.

## 6. Legal and Risk Management

Nil.

## 7. Performance Measures

Every six (6) months will require Council staff to provide a high-level report to the NSW Public Spaces Charter Group on how Council ensures the ten (10) principles are written into Councils Plans and Strategies and how Council is following these principles.

There are no set rules as to where and how the Charter applies, but is designed for the community to have access to high-quality public space that allows them to enjoy and participate in public life.

Our Community No. 20 Cont...

### **8. Project Management**

This Charter would form part of the scope of work to any project that is considered on any public spaces land. This Charter would mold each development to ensure the project has a quality public space. If Council becomes a signatory, support will be received from the NSW Department of Planning, Industry and Environment to support plans, designs and strategies.

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

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

|                      |                                                      |
|----------------------|------------------------------------------------------|
| <b>Department:</b>   | <b>Engineering Department</b>                        |
| <b>Submitted by:</b> | Director Infrastructure                              |
| <b>Reference:</b>    | <b>ITEM COM21/22</b>                                 |
| <b>Subject:</b>      | <b>CROWN LANDS PLAN OF MANAGEMENT RESERVE R22044</b> |

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

|                      |                                                                                                                                                         |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CSP Goal:</b>     | <b>Community</b> - The community is supported by accessible and equitably distributed facilities and recreational opportunities for people of all ages. |
| <b>CSP Strategy:</b> | Provide safe and accessible public spaces and places that are well maintained, clean and fun.                                                           |

#### **SUMMARY**

The purpose of this report is for Council to consider a draft Plan of Management (PoM) for Crown Land described as Old Power House Reserve R22044. The reserve is over Lot 12 Section 22 DP 758959, Lot 701 DP 1059521 and Lot 7029 DP 1112788.

The reserve is classified as community land. The reserve purpose is for Public Recreation. In accordance with the enactment of the Crown Land Management Act 2016, Council is required to generate a Plan of Management (PoM) for the reserve which is crown land.

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

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

- (1) Endorse the draft Plan of Management Old Power House Reserve – Crown Reserve R22044; and**
- (2) Forward to the Crown Lands Minister for approval prior to the compulsory community consultation period.**

#### **BACKGROUND**

The Crown Land Management Act 2016 (CLM Act) commenced on 1 July 2018, introducing legislation to govern the management of Crown land in NSW, which facilitated the passing of management of some Crown Land Reserves to Councils.

R22044 was historically devolved to Council which meant that Council was responsible for the maintenance and care of the reserve but were not in a position to manage or approve uses or buildings on the reserve.

Council resolved to apply to be appointed as the Crown Land Manager at the meeting held on 19 May 2021. Resolution 104/21

Council was appointed Crown Land Manager of the reserve from 18 June 2021 under Crown Land Management Act 2016 (CLM Act). Where a Council is appointed as the Crown land Manager under the CLM Act, the Crown Land is to be managed as it would under the Local Government Act 1993 (LGA). All activities on the reserve must be also be consistent with the reserve purpose and Native Title Act 1993 (Cth) (NT Act) and Council must obtain Native Title Manager advice for any future act contained in, and authorised by, the adopted PoM

## Our Community No. 21 Cont...

Under Section 36 of the Local Government Act 1993, reserves classified as Community Land must be further categorized as one or more of the following:

- (a) a natural area;
- (b) a sportsground;
- (c) a park;
- (d) an area of cultural significance;
- (e) general community use.

Further, under section 3.23 of the CLM Act, Crown Land reserves managed by Council are required to be categorised into one or more of the following categories according to their purpose:

- Park,
- Sportsground,
- General Community Use,
- Area of Cultural Significance,
- Natural Area – Bushland,
- Natural Area – Wetland,
- Natural Area – Escarpment,
- Natural Area – Watercourse,
- Natural Area – Foreshore.

On 22 September 2021, Council resolved to submit the proposed categorisation of the R22044 to the Minister as 'General Community Use'. On 28 September 2021, the proposed categorisation was sent to the Minister for Crown Lands for approval.

On 8<sup>th</sup> October 2021, advice was received from the Minister (Department of Planning, Industry, and Environment – Crown Lands) directing Council to re-categorise the reserve to Park (part) and Natural Area Watercourse (part) for the reason that sections 36G and 36M of the LG Act are the categories that most closely align with the reserve purpose and land use characteristics.

The section of the reserve categorized as 'Natural Area-Watercourse' is a small area following Tenterfield Creek in the north western corner. The remainder is categorized as 'Park'.

**REPORT:**

As introduced in the background section of this report the next step is for council to approve a PoM for the reserve and then submit the PoM to the Minister for approval.

A draft PoM has been prepared over R22044 and is annexed. Refer to Attachment 1. The draft plan has been prepared in accordance with:

- The categorizations approved by the Minister (Park (part) and Natural Area Watercourse (part))
- The reserve purpose which is for Public Recreation
- The CLM Act and published guidelines for drafting a PoM
- The Aboriginal land Claim over Lot 12 Section 22 DP 758959

Section 39 of the LG Act requires that any draft PoM for a Crown Reserve, including the first Plan of Management prepared, is required to be referred to Department of Planning, Industry, and Environment – Crown Lands (the Minister) as the owner of the land, in draft form to seek the consent of the Minister.

Our Community No. 21 Cont...

The public exhibition requirements of the section 38 of the LG Act, are required to be undertaken by Council after the draft PoM has been submitted to the Minister and approved by the Minister but prior to adoption.

If the Council is required to make any changes to the draft PoM under direction of the Minister, these changes must be reflected in the version of the draft PoM on which public consultation is undertaken.

If the public exhibition process results in substantive changes to the draft PoM, it will need to be resubmitted to the Minister prior to final adoption.

### **COUNCIL IMPLICATIONS:**

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

Community Consultation has been undertaken and taken into consideration in the preparation of the draft PoM. Three (3) onsite meetings were held with school groups, key stakeholders, and the indigenous community. School students also participated in a survey to identify what features they would like to see in the precinct.

Once the draft plans have been approved by the Minister for Crown lands, they must be placed on public exhibition for not less than 28 days, and allow for submissions to be made to Council for a period of not less than 42 days after the date they were placed on public exhibition.

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

- Local Government Act 1993 (NSW)
- Local Government Act 1993 (NSW)
- Local Government Regulation 2021 (NSW)
- Crown Land Management Act 2016 (NSW)
- Aboriginal land Rights Act 1983 (NSW)
- Native Title Act 1993 (CTH)

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

There will be costs involved with reviewing the Plans not more than every 10 years.

There will also be operational costs associated with the management of infrastructure and garden areas in the reserve as Council is the Crown Land Manager.

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

Given that Council already manages the lands and the activities carried out thereon the most significant change will be infrastructure depreciation and a minor increase in maintenance.

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

Nil.

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

There are significant risks involved in continuing to manage the reserve without an approved PoM in place.

Our Community No. 21 Cont...

In accordance with the Crown Land Management Act 2016 and Local Government Act 1993, Council will be required to manage the reserve in accordance with the approved POM and the reserve purpose which is Public Recreation.

The Aboriginal Land Claim over Lot 12 Section 22 DP 758959 needs to be recognized and managed appropriately.

Native Title has not been extinguished. A Native Title Managers report to validate the proposed uses/acts within the PoM will need to be completed prior to submitting the draft to the Minister and before acts can take place.

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

Plans to be reviewed regularly not more than every 10 years.

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

Nil.

### **Fiona Keneally Director Infrastructure**

|                               |                                                                            |          |
|-------------------------------|----------------------------------------------------------------------------|----------|
| Prepared by staff member:     | Fiona Keneally; Neville Coonan                                             |          |
| Approved/Reviewed by Manager: | Fiona Keneally, Director Infrastructure                                    |          |
| Department:                   | Engineering Department                                                     |          |
| Attachments:                  | <b>1</b> Plan of Management Old Power House Reserve, Crown St, Tenterfield | 33 Pages |

|                      |                                              |
|----------------------|----------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b> |
| <b>Submitted by:</b> | Admin Officer                                |
| <b>Reference:</b>    | <b>ITEM COM24/22</b>                         |
| <b>Subject:</b>      | <b>UPGRADE OF THE LIONS PARK TOILETS</b>     |

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

|                      |                                                                                                                                                         |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CSP Goal:</b>     | <b>Community</b> - The community is supported by accessible and equitably distributed facilities and recreational opportunities for people of all ages. |
| <b>CSP Strategy:</b> | Provide safe and accessible public spaces and places that are well maintained, clean and fun.                                                           |

#### **SUMMARY**

The aim of this report is to provide Council information as to the demolishing, rebuilding and updating access to the Market Square amenities. The Tenterfield Lions Club will be applying for a grant for \$293,038.02 through the Stronger Country Communities Fund-Round 5. If successful, Council will be writing off the old asset and incorporating a new asset.

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

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

- (1) Remove/write-off existing toilet block located on Market Square Reserve Trust - Reserve 98007 from Councils Asset Register and once constructed add the newly constructed toilet block to Councils Asset list and Maintenance Schedule - should the Tenterfield Lions Club Grant Application be successful.**

#### **BACKGROUND**

The Tenterfield Lions Club will be applying for the Stronger Country Communities Fund – Round 5 to demolish and rebuild public amenities and update current carpark.

The Market Square amenities are located on the Eastern side of Tenterfield and are a popular rest area for many travelers.

Improvement to amenities is required to meet disabled access standards. The current amenities are dated, dark and an eyesore for travelers entering Tenterfield from the eastern side.

To update the Entrance to the park the project requires removal of defective trees and rehabilitate the pavement entrance to accommodate travelers.

#### **REPORT:**

Round 5 of the Stronger Country Communities Grant Program has recently opened which will see a further \$160 million made available for community projects that increase the wellbeing of regional NSW communities by providing new or upgraded social and sporting infrastructure, including up to \$50 million dollars for projects delivered by Eligible Community Applicants.

## Our Economy No. 14 Cont...

Council has received quotes and plans to establish and prepare the site, provide plans to improve drainage and rebuild surface of the car parking and install bollards within the park.

Lions Club of Tenterfield have received Quotations for supply of a standard K9305:Heritage" restroom with a gable roof including one (1) unisex accessible toilet cubicle, one (1) unisex ambulant toilet cubicle and one (1) unisex toilet cubicle all designed to AS1428.1-2009 code and rear service duct. Construction consists of powder coated steel posts, timber wall frames, Colourbond wall cladding and roofing.

Council has provided an estimate for the upgrade to the Market Square Carpark Entrance.

If Lions Club of Tenterfield - Stronger Country Communities Round 5 application is successful Council will write-off the existing building asset and create a new asset for the newly constructed amenities.

The proposed amenities and carpark are to be completed on Crown Land described as Market Square Reserve R98007 - Lot 703 DP 1227550. Council is the appointed Crown Land Manager of the reserve. As the land is reserved Crown Land, an assessment of the proposed works against the Native Title Act will be required from a Native Title Manager prior to the commencement of any works.

A search of any Aboriginal Land Claims has been requested but results have not been received. Should a claim exist, the impact will require assessment. Cultural heritage would also require consideration.

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

Nil.

**2. Policy and Regulation**

- Local Government Act, 1993
- Local Government (General) Regulation, 2021
- Council's Procurement Policy
- Risk Management Policy
- Asset Management Policy
- Crown Land Management Act, 2016
- Native Title Act, 1993

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

Staff time will need to be allocated to the project to prepare a Native Title report and deal with any Aboriginal Land Claims that may exist prior to any work commencing.

If Lions Club Tenterfield grant application is successful through the Stronger Country Communities – Stage 5 it will impact Council assets through the removal/write-off of an existing asset and a new asset being added onto the asset register. With the additional toilet being constructed it will impact future budgets, ongoing maintenance and cleaning.

Our Economy No. 14 Cont...

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

Any potential new asset development on Council owned/managed land from these funds will have an impact on Council's Long Term Financial Plan and Asset Register.

An estimated value of the asset to be written off is \$34,000.00.

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

With the new assets being completed, Parks and Garden staff maintenance and service runs will be increased and additional staff and income for the park cleaning budget may need to be considered.

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

Council as Crown Land Manager of the reserve is responsible for ensuring that all works are completed in accordance with the relevant legislation. There is therefore risk associated with providing permission for another entity to complete works on the reserve.

If successful prior to any work commencing, Council's Crown Land Manager needs to provide an assessment on the proposed work against the Native Title Act and if a claim exists, an additional assessment on the Aboriginal land claim will need to be completed.

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

Performance measures pertain to the grant delivery and outcomes matching the grant criteria if the grant is successful. With Lions Club Tenterfield being responsible for the executed deed.

Even though the construction of the toilets and carpark are exempt work through State Environmental Planning Policy (Transport and Infrastructure) 2021 – Division 12 - Parks and other public reserves and will be managed by the Lions Club of Tenterfield, Council will still provide routine building inspections as it is an asset of Council and arrange regular meetings in relation to the project.

Should Council be awarded the project to complete the upgrade of the carpark, Section 67 will be completed, and invoice will be sent to Lions Club of Tenterfield.

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

As the Lions Club of Tenterfield will be the applicant of the funding of this project, they will be project managing the development.

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

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

Our Economy No. 14 Cont...

|                      |                                                                                          |
|----------------------|------------------------------------------------------------------------------------------|
| <b>Department:</b>   | <b>Engineering Department</b>                                                            |
| <b>Submitted by:</b> | Manager Asset & Program Planning                                                         |
| <b>Reference:</b>    | <b>ITEM ECO14/22</b>                                                                     |
| <b>Subject:</b>      | <b>ACQUISITION OF LAND REQUIRED FOR ROAD WIDENING PURPOSES - SUNNYSIDE PLATFORM ROAD</b> |

|                                                               |                                                                                                                                                                                  |
|---------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                                                                                                                  |
| <b>CSP Goal:</b>                                              | <b>Transport</b> - The Tenterfield Shire has an effective transport network that is safe efficient and affordable for us as a community.                                         |
| <b>CSP Strategy:</b>                                          | Deliver a well-designed, safe road network, including carparking, footpaths and cycleways, that is suitable for all users now and take into consideration future network demand. |

### SUMMARY

The purpose of this report is to seek Council concurrence to the acquisition of a section of land adjacent to Sunnyside Platform Road to compliment improvement works at the intersection of Bruxner Way.

### OFFICER'S RECOMMENDATION:

#### That Council:

- (1) Agree to the acquisition of land adjacent to Sunnyside Platform Road for road widening purposes at the intersection of Bruxner Way; and**
- (2) Delegate the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners.**

### BACKGROUND

Council is undertaking road rehabilitation works along Sunnyside Platform Road under the Roads of Strategic Importance program. This work includes widening of the intersection at Bruxner Way to improve road safety at this location.

In order to accommodate the road widening and drainage, it is necessary to acquire a section of land from the adjoin landowner.

### REPORT:

Late in 2021 Council was successful in obtaining funding under the Roads of Strategic Importance program for the upgrade of Sunnyside Platform Road including the widening of the intersection at Bruxner Way.

Work along Sunnyside Platform Road has been substantially undertaken with a range of further works to be completed including the Bruxner Way intersection.

As one property corner is close to the existing intersection, it is necessary to acquire a section of land from the adjoining landowner to allow construction of an improved road formation and drainage works.

Our Economy No. 14 Cont...

An agreement is usually made with any affected land holders to acquire portions of land required for road purposes. A registered surveyor will then complete a survey plan which is used for purposes of land valuation and compensation assessment through a professional valuer, the compensation amount payable in accordance with the provisions of the Land Acquisition (Just Terms Compensation) Act 1991.

Once compensation has been agreed with the land owners, they will be required to sign the acquisition plan and provide the title deeds for the property to lawyers for lodgement with the plan. The land in question will then become road upon registration of the plan.

The acquisition required is part of Lot 62 DP 1206900 and involves acquiring an approximate area of 660 m<sup>2</sup>. The area in question is rural pasture land with no structures or improvements other than fences. A Telstra communication cable crosses the road and the land near the intersection. An agreement has been signed by the affected property owners for access to the land subject to Council approval.

### **COUNCIL IMPLICATIONS:**

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

The land acquisition matters are being undertaken directly with affected landowners, subject to Council approval.

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

- Compensation as set out in the Land Acquisition (Just Terms Compensation) Act 1991.
- Roads Act 1993

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

The costs of the acquisition would include fencing of new boundary line, Council's independent valuation of the respective property area, compensation payable of the land required for road purposes, survey costs, plan registration costs and other reasonable legal costs. These costs would be funded under the project grant budget and are estimated to be in the order of \$5,000 plus the compensation amount.

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

The acquisition is necessary to ensure work on Council's assets are contained within a public road reserve.

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

Nil.

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

It is necessary to ensure the road formation is located within a public road reserve.

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

No implications.

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

The land acquisition would be managed by Council's Asset and Planning section through registered land surveyors, property valuers and Council's lawyers.

Our Economy No. 14 Cont...

**Fiona Keneally**  
**Director Infrastructure**

Prepared by staff member: David Counsell  
Approved/Reviewed by Manager: Fiona Keneally, Director Infrastructure  
Department: Engineering Department  
Attachments: There are no attachments for this report.

|                      |                                                                                             |
|----------------------|---------------------------------------------------------------------------------------------|
| <b>Department:</b>   | <b>Engineering Department</b>                                                               |
| <b>Submitted by:</b> | Manager Asset & Program Planning                                                            |
| <b>Reference:</b>    | <b>ITEM ECO15/22</b>                                                                        |
| <b>Subject:</b>      | <b>ACQUISITION OF LAND REQUIRED FOR ROAD REALIGNMENT PURPOSES ON PADDYS FLAT ROAD NORTH</b> |

**LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

|                      |                                                                                                                                                                                  |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CSP Goal:</b>     | <b>Transport</b> - The Tenterfield Shire has an effective transport network that is safe efficient and affordable for us as a community.                                         |
| <b>CSP Strategy:</b> | Deliver a well-designed, safe road network, including carparking, footpaths and cycleways, that is suitable for all users now and take into consideration future network demand. |

**SUMMARY**

The purpose of this report is to seek Council concurrence to the acquisition of a section of land adjacent to Paddys Flat Road North for road realignment and widening at Kangaroo Creek Bridge.

**OFFICER'S RECOMMENDATION:****That Council:**

- (1) Agree to the acquisition of land adjacent to Paddys Flat Road North for road realignment and widening purposes at Kangaroo Creek Bridge; and**
- (2) Authorise the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners.**

**BACKGROUND**

Council has commenced construction of a new concrete bridge on Paddys Flat Road North over Kangaroo Creek. This project is being fifty percent (50%) funded by the Bridges Renewal Program and includes realigning the road to facilitate the bridge construction and improve road safety at this location. It is necessary to acquire a section of land from the adjoining landowner.

**REPORT:**

Council is constructing a new concrete bridge over Kangaroo Creek on Paddys Flat Road North with funding under the Bridges Renewal Program.

The new bridge is being constructed immediately upstream of the existing bridge to enable the road to be kept open during construction and to improve the alignment of the approaches onto the bridge. The existing road approaches on the southern approach are not currently located within a road reserve and this acquisition will also correct this section of the bridge approaches back to Kangaroo Creek Road intersection. It is therefore necessary to acquire a section of land from the adjoining landowner to allow construction of an improved road approaches as well as accommodating the new bridge.

Our Economy No. 15 Cont...

An agreement is usually made with any affected land holders to acquire portions of land required for road purposes. A registered surveyor will then complete a survey plan which is used for purposes of land valuation and compensation assessment through a professional valuer, the compensation amount payable in accordance with the provisions of the Land Acquisition (Just Terms Compensation) Act 1991.

Once compensation has been agreed with the land owners, they will be required to sign the acquisition plan and provide the title deeds for the property to lawyers for lodgement with the plan. The land in question will then become road upon registration of the plan.

The acquisition required includes part of Lot 2 DP 547625 and Lot 7 DP 751067, involving an approximate area of a hectare. The land is rural pasture with no improvements other than the new bridge under construction. An agreement has been signed by the affected property owners for access to the land subject to Council approval.

### **COUNCIL IMPLICATIONS:**

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

The land acquisition matters are being undertaken directly with affected landowners, subject to Council approval.

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

- Compensation as set out in the Land Acquisition (Just Terms Compensation) Act 1991.
- Roads Act 1993

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

The costs of the acquisition will include fencing of new boundary line, valuation of the property area, compensation payable of the land required, survey costs, plan registration costs and other legal costs. These costs would be funded under the bridge replacement budget and are estimated to be in the order of \$8,000 plus the compensation amount.

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

The acquisition is necessary to ensure Council's road and bridge assets are located within a public road reserve.

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

Nil.

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

It is necessary to ensure the road formation is located within a public road reserve.

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

No implications.

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

The land acquisition would be managed by Council's Asset and Planning section with the use of registered land surveyors, property valuers and lawyers.

Our Economy No. 15 Cont...

**Fiona Keneally**  
**Director Infrastructure**

Prepared by staff member: David Counsell  
Approved/Reviewed by Manager: Fiona Keneally, Director Infrastructure  
Department: Engineering Department  
Attachments: There are no attachments for this report.

|                      |                                                                                                |
|----------------------|------------------------------------------------------------------------------------------------|
| <b>Department:</b>   | <b>Engineering Department</b>                                                                  |
| <b>Submitted by:</b> | Manager Asset & Program Planning                                                               |
| <b>Reference:</b>    | <b>ITEM ECO16/22</b>                                                                           |
| <b>Subject:</b>      | <b>ACQUISITION OF LAND REQUIRED FOR ROAD WIDENING PURPOSES - MT LINDESAY ROAD BLER PROJECT</b> |

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

|                      |                                                                                                                                                                                  |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CSP Goal:</b>     | <b>Transport</b> - The Tenterfield Shire has an effective transport network that is safe efficient and affordable for us as a community.                                         |
| <b>CSP Strategy:</b> | Deliver a well-designed, safe road network, including carparking, footpaths and cycleways, that is suitable for all users now and take into consideration future network demand. |

#### **SUMMARY**

The purpose of this report is to seek Council concurrence to the acquisition of small sections of land adjacent to Mt Lindesay Road to compliment improvement works being undertaken under the Bushfire Local Economic Recovery Fund.

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

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

- (1) Agree to the acquisition of land adjacent to Mt Lindesay Road for road widening purposes on various curves being widened under the BLER Fund project; and**
- (2) Delegate the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners.**

#### **BACKGROUND**

Council is undertaking road rehabilitation works along two remaining unsealed sections of Mt Lindesay Road under the Bushfire Local Economic Recovery Fund. This work includes widening of the road formation and drainage upgrades to improve road safety, with the road to be initially bitumen sealed. At the section located 5 to 6km north of Cullendore Road, there are minor road widenings on sharp curves where it is necessary to acquire a section of land from the adjoin landowner.

#### **REPORT:**

Council is undertaking road rehabilitation works along two remaining unsealed sections of Mt Lindesay Road under the Bushfire Local Economic Recovery Fund that includes the widening of sharp curves on the road. On the northern section 5 to 6km along from Cullendore Road, the existing fence was located at the top of embankments above sharp curves that required widening for safety. It is quite likely that the true road reserve boundary may have been partially severed by the existing road given the topography of the landform in this locality.

It is necessary to acquire a section of land from the adjoining landowner to allow construction of an improved road formation and drainage works.

Our Economy No. 16 Cont...

An agreement is usually made with any affected land holders to acquire portions of land required for road purposes. A registered surveyor will then complete a survey plan which is used for purposes of land valuation and compensation assessment through a professional valuer, the compensation amount payable in accordance with the provisions of the Land Acquisition (Just Terms Compensation) Act 1991.

Once compensation has been agreed with the land owners, they will be required to sign the acquisition plan and provide the title deeds for the property to lawyers for lodgement with the plan. The land in question will then become road upon registration of the plan.

The acquisition required may be part of Lot 26 DP 751081, Lot 59 DP 41318 and Lot 37 DP 751081 involving acquiring areas of land between 100 and 500 m<sup>2</sup>. It be considered that there are at least three property corners that will be impacted by the road. The actual areas are subject to survey and confirmation of existing boundaries, and involves two separate land owners. The property is generally steep timbered rural land with rocky outcrops and no structures or improvements other than fences. An agreement has been signed by the affected property owners for access to the land subject to Council approval.

### **COUNCIL IMPLICATIONS:**

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

The land acquisition matters are being undertaken directly with affected landowners, subject to Council approval.

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

- Compensation as set out in the Land Acquisition (Just Terms Compensation) Act 1991.
- Roads Act 1993

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

The costs of the acquisition would include fencing of new boundary line, Council's independent valuation of the respective property area, compensation payable of the land required for road purposes, survey costs, plan registration costs and other reasonable legal costs. These costs would be funded under the project grant budget and are estimated to be in the order of \$ 20,000 plus the compensation amount.

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

The acquisition is necessary to ensure work on Council's assets are contained within a public road reserve.

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

Nil.

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

It is necessary to ensure the road formation is located within a public road reserve.

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

No implications.

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

Our Economy No. 16 Cont...

The land acquisition would be managed by Council's Asset and Planning section through registered land surveyors, property valuers and Council's lawyers.

**Fiona Keneally**  
**Director Infrastructure**

Prepared by staff member: David Counsell  
Approved/Reviewed by Manager: Fiona Keneally, Director Infrastructure  
Department: Engineering Department  
Attachments: There are no attachments for this report.

|                      |                                                                                   |
|----------------------|-----------------------------------------------------------------------------------|
| <b>Department:</b>   | <b>Engineering Department</b>                                                     |
| <b>Submitted by:</b> | Manager Asset & Program Planning                                                  |
| <b>Reference:</b>    | <b>ITEM ECO17/22</b>                                                              |
| <b>Subject:</b>      | <b>ACQUISITION OF LAND REQUIRED FOR ROAD ALIGNING PURPOSES ALONG KILDARE ROAD</b> |

**LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

|                      |                                                                                                                                                                                  |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CSP Goal:</b>     | <b>Transport</b> - The Tenterfield Shire has an effective transport network that is safe efficient and affordable for us as a community.                                         |
| <b>CSP Strategy:</b> | Deliver a well-designed, safe road network, including carparking, footpaths and cycleways, that is suitable for all users now and take into consideration future network demand. |

**SUMMARY**

The purpose of this report is to seek Council concurrence to the acquisition of a section of land along the existing formation of Kildare Road for road improvement works.

**OFFICER'S RECOMMENDATION:****That Council:**

- (1) Agree to the acquisition of land along Kildare Road for road aligning purposes; and**
- (2) Authorise the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners in consideration to close an existing road reserve in exchange.**

**BACKGROUND**

Council is undertaking road improvement works along Kildare Road under the Fixing Local Roads program including widening of structures and the road formation with bitumen sealing.

It has been identified that at section of the road traverses through private property and it is necessary to acquire a section of land from the landowner to formalise a road reserve.

**REPORT:**

Council has obtained funding under the Fixing Local Roads program for the upgrade and improvement of Kildare Road. This work is underway and it has been identified that at section of the road traverses through private property. It is necessary to acquire a section of land from the adjoining landowner along the existing road formation. There is another section of road reserve that can be proposed to be closed in exchange for the new road opening, subject to survey and investigation.

An agreement is usually made with any affected land holders to acquire the portion of land required for the road purposes. A registered surveyor will then complete a survey plan which is used for purposes of land valuation and compensation assessment through

Our Economy No. 17 Cont...

a professional valuer, the compensation amount payable in accordance with the provisions of the Land Acquisition (Just Terms Compensation) Act 1991. The road formation through the current property is largely unfenced.

Once compensation has been agreed with the land owners, they will be required to sign the acquisition plan and provide the title deeds for the property to lawyers for lodgement with the plan. The land in question will then become road upon registration of the plan.

The acquisition required approximately 2km is located within Lot 1 DP 620453 and Lot 37 DP 751486, and based upon a standard road reserve being 20m wide, this will involve acquiring an approximate area of four hectares. An agreement has been signed by the affected property owners for access to the land subject to Council approval.

### **COUNCIL IMPLICATIONS:**

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

The land acquisition matters are being undertaken directly with affected landowners, subject to Council approval.

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

- Compensation as set out in the Land Acquisition (Just Terms Compensation) Act 1991.
- Roads Act 1993

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

The costs of the acquisition would include independent valuation of the respective property area, compensation assessment for proposed closed road in exchange of the land required for road purposes, survey costs, plan registration costs and other legal costs. These costs would be funded under the project grant budget and are estimated to be in the order of \$ 10,000 plus any compensation amount.

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

The acquisition is necessary to ensure Council's transport assets are contained within a public road reserve.

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

Nil.

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

It is necessary to ensure the road formation is located within a public road reserve.

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

No implications.

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

The land acquisition would be managed by Council's Asset and Planning section through registered land surveyors, property valuers and Council's lawyers.

**Fiona Keneally**  
**Director Infrastructure**

Our Economy No. 17 Cont...

Prepared by staff member: David Counsell  
Approved/Reviewed by Manager: Fiona Keneally, Director Infrastructure  
Department: Engineering Department  
Attachments: **1** Kildare Road alignment 1 Page

|                      |                                                                                                                                                                                   |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Department:</b>   | <b>Engineering Department</b>                                                                                                                                                     |
| <b>Submitted by:</b> | Manager Water & Waste                                                                                                                                                             |
| <b>Reference:</b>    | <b>ITEM ENV10/22</b>                                                                                                                                                              |
| <b>Subject:</b>      | <b>ADOPTION &amp; UPDATE TO POLICIES INCLUDING ADOPTION OF CONTAMINATED RECYCLING BIN POLICY AND BACKFLOW PREVENTION POLICY &amp; UPDATE TO WATER QUALITY &amp; SAFETY POLICY</b> |

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

|                      |                                                                                                                              |
|----------------------|------------------------------------------------------------------------------------------------------------------------------|
| <b>CSP Goal:</b>     | <b>Environment</b> - Our natural environment will be protected, enhanced and promoted for future generations.                |
| <b>CSP Strategy:</b> | Deliver total water cycle management approach including water conservation and complying with relevant acts and legislation. |

#### **SUMMARY**

The purpose of this report is for Council to review and adopt the New Contaminated Recycling Bin Policy and the New Backflow Prevention Policy and the updated Water Quality and Safety Policy aligned with Water & Waste.

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

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

- (1) Adopts the new Backflow Prevention Policy;**
- (2) Adopts the new Contaminated Recycling Bin Policy, and**
- (3) Adopts the updated Water quality and Safety Policy.**

#### **BACKGROUND**

The Water Quality Policy first adopted 26 September 2018, required updating due to requirement of NSW Dam Safety to provide a policy of support. The updated policy includes the Safety requirement for the Dam and provides a single policy encompassing support for water quality and safety.

The new Backflow Prevention Policy supports the Water Quality and Safety Policy by providing protection to Councils potable water reticulation. Legislated by New South Wales Government Plumbing and Drainage Act 2011 and regulated through Australian and New Zealand Standard (AS/NZS 3500.1) Plumbing and Drainage Part 1: Water Services, the policy provides responsibility of the property owner to ensure they do not affect the mains supply with any water from their property.

The new Contaminated Recycling Bin Policy is to provide clear direction as to how Council will manage residents/businesses who repeatedly contaminate their recycling bin. Staff have reviewed approaches by other Councils in dealing with this situation of continued contamination of recycling, provided extensive educational advertising and undertaken the first recycling bin audit of Tenterfield town, to try to reduce the instances of contamination in recycling that ultimately costs council and the community when loads are rejected.

Our Environment No. 10 Cont...

**REPORT:**

The Drinking Water and Safety policy has been amended and updated to ensure standardisation of Council documents including legislative changes and allowing ongoing review requirements to be scheduled on a 2 yearly basis.

The new Backflow Prevention Policy supports the commitment to ensuring the Drinking Water Quality and Safety Policy by ensuring responsibility of the property owner to ensure they do not affect the mains supply with any water from their property, entering the potable reticulated supply. Backflow is the undesirable reversal of flow of contaminated water into the potable water supply. To prevent this from happening, a backflow prevention device is installed to stop the undesirable contaminant entering the potable water piping. Backflow prevention devices are required by Australian Standards, National Plumbing and Drainage Code (AS 3500.1) for the protection and conservation of potable drinking water. To ensure compliance with the policies a register of high to medium risk backflow devices will be held by Council, with reminders provided to property owners for biannual testing. To ensure the currency of the policy an ongoing review of requirements to be scheduled on a 5 yearly basis.

The new Contaminated Recycling Bin Policy has been developed to set a standard for intervention with premises that are not putting the correct materials in their co-mingled recycling bins. The purpose is to ensure that the quality of recycling materials collected in the Tenterfield Shire is within the acceptable contamination standards supporting the Waste Minimisation and Management Act 1995 and the Waste Avoidance and Resource Recovery Act 2001. To ensure the currency of the policy an ongoing review of requirements to be scheduled on a 3 yearly basis.

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

The new policies of Backflow Prevention Policy and Contaminated Recycling Bin Policy require community consultation of 14 days expected to occur from the 4 October to 17 October 2022.

Notably many instances of community communications have occurred to educate the community with regard to what is appropriate for recyclable materials and what is unacceptable as contamination.

The revised Drinking Water Quality and Safety policy requires no consultation periods as there are no Community Engagement implications as a result of this report.

**2. Policy and Regulation**

- Australian Drinking Water Guidelines 2017
- Public Health Act 2010 (NSW)
- Public Health Regulation 2012
- Dams Safety Act 2015 (NSW)
- Dams Safety Regulation 2019 (the Regulation).
- ISO 55001 Asset Management
- ISO 9001 Quality Management Systems

## Our Environment No. 10 Cont...

- Water Directorate (2013) Backflow Prevention and Cross Connection Control Guidelines.
- New South Wales Government (2017) Local Government Act 1993.
- New South Wales Government (2017) Plumbing and Drainage Act 2011.
- Australian and New Zealand Standard (AS/NZS 3500.1) Plumbing and Drainage Part 1: Water Services
- National Construction Code Series, 2012: Volume Three, Plumbing Code of Australia
- Waste Minimisation and Management Act 1995
- The Protection of the Environment Operations (POEO) Act 1997
- Waste Avoidance and Resource Recovery Act 2001
- Local Government Act 1994
- Local Government Act (Regulations) 2005
- Council Policy 3.180 Rainwater Tanks-Installation requirements where reticulated water is connected.

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

To capture costs associated with additional requirements for Backflow Prevention and Contaminated Recycling new operational numbers will be requested.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

No changes required for workforce strategy.

Additional time required for Backflow register set-up and maintenance with biannual reminder letters.

Additional time required for manual inspections of previously contaminated recycling bins along with correspondence, and bin removals.

**6. Legal and Risk Management**

Risks associated with maintaining reticulation system integrity for water quality will be reduced through application of the Backflow Prevention Policy.

Risk of increased costs for recycling load rejection will be reduced through application of the Contaminated Recycling Bin Policy.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

Our Environment No. 10 Cont...

**Fiona Keneally**  
**Director Infrastructure**

Prepared by staff member: Gillian Marchant  
Approved/Reviewed by Manager: Fiona Keneally, Director Infrastructure  
Department: Engineering Department  
Attachments:

|          |                                          |         |
|----------|------------------------------------------|---------|
| <b>1</b> | Drinking Water Quality and Safety Policy | 6 Pages |
| <b>2</b> | Backflow Prevention Policy               | 5 Pages |
| <b>3</b> | Contaminated Recycling Bin Policy        | 6 Pages |

|                      |                                                    |
|----------------------|----------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>       |
| <b>Submitted by:</b> | Casual Administration & Customer Service Assistant |
| <b>Reference:</b>    | <b>ITEM GOV73/22</b>                               |
| <b>Subject:</b>      | <b>MONTHLY OPERATIONAL REPORT AUGUST 2022</b>      |

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**LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

|                             |                                                                                                                                                                                                                         |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CSP Goal:</b>            | <b>Leadership</b> - Council is a transparent, financially-sustainable and high-performing organisation, delivering valued services to the Community.                                                                    |
| <b>CSP Strategy:</b>        | Ensure the performance of Council as an organisation complies with all statutory Guidelines, supported by effective corporate management, sound integrated planning and open, transparent and informed decision making. |
| <b>CSP Delivery Program</b> | Promote and support community involvement in Council decision making process.                                                                                                                                           |

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**SUMMARY**

The purpose of this report is to provide a standing monthly report to the Ordinary Meeting of Council that demonstrates staff accountabilities and actions taken against Council's 2022/2023 Operational Plan.

**OFFICER'S RECOMMENDATION:**

**That Council receives and notes the status of the Monthly Operational Report for August 2022.**

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

|                               |                                                   |           |
|-------------------------------|---------------------------------------------------|-----------|
| Prepared by staff member:     | Lee Sisson                                        |           |
| Approved/Reviewed by Manager: | Kylie Smith, Chief Corporate Officer              |           |
| Department:                   | Office of the Chief Corporate Officer             |           |
| Attachments:                  | <b>1</b> Monthly Operational Report - August 2022 | 119 Pages |

|                      |                                                 |
|----------------------|-------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>            |
| <b>Submitted by:</b> | Acting Executive Assistant & Media              |
| <b>Reference:</b>    | <b>ITEM GOV74/22</b>                            |
| <b>Subject:</b>      | <b>CHRISTMAS/NEW YEAR CLOSEDOWN - 2022/2023</b> |

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

|                                 |                                                                                                                                                                                                                         |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CSP Goal:</b>                | <b>Leadership</b> - Council is a transparent, financially-sustainable and high-performing organisation, delivering valued services to the Community.                                                                    |
| <b>CSP Strategy:</b>            | Ensure the performance of Council as an organisation complies with all statutory Guidelines, supported by effective corporate management, sound integrated planning and open, transparent and informed decision making. |
| <b>Delivery Plan Action:</b>    | Developing attraction and retention practices across Council.                                                                                                                                                           |
| <b>Operational Plan Action:</b> | Foster an environment that supports and celebrates diversity and where the best person for the job gets the job, regardless of age, sex, religion, ethnicity or any other personal position.                            |

#### **SUMMARY**

The purpose of this report is to advise Council of proposed Christmas/New Year close down arrangements for Council staff.

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

**That Council endorse the closedown periods for the Christmas/New Year 2022/2023 period as follows:**

- **Indoor staff – close of business Wednesday, 21 December 2022, reopening Monday, 9 January 2023;**
- **Outdoor staff – close of business Wednesday, 21 December 2022 reopening Monday, 9 January 2023.**

#### **BACKGROUND**

Traditionally, Council has closed the Administration Office and Library for the period between Christmas and New Year to enable staff to spend this important time with family.

Outdoor staff are required to take approximately (10 days) annual leave (excluding public holidays and RDO's) at this time to ensure that the majority of staff are available throughout the year to undertake planned works.

#### **REPORT:**

The closedown for the Administration Office and Library for 2022/2023 is suggested from close of business Wednesday, 21 December 2022, reopening Monday, 9 January 2023.

Gazetted public holidays during this period are Monday, 26 December 2022 (Christmas Day Holiday), Tuesday, 27 December 2022 (Boxing Day Holiday) and Monday, 2

Our Governance No. 74 Cont...

January 2023 (New Year's Day Holiday) with staff taking annual leave and RDO's to make up the additional eight (8) days.

Closedown for outdoor staff is from the close of business Wednesday, 21 December 2022 (Friday 30 December being an RDO) to Monday, 9 January 2023.

Councillors are requested to be mindful of the particularly difficult years 2019, 2020 and 2021 have been for all staff firstly with bushfires, drought, processing the huge number of grant projects and changing Local Government elections. The COVID-19 situation has only served to exacerbate the work and stress levels of staff by adding an additional level of complexity. Together with the current Special Rates Variation discussion within the community, and community feelings and expectations. It is suggested that a full two (2) week break for all staff will assist with a renewed enthusiasm to carry on with the Councillor group into the new year.

Details in relation to arrangements for waste services and emergency contacts during the Christmas closedown period will be provided to Councillors and will be advertised in local media and available on Council's website, Your Local News and Facebook page.

### **COUNCIL IMPLICATIONS:**

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

Closedown arrangements and emergency contacts (including waste services) for the period will be advertised through "Your Local News", Facebook, local media and available on Council's website and phone message.

**2. Policy and Regulation**

Nil.

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

Nil.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

It will be necessary for some staff to work through the closedown period to provide for emergencies, waste services, Council meetings etc.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

Our Governance No. 74 Cont...

**Daryl Buckingham**  
**Chief Executive**

Prepared by staff member: Elizabeth Melling  
Approved/Reviewed by Manager: Daryl Buckingham, Chief Executive  
Department: Office of the Chief Executive  
Attachments: There are no attachments for this report.

|                      |                                                                                                                      |
|----------------------|----------------------------------------------------------------------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>                                                                                 |
| <b>Submitted by:</b> | Acting Executive Assistant & Media                                                                                   |
| <b>Reference:</b>    | <b>ITEM GOV75/22</b>                                                                                                 |
| <b>Subject:</b>      | <b>COUNCIL DELEGATES ON COMMITTEES, EXTERNAL BOARDS &amp; ASSOCIATIONS - Period September 2022 to September 2023</b> |

|                                                               |                                                                                                                                                             |
|---------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                                                                                             |
| <b>CSP Goal:</b>                                              | <b>Leadership</b> - Resources and advocacy of Council are aligned to support the delivery of the community vision outlined in the Community Strategic Plan. |
| <b>CSP Strategy:</b>                                          | Services to our community are provided in an equitable, safe, professional, friendly and timely manner consistent with our corporate values.                |
| <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 for Council to resolve the Councillors who are to be the Council delegates and sit on the Council and Community Committees for the two remaining years of Council's term of office, ending September 2024.

## OFFICER'S RECOMMENDATION:

- (1) That Council determine the representation on external bodies, specific purpose committees and other associations as listed below for the proceeding twelve (12) month period, 24 September 2022 to September 2023;**

|                                                                     | <b>Representation</b>                        | <b>Delegate/s January to September 2022</b>                                     |
|---------------------------------------------------------------------|----------------------------------------------|---------------------------------------------------------------------------------|
| <b>Specific Purpose Committees</b>                                  |                                              |                                                                                 |
| Audit & Risk Committee                                              | Mayor                                        | Mayor (observer)                                                                |
| Contributions/Donations Assessment Panel                            | Mayor + 3 Councillors + 1 Reserve Councillor | Mayor, Cr Greg Sauer, Cr Peter Murphy, Cr John Macnish, Reserve Cr Giana Saccon |
| Australia Day Awards Committee                                      | Mayor + 3 Councillors + 1 Reserve Councillor | Mayor, Cr Peter Petty, Cr John Macnish, Cr Greg Sauer, Reserve Cr Kim Rhodes    |
| Sir Henry Parkes Memorial School of Arts Joint Management Committee | Mayor + 1 Councillor                         | Mayor, Cr Kim Rhodes                                                            |
| Tenterfield Saleyards Advisory Committee                            | Mayor + 2 Councillors                        | Mayor, Cr Peter Petty, Cr Tim Bonner                                            |
| Aboriginal Advisory Group                                           | Mayor + 1 Councillor                         | Mayor, Cr Giana Saccon                                                          |
| Heritage Advisory Committee                                         | Mayor + 2 Councillors                        | Mayor, Cr Kim Rhodes, Cr Tim Bonner                                             |
| Disability, Inclusion & Access Advisory Committee                   | 1 Councillor + 1 Alt Councillor              | Cr Giana Saccon, Cr John Macnish (alt)                                          |
| Parks, Gardens & Cultural Advisory Committee                        | 3 Councillors                                | Cr Giana Saccon, Cr Geoffrey Nye, Cr Peter Murphy.                              |
| Tourism Advisory Committee                                          | Mayor + 2 Councillor                         | Mayor, Cr Kim Rhodes, Cr Tim Bonner                                             |
| Youth Advisory Group                                                | Mayor + 2 Councillor                         | Mayor, Cr Greg Sauer, Cr Giana Saccon                                           |
| <b>External Boards, Committees &amp;</b>                            |                                              |                                                                                 |

## Our Governance No. 75 Cont...

|                                                                                                                                                                       |                                              |                                                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|--------------------------------------------------------|
| <b>Organisations</b>                                                                                                                                                  |                                              |                                                        |
| Country Mayors Association                                                                                                                                            | Mayor                                        | Mayor                                                  |
| Arts North West                                                                                                                                                       | 1 Councillor                                 | Cr Kim Rhodes                                          |
| Border Region Organisation of Councils (BROC)                                                                                                                         | Mayor + 1 Councillor                         | Mayor, Cr John Macnish                                 |
| Northern Inland Regional Waste                                                                                                                                        | Mayor                                        | Mayor                                                  |
| North West Weight of Loads Group                                                                                                                                      | 1 Councillor                                 | Cr Tim Bonner                                          |
| Local Health Advisory Committee                                                                                                                                       | Mayor                                        | Mayor                                                  |
| Tenterfield Shire Local Traffic Committee                                                                                                                             | Mayor + 2 Councillors                        | Mayor, Cr Tom Peters & Cr Tim Bonner                   |
| Local Emergency Management Committee                                                                                                                                  | Mayor + 1 Councillor                         | Mayor, Cr Tom Peters                                   |
| Bushfire Management Committee                                                                                                                                         | 1 Councillor                                 | Cr Tom Peters                                          |
| NSW RFS Service Level Agreement Liaison Committee                                                                                                                     | Mayor +1 Councillor                          | Mayor, Cr Tom Peters                                   |
| Tenterfield Liquor Accord + <i>seeking clarification from Licensing Sergeant regarding devolving responsibility.</i>                                                  | 1 Councillor                                 | Cr Kim Rhodes                                          |
| NSW Public Libraries Association                                                                                                                                      | 1 Councillor                                 | Cr John Macnish                                        |
| Granite Borders Landcare Committee Inc                                                                                                                                | 1 Councillor                                 | Cr Giana Saccon                                        |
| Northern Tablelands Regional Weeds Committee                                                                                                                          | 1 Councillor                                 | Cr Tom Peters                                          |
| Murray Darling Association                                                                                                                                            | Executive Member + Mayor/and or Deputy Mayor | Cr Greg Sauer, Mayor, Deputy Mayor                     |
| Tenterfield FM Radio Association                                                                                                                                      | 1 Councillor                                 | Cr Tom Peters                                          |
| Community Safety Precinct Committee                                                                                                                                   | Mayor                                        | Mayor                                                  |
| Bruxner Way Joint Committee                                                                                                                                           | Mayor                                        | Mayor                                                  |
| Joint Regional Planning Panels                                                                                                                                        | Mayor + 1 Councillor as alternative          | Mayor, Cr Petty/Cr Sauer (Alt)                         |
| National Timber Councils'                                                                                                                                             | 1 Councillors                                | Cr Bronwyn Petrie                                      |
| Tenterfield Heavy Vehicle Bypass Economic Enhancement Advisory Group – <i>This group is "parked" until further notice due to no funding being currently provided.</i> | All Councillors                              | All Councillors                                        |
| <b>Community Engagement Forums</b>                                                                                                                                    |                                              |                                                        |
| Our Community                                                                                                                                                         | Mayor + 3 Councillors                        | Mayor, Cr Greg Sauer, Cr Kim Rhodes, & Cr Giana Saccon |
| Our Economy                                                                                                                                                           | Mayor + 3 Councillors                        | Mayor, Cr Greg Sauer, Cr Kim Rhodes & Cr Giana Saccon  |
| Our Environment                                                                                                                                                       | Mayor + 3 Councillors                        | Mayor, Cr Peter Petty, Cr Giana Saccon & Cr Tom Peters |

**BACKGROUND**

Council delegates are usually assigned annually at the September Ordinary Council meeting.

Council resolved in January 2022 for delegates to sit on the Council and Community Committees until September 2022, as all Councillors would then have the opportunity to be a representative on Council's Committee's.

Due to the postponement of the NSW Local Government Elections until 4 December 2021, and subsequent By-elections (24 February 2022), two of the now ten Councillors were not inducted when the Committees were initially assigned.

Our Governance No. 75 Cont...

The re-visiting of the Committees Councillor representation will allow an equitable sharing across all ten Councillors and the inclusion of the later inducted Councillors.

**REPORT:**

Council delegates are now requested to sit on their current Committees for a period of twelve months, as per Council's usual practice, with review September 2023.

**COUNCIL IMPLICATIONS:**

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

Community committees are an integral part of Council's community engagement and communication functions.

**2. Policy and Regulation**

- NSW Local Government Act 1993;
- NSW Local Government (General) Regulations 2005; and
- Tenterfield Shire Council Code of Meeting Practice.

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

Council has made provision in its Operational Plan and Budget for the 2022/2023 Financial Year for expenses associated with the operation of the Committees/Groups/Structures listed in this report.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

**Daryl Buckingham**  
**Chief Executive**

Prepared by staff member:

Elizabeth Melling

Approved/Reviewed by Manager:

Daryl Buckingham, Chief Executive

Department:

Office of the Chief Executive

Attachments:

**1** DRAFT Committee Register  
2022/2023

42  
Pages

|                      |                                                             |
|----------------------|-------------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>                |
| <b>Submitted by:</b> | Manager Finance & Technology                                |
| <b>Reference:</b>    | <b>ITEM GOV76/22</b>                                        |
| <b>Subject:</b>      | <b>FINANCE &amp; ACCOUNTS - PERIOD ENDED 31 AUGUST 2022</b> |

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

|                             |                                                                                                                                                                    |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CSP Goal:</b>            | <b>Leadership</b> - LEAD 14 - Resources and advocacy of Council are aligned support the delivery of the community vision outlined in the Community Strategic Plan. |
| <b>CSP Strategy:</b>        | Council is a financially sustainable organisation, delivering value services to the Community.                                                                     |
| <b>CSP Delivery Program</b> | Ensure that financial sustainability and the community's capacity to pay inform adopted community service levels.                                                  |

#### **SUMMARY**

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

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

**That Council receive and note the Finance and Accounts Report for the period ended 31 August 2022.**

**That Council write off \$1050.38 for Urbenville Showground water account.**

#### **BACKGROUND**

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

#### **REPORT:**

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

##### (a) Reconciliation of Accounts

A reconciliation of the cash books of all funds have been carried out with the appropriate bank statements as at 31 August 2022.

Cash Book Balances on this date were as follows:-

|                        |                  |        |
|------------------------|------------------|--------|
| General (Consolidated) | \$ 31,199,895.15 | Credit |
| General Trust          | \$ 382,340.85    | Credit |

##### (b) Summary of Investments

Our Governance No. 76 Cont...

The attachment to this report is a certified schedule of all Council's investments as at 31 August 2022 showing the various invested amounts and applicable interest rates.

### **Concealed Water Leakage Concession Policy Update**

For the month of August 2022 no concessions were granted under Council's Concealed Water Leakage Concession Policy.

### **603 Certificates**

During the sale of a property a 603 Certificate is usually requested to identify if there are any outstanding or payable fees to Council by way of rates, charges or otherwise in respect of a parcel of land. There were 13 applications for 603 Certificates in August 2022.

In the calendar year to date, there have been 236 applications compared to 321 applications for the same period last year.

### **Write Off Rates, Charges and Accrued Interest**

During the course of the year a meeting was held between the Chief Executive and representatives of the Urbenville Showground regarding an ongoing historic issue associated with the billed water supply.

The issue relates to an amount of \$1050.38 which has been in dispute between Council and Urbenville Showground relating to water usage/water leakage and or a combination of both since 2017. No interest has been charged on this amount as it was a contentious issue.

In the past Council has already written off significant amount of money for this account holder, please refer to Council resolution 29/16 on 24 February 2016 (attached). In addition, a further Concealed Leak Concession was granted in 2019 in reference to consumption based on 2017 water meter reading.

In view of this and pursuant to Section 567 and 607 of the Local Government Act 1993 and clause 130-131 of the Local Government (General) Regulation it is recommended to write off the amount of \$1050.38. It is important to note that this write off is a final write off for the Urbenville Showground and that Urbenville Showground is liable to pay for any other amounts associated with its account and no further write off will be provided unless evidently supported by the water account holder and an inspection conducted by Council officer. Any further requests will need to comply with Council Concealed Water Leakage Concession Policy.

Our Governance No. 76 Cont...

**Cash and Investments – Detailed Analysis of External Restrictions**

| <b>RESTRICTED CASH ANALYSIS</b>                                                                              | <b>AS AT 31<br/>AUGUST 2022</b> | <b>AS AT 30<br/>JUNE 2022</b> |
|--------------------------------------------------------------------------------------------------------------|---------------------------------|-------------------------------|
|                                                                                                              |                                 |                               |
| <b>TOTAL CASH &amp; INVESTMENTS</b>                                                                          | <b>\$37,582,236</b>             | <b>\$37,107,638</b>           |
|                                                                                                              |                                 |                               |
| <b>EXTERNALLY RESTRICTED CASH</b>                                                                            | <b>\$31,276,193</b>             | <b>\$31,625,799</b>           |
|                                                                                                              |                                 |                               |
| <b><i>INCLUDED IN GRANT RELATED (EXCL DEVELOPER CONTRIBUTIONS)</i></b>                                       | <b>\$12,188,205</b>             | <b>\$14,401,703</b>           |
| GRANT-RELATED - GENERAL (EXCL DEVELOPER CONTRIBUTIONS AND RFS RESERVES)                                      | \$11,097,372                    | \$13,785,826                  |
| GRANT-RELATED - WATER (EXCL DEVELOPER CONTRIBUTIONS)                                                         | \$792,470                       | \$615,877                     |
| GRANT-RELATED - SEWER (EXCL DEVELOPER CONTRIBUTIONS)                                                         | -                               | -                             |
| GRANT-RELATED - WASTE (EXCL DEVELOPER CONTRIBUTIONS)                                                         | \$298,363                       | -                             |
| GRANT-RELATED - STORMWATER (EXCL DEVELOPER CONTRIBUTIONS)                                                    | -                               | -                             |
| BRUXNER WAY WIDENING                                                                                         | -                               | -                             |
|                                                                                                              |                                 |                               |
| <b><i>INCLUDED IN DEVELOPER CONTRIBUTIONS</i></b>                                                            | <b>\$508,880</b>                | <b>\$467,232</b>              |
| DEVELOPER CONTRIBUTIONS - GENERAL                                                                            | \$385,748                       | \$347,608                     |
| DEVELOPER CONTRIBUTIONS - WATER                                                                              | \$37,565                        | \$37,565                      |
| DEVELOPER CONTRIBUTIONS - SEWER                                                                              | \$41,455                        | \$41,455                      |
| DEVELOPER CONTRIBUTIONS - WASTE                                                                              | \$40,103                        | \$36,595                      |
| DEVELOPER CONTRIBUTIONS - STORMWATER                                                                         | \$4,009                         | \$4,009                       |
|                                                                                                              |                                 |                               |
| <b><i>INCLUDED IN RFS RESERVES</i></b>                                                                       | <b>\$72,557</b>                 | <b>\$92,098</b>               |
| RFS RESERVES                                                                                                 | \$72,557                        | \$92,098                      |
|                                                                                                              |                                 |                               |
| <b><i>INCLUDED IN CASH AT BANK AND INVESTMENT LEFTOVERS (AFTER EXCL GRANT RELATED, DC AND RFS ABOVE)</i></b> | <b>\$18,506,551</b>             | <b>\$16,664,766</b>           |
| WATER                                                                                                        | \$2,540,184                     | \$2,180,603                   |
| SEWER                                                                                                        | \$6,272,375                     | \$5,703,375                   |
| WASTE                                                                                                        | \$8,345,479                     | \$7,372,548                   |
| STORMWATER                                                                                                   | \$966,172                       | \$1,025,899                   |
| TRUST FUND                                                                                                   | \$382,341                       | \$382,341                     |
|                                                                                                              |                                 |                               |
| <b>INTERNAL RESTRICTIONS</b>                                                                                 |                                 |                               |
| PLANT AND VEHICLE REPLACEMENT                                                                                | -                               | -                             |
| EMPLOYEES LEAVE ENTITLEMENTS                                                                                 | -                               | -                             |
| SPECIAL PROJECTS                                                                                             | -                               | -                             |
|                                                                                                              |                                 |                               |
| <b>UNRESTRICTED FUNDS</b>                                                                                    | <b>\$6,306,043</b>              | <b>\$5,481,839</b>            |

Our Governance No. 76 Cont...

### **COUNCIL IMPLICATIONS:**

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

Nil.

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

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

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

Nil.

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

Nil.

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

Nil.

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

Nil.

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

Nil.

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

Nil.

**Daryl Buckingham**  
**Chief Executive**

|                               |                                                                               |
|-------------------------------|-------------------------------------------------------------------------------|
| Prepared by staff member:     | Roy Jones                                                                     |
| Approved/Reviewed by Manager: | Daryl Buckingham, Chief Executive                                             |
| Department:                   | Office of the Chief Corporate Officer                                         |
| Attachments:                  | <b>1</b> Attachment 1 - Investment report 31 August 2022                      |
|                               | <b>2</b> Attachment 2 - Report Urbenville Showground 24 February 2016         |
|                               | <b>3</b> Attachment 3 - Council Resolution Urbenville Showground Water Issue. |

|                      |                                                        |
|----------------------|--------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>           |
| <b>Submitted by:</b> | Manager Finance & Technology                           |
| <b>Reference:</b>    | <b>ITEM GOV77/22</b>                                   |
| <b>Subject:</b>      | <b>CAPITAL EXPENDITURE REPORT AS AT 31 AUGUST 2022</b> |

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

|                             |                                                                                                                                                                    |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CSP Goal:</b>            | <b>Leadership</b> - LEAD 14 - Resources and advocacy of Council are aligned support the delivery of the community vision outlined in the Community Strategic Plan. |
| <b>CSP Strategy:</b>        | Council is a financially sustainable organisation, delivering value services to the Community.                                                                     |
| <b>CSP Delivery Program</b> | Collaborate and deliver resources with other organisations to ensure a variety of cost effective services across the service area.                                 |

#### **SUMMARY**

The purpose of this report is to show the Year-to-date (YTD) financial progress of Capital Works projects against the budget.

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

**That Council receive and note the Capital Expenditure Report for the period ended 31 August 2022.**

#### **BACKGROUND**

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

#### **REPORT:**

The carry-forward budgets for capital projects that are ongoing from the 2021/22 year, in particular grant-funded works, will be presented in the first Quarterly Budget Review for September 2022. These projects account for the most significant capital expenditure variances at this stage of the financial year, which is to be expected.

Staff are reminded to proceed with their capital projects as early as possible in the year, so that the funds can be spent within the financial year as per the operational plan and budget. The purpose of this is to avoid excessive carry forward projects across future financial years and to achieve the projects that Council presented in the Operational Plan for the current year.

#### **COUNCIL IMPLICATIONS:**

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

**2. Policy and Regulation**

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

Our Governance No. 77 Cont...

**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:

Roy Jones; Jessica Wild

Approved/Reviewed by Manager:

Kylie Smith, Chief Corporate Officer

Department:

Office of the Chief Corporate Officer

Attachments:

**1** Capital Expenditure Report -  
August 2022

**2**  
Pages

|                      |                                                                                                                       |
|----------------------|-----------------------------------------------------------------------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>                                                                          |
| <b>Submitted by:</b> | Manager Customer Service, Governance & Records                                                                        |
| <b>Reference:</b>    | <b>ITEM GOV78/22</b>                                                                                                  |
| <b>Subject:</b>      | <b>TRIAL CLOSURE OF MAIN ADMINISTRATION BUILDING<br/>CUSTOMER SERVICE COUNTER DURING LUNCH BREAKS AND<br/>FRIDAYS</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>CSP Delivery Program</b>                                   | Promote and support community involvement in Council decision making process.                                                                                    |

### SUMMARY

The purpose of this report is to propose a six-month trial, from Monday 3 October 2022 to Monday 3 April 2023, to close the Tenterfield Shire Council main administration building's customer service counter from 1pm to 2pm on Mondays to Thursdays, and remain closed all day on Fridays.

### OFFICER'S RECOMMENDATION:

**That Council undertake a six-month trial, from Monday 3 October 2022 to Monday 3 April 2023, of reduced face to face and telephone customer services by:**

- (1) Closing the main administration building customer service counter on days of business, from 1pm to 2pm, for the purpose of staff lunch breaks, and**
- (2) Closing the main administration building customer service counter on Fridays.**

**A customer feedback survey on the trial closures is to be conducted in February 2023, with results to be provided to Council's Ordinary Meeting of 22 March 2023.**

### BACKGROUND

Council's Customer Service Charter 2022 defines Council's days of in-person and telephone customer service availability as Monday to Friday, 9.30am to 4pm. Austerity reductions in staff positions, hours of attendance and scheduled and non-scheduled leave have seen requirements for the main administration building front counter to be closed for lunch periods on several occasions, and entire days in the last six months.

### REPORT:

Council currently employs two permanent part time Administration and Customer Service officers for front counter and telephone customer services. Additional duties to their front counter and telephone services include administration duties in support of Rates, as well as Civic Office and increasing support to Planning and Development

Our Governance No. 78 Cont...

Services. One officer is employed part time from Monday to Thursday, and one officer is employed part time from Wednesday to Friday. This means that there is only one officer available three days per week, and two officers available on two days per week.

While other Council officers from Records Management and Governance have provided back up for lunch and leave absences from the front counter of the scheduled Administration and Customer Service Officer, this has had a significant impact on the delivery of Records and Governance services. There is now no redundancy left for other officers to backfill during legislated lunch breaks, and requirements for Administration and Customer Service staff to be able to take leave. Records Management officers must return to digitisation program duties, as well as their normal daily operational duties, to meet other deadlines, and the casual Governance officer and Manager Customer Service, Governance and Records must meet other competing statutory requirements.

It is proposed that Council undertake a six-month trial, from Monday 3 October 2022 to Monday 3 April 2023, to close the main administration building's front counter on Mondays to Thursdays from 1pm to 2pm, for the duty Administration and Customer Service Officer to take a legislated lunch break. On the two days per week when both Administration and Customer Service Officers are on duty, they will both take their lunch break at the same time.

It is further proposed that during this trial period, Council keeps the administration building and front counter closed to the public on Fridays. Recent closures due to staff reductions and unavailability have occurred on Fridays, and there are now minimal staff present in the main administration building on Fridays. A trial of remaining closed on these days would determine if customer traffic can be handled on Mondays to Thursdays, with an emphasis for customers to make contact with Council via the website and council email box on Fridays.

A customer feedback survey will be conducted in early February 2023 with the results, along with any other feedback received during the trial, to be presented to Council's Ordinary Meeting of 22 March 2023.

#### **COUNCIL IMPLICATIONS:**

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

Nil.

**2. Policy and Regulation**

- Customer Service Charter 2022
- Customer Service Policy

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

Nil.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

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**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

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

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

|                      |                                                       |
|----------------------|-------------------------------------------------------|
| <b>Department:</b>   | <b>Engineering Department</b>                         |
| <b>Submitted by:</b> | Manager Asset & Program Planning                      |
| <b>Reference:</b>    | <b>ITEM GOV79/22</b>                                  |
| <b>Subject:</b>      | <b>UPPER ROCKY RIVER ROAD PUBLIC GATE ADJUSTMENTS</b> |

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

|                      |                                                                                                                                                                                  |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CSP Goal:</b>     | <b>Transport</b> - The Tenterfield Shire has an effective transport network that is safe efficient and affordable for us as a community.                                         |
| <b>CSP Strategy:</b> | Deliver a well-designed, safe road network, including carparking, footpaths and cycleways, that is suitable for all users now and take into consideration future network demand. |

#### **SUMMARY**

The purpose of this report is to seek Council concurrence for adjustments to public gates located within Lot 50 DP 820213 on Upper Rocky River Road.

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

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

- (1) Agree to the replacement of existing gates with cattle grids on the northern and southern boundary of Lot 50 DP 820213; and**
- (2) Agree to the installation of a further cattle grid internally with Lot 50 DP 820213.**

#### **BACKGROUND**

Council has received an application to undertake works on Upper Rocky River Road to replace two existing gates with cattle grids and install a further internal property grid on the road.

#### **REPORT:**

Council has received an application to replace two existing gates with cattle grids and install a further internal property grid on Upper Rocky River Road within Lot 50 DP 820213.

Council's Policy Statement 2.162 acknowledges that gates and vehicle by-passes may be required under certain circumstances for genuine primary production purposes. The Policy also states that Public Gates or Vehicle By-passes may be approved on roads classified as D in Council's Road Asset Management Plan

The last half of Upper Rocky River Road is an unsealed Class D Local Access Rural Road in Council's adopted Road Asset Management Plan. Local Access Rural Roads are roads that are non-through roads that provide access up to 10 abutting properties, and this property is close to the end of the road.

#### **COUNCIL IMPLICATIONS:**

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

Our Governance No. 79 Cont...

The property is near the end of a remote no through road and impacts very little traffic. The removal of gates on the road and replacement with cattle grids will improve access for any vehicles using the road.

**2. Policy and Regulation**

- Roads Act 1993

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

All costs associated with the supply, installation and subsequent maintenance of the public gates and vehicular by-passes will be at full cost to the applicant in accordance with Council's Policy 2.162.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

**Fiona Keneally**  
**Director Infrastructure**

|                               |                                           |
|-------------------------------|-------------------------------------------|
| Prepared by staff member:     | David Counsell                            |
| Approved/Reviewed by Manager: | Fiona Keneally, Director Infrastructure   |
| Department:                   | Engineering Department                    |
| Attachments:                  | There are no attachments for this report. |

|                      |                                                  |
|----------------------|--------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>             |
| <b>Submitted by:</b> | Executive Assistant & Media                      |
| <b>Reference:</b>    | <b>ITEM RES9/22</b>                              |
| <b>Subject:</b>      | <b>COUNCIL RESOLUTION REGISTER - AUGUST 2022</b> |

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

|                             |                                                                                                                                                                                                                         |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CSP Goal:</b>            | <b>Leadership</b> - Council is a transparent, financially-sustainable and high-performing organisation, delivering valued services to the Community.                                                                    |
| <b>CSP Strategy:</b>        | Ensure the performance of Council as an organisation complies with all statutory Guidelines, supported by effective corporate management, sound integrated planning and open, transparent and informed decision making. |
| <b>CSP Delivery Program</b> | Ensure that the performance of Council as an organisation complies with all statutory reporting guidelines and information is available to decision makers.                                                             |

#### **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 August 2022.**

**Daryl Buckingham**  
**Chief Executive**

|                               |                                            |          |
|-------------------------------|--------------------------------------------|----------|
| Prepared by staff member:     | Elizabeth Melling                          |          |
| Approved/Reviewed by Manager: | Daryl Buckingham, Chief Executive          |          |
| Department:                   | Office of the Chief Executive              |          |
| Attachments:                  | <b>1</b> Resolution Register - August 2022 | 17 Pages |