

## RESOLUTION REGISTER – COUNCIL MEETINGS – NOVEMBER 2019

Key A: Action Required B: Being Processed C: Completed

Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Community Engagement Assessment Completed	Media Release Required	Action Date	Comments	Status	File No.
28/09/16	245/16 ECO2/16	<p><b>Snake Creek Road – Road Reserve</b></p> <p>Resolved that Council:</p> <p>(1) Negotiate with the affected landowner to transfer the land required to formalise the road reserve of Snake Creek Road to Council at fee simple (\$1); and</p> <p>(2) Investigate the costs involved with undertaking the cadastral survey, legal, gazettal and transfer of land to form a dedicated public road reserve encompassing the existing formed section of road known as Snake Creek Road, south east of the Bruxner Highway traversing Lot 177 DP 751541 for a distance of approximately 400m to the property boundary of Lot 4 DP 751541; and</p> <p>(3) Consider the allocation of funds in the 2017/18 annual budget to finalise the cadastral survey, legal, gazettal and transfer of land to form a dedicated public road reserve at Snake Creek Road.</p>	(Engineering Officer)	Affected landowners to be advised	NR	<p>29/09/16</p> <p>20/04</p> <p>01/05 &amp; 03/05</p> <p>28/08/17</p> <p>16/10/2017</p> <p>19/02</p>	<p>Respondent advised of the Council decision.</p> <p>Negotiations with affected property owners has commenced.</p> <p>Costs to be obtained to allow for the survey and legal costs to be considered for inclusion in 17/18 budget.</p> <p>Quotations for surveying works to be forwarded next week.</p> <p>Correspondence sent to adjoining land owners including Crown Lands requesting feedback.</p> <p>Met on-site with property owner to discuss proposed road width, further report to council once advice received from Crown Lands as TSR land.</p> <p>Phone discussion held with LLS. Council awaiting formal response prior to proceeding.</p> <p>Discussions held with Crown Lands regarding application process for</p>	B	

									road opening over TSR land.
									Ongoing as per previous comment
									Further discussion held with LLS, letter now to be sent requesting TSR not to be included in road opening process. LLS to respond.
									Quotations received - Surveyor to be engaged. Compulsory acquisition required for TSR process has been confirmed to deal with Native Title. Phone discussion held 9 May with property owners with written agreement to follow.
						15.6.18			Instructed Solicitors to draft agreements for affected property owners 25.05.2018.
									Consent to Acquire Crown Land Application emailed to Crown Lands 31.05.18
						16.07			Advised due to review of process for issuing consent & current high volume means longer response time.
						13/08/2018			Currently reviewing draft agreements received from Solicitor.
						13/9/18 (COO comment)			No response received from Crown Lands yet due to back log of licences.
						17/09/			Correspondence received by Local Land Services ok to proceed

							with Surveying of TSR. Still no response from Crown Lands.			
							No change to above			
							No change to above, Will follow up with Crown Lands			
							No change to status.			
							Followed up with Crown Lands - awaiting response			
							Deed of Agreements forwarded to property owners to sign			
							Received one signed Deed of Agreement back, contacted LALC to undertake site survey of Crown Land.			
							No response received from Crown Lands to date.			
							Received the other signed Deed of Agreement, awaiting on LALC to confirm site survey requirements.			
							Followed up & requested LALC to confirm site survey requirements.			
							Awaiting cost from LALC for site survey requirements.			
							Site Survey undertaken by LALC			
							Amended quotation sought from Surveyor for acquisition of TSR			
15/10/2018	15/11/2018	10/12/2018	21/02/19	18/03/19						

28/6/17	94/17 ECO11/17	<p><b>Lease of Council Controlled Land – Road Reserve Resolved</b> that Council:</p> <p>(1) Approve the lease of the land as identified in the report to the property owner of Lot 1 Sec 79 DP 758959 for a minimum period of ten (10) years with an option to extend for a further ten (10) years as negotiated with Council with all legal costs and survey to be borne by the property owner; and</p> <p>(2) Approve the signing of the Lease Agreement by the Chief Executive and Mayor under the Seal of Council once the Lease Agreement is determined by Council.</p>	(Engineering Officer)				<p>portion of road reserve required.</p> <p>Surveyor engaged.</p> <p>No change to above</p> <p>Awaiting survey plan</p>			
							<p>Advised Applicant by way of phone call 12.07.2017. Awaiting further details from Applicant to be provided to Council prior to proceeding.</p> <p>Still awaiting details from Applicant prior to Council proceeding</p> <p>Ongoing as per previous comment</p> <p>Met with Client Representative and discussed draft lease agreement. Ongoing.</p> <p>Ongoing as per previous comment.</p> <p>No change to status.</p> <p>No change to status</p> <p>Contact made with applicant. Awaiting further advice.</p> <p>Still awaiting advice.</p> <p>No change to above</p>		B	
23/5/18	91/18 ENV9/18	<p><b>Jennings Sewerage Scheme: Preliminary Assessment Report Resolved</b> that Council:</p>	Manager Water & Waste						<p>12/07/17</p> <p>13/12</p> <p>20/03</p> <p>14/05/2018</p> <p>15/06/2018</p> <p>16.07.18</p> <p>15/11/2018</p> <p>19/3/19</p> <p>12/04/19</p> <p>10/5/19</p> <p>21/10/19</p> <p>11/6 &amp; 11/7</p>	

		<p>(1) Receive and note the Jennings Sewerage Scheme Preliminary Assessment by HunterH<sub>2</sub>O (2017).</p> <p>(2) Endorse continued dialogue with Southern Downs Council.</p> <p>(3) Investigate funding opportunities to enable connection to the common effluent drainage system.</p>			<p>13/9/18 (COO comment)</p> <p>8/11</p> <p>4/12</p> <p>21/2/19 (COO comment)</p> <p>15/03/2019</p> <p>13/9</p> <p>18/10</p> <p>18/11</p>	<p>Discussions are ongoing.</p> <p>On hold in view of insufficient TSC resources to progress this matter and other more pressing operational demands / 2018/2019 Ops plan follow up.</p> <p>Brought up at the SDRC/TSC Cross Border meeting. TSC to engage with SDRC to test appetite for community acceptance (increases in operational charges) and subsequently (if deemed necessary) a joint application to Cross Border Commissioner for funding the upgrade and augmentation.</p> <p>COO to discuss with SDRC counterpart.</p> <p>This will not be looked at for 6 months with current issues to be dealt with</p> <p>Continuing investigations.</p> <p>Lower priority at present due to (emergency) water issues at Tenterfield</p> <p>Internal review as gap analysis to progress &amp; Lower priority at present due to</p>	
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26/9/18	208/18 ENV20/18	<p><b>Proposed Mingooola Rural Fire Service Station</b></p> <p>Resolved that Council resolve to delegate authority to the Chief Executive to obtain the required land within the Travelling Stock Route (TSR32548) at Mingooola (as per site diagram) for the purpose of constructing a Rural Fire Service Station and become the Crown Land Manager of that land.</p>	CCO PS				(emergency) water issues at Tenterfield	B	
							Seeking letters of support from RFS and Local Land Services for Crown Land requirements.		
							Awaiting letters of support.		
							Letter sent to the Minister requesting to be Crown Land Manager and to enable the RFS Shed.		
							Followed up status with Crown Land, they are processing our request.		
							Ongoing		
							Crown Lands have requested exact site locations and details for entry in the Gazette. Details will be forwarded to Crown Lands ASAP.		
							Awaiting exact site location map.		
							Awaiting response from Crown Lands		
							Still awaiting response from Crown Land and Minister.		
							Chased up but still awaiting response from Crown Land and Minister.		

25/10/18	241/18 GOV82/18	<p><b>Treasury Corporation Borrowings – Approval for Council to Approach Relevant Parties with a View to Gaining Access to this Source of Loan Funds (Subject to Meeting TCorp Guidelines)</b></p> <p>Resolved that Council approved the Mayor and Chief Executive to write to the Minister for Local Government to request permission for Council to be given access to Treasury Corporation (TCorp) borrowings (subject to meeting TCorp Guidelines) and that should a favourable response not be forthcoming by the end of November 2018, other avenues to raise the profile of this issue be explored by Council.</p>	CCO MF&T			13/11  19/3   12/04/ 19   18/11/ 19	B	<p>Commenced process, waiting until yearly Statements published.</p> <p>Council wrote to the Minister for Local Govt in Dec 2018. Response received in Jan 2019 advising Council to liaise with OLG. Council has contacted OLG to ascertain the process that needs to be followed in order to prove that we are financially sustainable and Council is awaiting a response.</p> <p>Council has received a letter from the OLG requesting an updated submission demonstrating financial sustainability in line with the defunct FFF Ratios. Work has commenced on preparing the submission however will be impacted by Budget and Audit process.</p> <p>Council has once again proved it is sustainable by posting a positive operating result for 2018/19. Council will update the LTFP as part of the budget process for 2020/21 and proceed from there with this request.</p>
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25/10/18	244/18 COM20/18	<p><b>Leasing of Council Owned Properties</b> Resolved that Council:</p> <p>(1) Resolve to delegate authority to the Chief Executive to enter into three (3) year leases for the following properties, in line with expected income projections contained in the report for the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Lot 1 DP 390204</li> <li><input type="checkbox"/> 134 Manners Street, Tenterfield; and</li> </ul> <p>(2) Resolve to delegate authority to the Chief Executive to enter into a two (2) year lease for the following property, in line with expected income projections contained in the report for the following:</p> <ul style="list-style-type: none"> <li>• 8933 New England Highway, Tenterfield; and</li> </ul> <p>(a) Reasonable access to be provided to Council staff for Council purposes for the agricultural properties</p> <p>(b) Signage income remains the property of TSC (access and advertising)</p> <p>(3) Authorises the Leases be signed under the Seal of Council by the Mayor and the Chief Executive.</p>	CCO PS		19/11/18  03/12/18    7/12/18    14/2/19    14/3/19    9/4/19  13/5/19	<p>Anticipate advertising early December 2018 or earlier.</p> <p>2 Properties have been advertised. One property held back to verify further conditions to be added to lease if required. Anticipated to be advertised in January 2019.</p> <p>134 Manners St and 8933 New England Highway advertised as an EOI 5/12/18.</p> <p>Investigations ongoing for Lot 1 DP 390204.</p> <p>Lease being prepared for 8933 New England Highway.</p> <p>No suitable EOI received for 134 Manners St.</p> <p>Investigations ongoing for Lot 1 DP 390204.</p> <p>Lease for 8933 New England Hwy to be signed by Lessee.</p> <p>134 Manners St currently being used for Council Administration purposes.</p> <p>Investigations ongoing for Lot 1 DP 390204</p> <p>Lease for 8933 New England Hwy finalised</p>	B	
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27/2/19	30/19 COM3/19	<p><b>Compulsory Acquisition of Crown Land for the Mt Lindesay Road Upgrade – 0-6km Section East of Legume</b></p> <p><b>Resolved</b> that Council:</p> <p>(1) Proceed with the compulsory acquisition of the land described as part of Lot 7016 DP 1073681, Lot 7017 DP 1106730 and Lot 7020 DP 1106731 for the purpose of operational land being for road widening in accordance</p>	Engineering Officer / MAPP		<p>18/3</p> <p>12/04</p> <p>10/5/19</p> <p>12/7/19</p> <p>12/7/19</p>	<p>Awaiting Final plans to be sent with application to Minister.</p> <p>No change to status.</p> <p>No change.</p> <p>Final plans being reviewed.</p> <p>Pricing being sought from registered surveyors for the initial</p>	B

		<p>with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991 and subject to the Undetermined Aboriginal Land Claim being withdrawn; and</p> <p>(2) Make an application to the Minister and the Governor for approval to acquire part of Lot 7016 DP 1073681, Lot 7017 DP 1106730 and Lot 7020 DP 1106731 by compulsory process under section 177(1) and 177(2)(b) of the Roads Act 1993; and</p> <p>(3) Requests the Minister for Local Government approve a reduction in the notification period from 90 days to the minimum 60 days.</p>			<p>19/8/19</p> <p>15/11/19</p>	<p>set out of proposed acquisition areas.</p> <p>No change to status.</p> <p>Section of existing boundary between 0.1 to 1 km has been pegged in consultation with RMS design review.</p> <p>Advice of determination of Land Claim received for Lots 7016, 7017 &amp; 7020 received at start of November. Likely impacts to the project to be discussed with RMS.</p>		
<p>27/2/19</p>	<p>31/19 ECO1/19</p>	<p><b>Acquisition of Part of Lot A DP 15674, 69 High Street, Tenterfield for Constructed Cycleway</b></p> <p><b>Resolved</b> that Council:</p> <p>(1) Accept the proposal dated 7 December 2018 from Property Law &amp; More Pty Ltd in amount \$30K for Council to acquire the land containing the cycle way and encompassing the Tenterfield Creek to the existing hedge line located on the residential property of 69 High Street, Tenterfield (approximately 2,235m2) in full</p>	<p>Engineering Officer / MAPP</p>		<p>18/3</p> <p>12/04/19</p> <p>10/5/19</p> <p>14/06/19</p> <p>26/6/19</p> <p>19/8/19</p>	<p>EO verbally advised Solicitor of council resolution. Will follow up with correspondence.</p> <p>Correspondence sent to Property Law &amp; More Pty Ltd advising of resolution.</p> <p>Further correspondence sent to Property Law &amp; More Pty Ltd. In Principle Agreement received from Property owner.</p> <p>Awaiting survey quotations.</p> <p>Purchase Order issued to Tenterfield Surveys to undertake the</p>	<p>B</p>	

27/3/19	39/19 ECO4/19	<p>compensation of the land; and</p> <p>Fund associated survey and reasonable legal costs to finalise this matter.</p> <p>(2)</p> <p><b>2019 Business &amp; Tourism Excellence Awards Resolved</b> that Council:</p> <p>(1) Approve the 2019 Tenterfield Business &amp; Tourism Excellence Awards being moved from August 2019 to November 2019; and</p> <p>(2) Review this situation in July 2019 to determine the best way forward; and</p> <p>(3) Review process to promote and widen participant level.</p>	MEDCE TO				15/11/19	<p>required survey works. Development Application submitted to Council by Surveyor. Awaiting Survey.</p> <p>No change to above.</p> <p>Survey plans being prepared by surveyor, anticipated to be completed towards end of November</p>	C	
27/3/19	53/19 GOV18/19	<p><b>Upgrade To Council's Wireless Infrastructure Resolved</b> that Council:</p> <p>(1) Enters into a contract with Northern Communications for the quoted amount of \$166,000 (rounded) to urgently upgrade Council's Wireless Infrastructure Network; and</p> <p>(2) Provides a total overall budget of up to \$200,000 be allocated for the purpose of completing this upgrade to Council's Wireless Infrastructure Network (which also includes some additional</p>	CCO MFT				13/5	<p>Business tourism excellence awards has been deferred to late November 2019.</p> <p>Format to work in with NSW Business Chamber awards is currently being investigated.</p> <p>To be held on Thursday, 28 November 2019.</p>	B	
							21/10/19	<p>Northern Communications have been engaged to undertake this work and preliminary work is underway.</p> <p>Line of site issues have been resolved.</p> <p>Work is expected to be completed in September 2019.</p> <p>Awaiting some parts - installation to be finalised by November 2019.</p>		

		<p>electrical work that is required, and contingency funds); and</p> <p>(3) Invokes the provisions of sections 55(3) (i) and (k) of the Local Government Act 1993, which allows exemptions in certain circumstances to Councils from having to follow normal tender requirements. In this case the reasons Council seeks to claim an exemption from the requirement to tender to engage Northern Communications for this contract are twofold:</p> <p>(a) It is being made as a result of extenuating circumstances and where a satisfactory quick result would not be achieved by inviting tenders; and</p> <p>(b) It is being made due to an emergency – staff productivity is being impacted by having wireless technology that no longer meets Council’s operational requirements.</p>	MAPP			18/11/2019	Work on the upgrade has commenced and is on track to be completed by 30 November 2019.		
26/6/19	107/19 ECO8/19	<p><b>Truck Wash Options Report Resolved</b> that Council request that a detailed concept design for a truck wash, using current design information where practical, for a site at the northern area of Council’s Tenterfield Depot including input from relative government agencies such as Roads &amp; Maritime Services and additionally a design for a truck wash at the southern side at the Tenterfield Saleyards be prepared and resubmitted to Council for consideration.</p>	MAPP		12/7/19	15/11/19	Revised concept designs being compiled for Depot site and Saleyards southern area site.  Revised concept designs being prepared	B	

26/6/19	108/19 ECO9/19	<p><b>Tenterfield Saleyards - Loading Ramp Upgrade</b>  <b>Resolved</b> that Council:</p> <p>(1) Request that staff prepare an amended design for a double height loading ramp at the Tenterfield Saleyards that upgrades the existing ramp number 5;  (2) Amends the current development application for a truck wash and double height loading ramp to relate only to the amended upgrade of loading ramp number 5; and  (3) Includes any necessary alteration to loading ramp number 4 and immediate turnaround area.</p>	MAPP				12/7/19 15/11/19	Amended design details being prepared to amend loading ramp 5. Revised design detail being prepared.	B	
26/6/19	111/19 ENV8/19	<p><b>Tenterfield Local Environmental Plan 2013 - Planning Proposal - Minor Amendments</b>  <b>Resolved</b> that Council endorses the Planning Proposal contained in the Attachment and forwards it to the Department of Planning &amp; Environment requesting a Gateway Determination under the provisions of Section 3.33 of Division 3.4 of the <i>Environmental Planning &amp; Assessment Act, 1979</i>.</p>	CCO MP&DS				01/07/19 1/08/2019 30/8 30/9 30/10	Progressing. Awaiting Gateway Determination from Department of Planning Gateway determination received - PP to be placed on public exhibition during September/October Exhibition from 21/10/19 Exhibition completed - 2 submissions of support received - proceeding to mapping and legal drafting of instrument	B	

26/6/19	112/19 ENV9/19	<b>Emergency Water Security Augmentation Project - Tenterfield</b> <b>Resolved</b> that Council approves the use of Section 55 of the <i>Local Government Act, 1993, Part (3) (c) and (3) (k)</i> for the express purpose of reducing the risk of Tenterfield running out of water, prior to the delivery of multiple mitigation methods contained in the body of this report as defined by the Emergency Water Security Augmentation Project.	CE COO			17/7  17/10  22/10  18/11	The project is progressing but not without daily challenges. Using Section 55 where necessary.  Progressing. Most test bores haven't delivered water. Drilling last four holes as of 17/10. Draw-down tests for the three bores behind the Tenterfield Transport Museum commencing 18/10.  Success! Hit 13 litres per second at Tenterfield Transport Museum. Council and contractors met with NRAR 22/10 to discuss proceeding from Test Bore to Production Bore status.  Production licences granted for Transport museum and Archery club, power quotations obtained and infrastructure pipeline commenced.	C	
26/6/19	118/19 GOV35/19	<b>Tenterfield Shire Council Code of Conduct 2018, Procedures for the Administration of the Code of Conduct 2018 and Code of Meeting Practice 2018</b> <b>Resolved</b> that Council: (1) Adopt the 2018 Model Code of Conduct for Local Councils in NSW as the Tenterfield Shire Council Code of Conduct 2018	HR MCS,G&R CCO EA&M			2/7/19  16/09/19  24/10	Updated documents placed on Council website.  Code of Conduct Training for Councillors & Staff to be arranged.  Dates for delivery of training being finalised.  Tentative 13 November 2019 - to be confirmed	B	





24/7/19	134/19 COM6/19	length of Bryans Gap Road from the Bruxner Highway to Mt Lindesay Road to determine if a waste bin pick-up service is supported; and  (2) That Council receive a report on outcomes and future proposed action.					16/10	Report to December 2019 Council Meeting.	
24/7/19	134/19 COM6/19	<b>Mingoola Waste Transfer Station</b> <b>Resolved</b> that Council: (1) Resolve to seek a Licence from the Minister for approximately 10 hectares at the southern most end of Lot 7018 in DP1075723 at Mingoola for the purpose of constructing a Waste Transfer Station; and (2) Authorise the Chief Executive to sign the Licence; and (3) Resolve to conduct investigations and processes to compulsorily acquire the Licenced area by way of subdivision.	CCO M P&B				15/8/19 16/9/19 16/10/19 18/11/19	Licence application to be lodged.  Licence sent.  Further information to be supplied to Crown Land.  Awaiting response from Crown Land.	B
24/7/19	136/19 ECO13/19	<b>Funding for Bridge Over the Clarence River on Hootons Road (Asset ID 13345, Bridge No 61112)</b> <b>Resolved</b> that Council: (1) Approve a payment of up to \$550,000 to Kyogle Council for the purpose of replacing the bridge over the Clarence River on Hootons Road (Asset ID 13345, Bridge Number 61112) subject to the design being satisfactory to the Tenterfield Shire Council's Director of Engineering /	Director Infrastructure				1/8 16/8	Letter outlining Council's resolution send to Kyogle Council.  Response received from Kyogle thanking Council for agreeing to partner. "Staff from out 2 councils will be in contact moving forward to discuss the technical details of the project.	B

28/8/19	157/19 ENV14/19	Infrastructure and on the condition that any cost overruns are borne by Kyogle Council. (2) That a request be made to Kyogle Council for Tenterfield Shire Council's Engineering Department to have a representative/s involved in the project. (3) That Council's contribution to this project be funded by: a) A fixed or variable interest rate loan; or b) Grant funding; or c) Use of unrestricted cash; or d) a combination of the above at the determination of the Chief Executive on advice from the Manager Finance & Technology when the payment falls due to Kyogle Council (in recognition of the fact that some payments may not fall due immediately). (4) That Council be kept up to date on the progress of this matter via Monthly Capital Expenditure Report.	MP&DS				23/10	Councillor workshop conducted on 13 November 2019	C	
28/8/19	173/19 NM6/19	<b>Notice of Motion - Community Contributions &amp; Donations</b> <b>Resolved</b> that Council specify criteria around the community contributions and donations.	EA&M				13/9	Scheduled to workshop with Councillors, update Policy and present to Council in March 2020.	B	
28/8/19	176/19 ENV16/19	<b>Confidential Report - NEWGrid - Water Security</b> <b>Resolved</b> that Council:	CE		Yes 16/10/19		19/9 13/10	Discussions ongoing. Announcement of \$24m for feasibility	B	

25/9/19	180/19 GOV55/19	<p>(1) Advocate to participate in the development and delivery of the National Water Grid project within the Tenterfield environs; and</p> <p>(2) Seek funding to complete all the assessments that will support a P90 cost estimate; and</p> <p>(3) Subject to a positive result, as determined by the Detailed Business Case, seek a further allocation to bring the project to shovel ready status.</p>	EA&M										
		<p><b>Council Delegates on Committees, External Boards &amp; Associations Resolved</b> that:</p> <p>(1) Council adopt the inclusion of a new Specific Purpose Committee, being the Youth Advisory Committee and determine the representation thereon;</p> <p>(2) Council endorse the representation on external bodies, specific purpose committees and other associations as listed below for the proceeding twelve (12) months;</p> <p>(3) That Council endorse the timetable for the Community Engagement Forums as follows (subject to confirmation of venues):</p> <p>Our Society – Tenterfield 5/12/19 – 7pm Our Economy – Torrington 6/12/19 – 1pm Our Environment – Drake 3/12/19 – 7pm Our Society – Mingoola 2/6/20 – 7pm Our Environment – Tenterfield 3/6/19 – 7pm Our Economy – Liston 2/6/19 – 7pm</p>	EA&M	14/11									
		<p>study for the Border Rivers Project on the Mole River.</p> <p>Discussions with Govt ongoing. Letter forwarded to Minister for Water requesting TSC be the proponent to complete the studies and Detailed Business Case.</p>											
		<p>Youth Advisory Committee – Council Delegates are Mayor &amp; Deputy Mayor &amp; Cr Bronwyn Petrie – initial meeting to be arranged.</p> <p>2019-2020 Committee Register to be updated and presented to Council for adoption. Delegates to other Committees, etc remain as is.</p> <p>Arrangements for Committee meetings being finalised.</p> <p>Suggested that December Community Engagement Forums be postponed or cancelled due to meetings which have been held in Tenterfield and Drake (fires) and currently at Torrington.</p>	B										

25/9/19	181/19 GOV56/19	<p><b>Council Meeting Order of Business &amp; Schedule of Meetings for 2019/2020</b></p> <p><b>Resolved</b> that:</p> <p>(1) Ordinary Council Meetings be held in each month of the calendar year with the exception of January 2020;</p> <p>(2) Council Meetings be held on the fourth Wednesday of the meeting month commencing at 9.30 am, with the exception of December 2019 which will be held on the third Wednesday of the month; and</p> <p>(3) Ordinary Council Meetings be held each month at the Council Chambers in Tenterfield with the exception of February 2020 (Legume) and August 2020 (Drake).</p> <p>(4) Council no longer hold an Extraordinary Meeting in September for election of Mayor/Deputy Mayor, election of Council representation on Committees and determination of the schedule for Council meetings for the proceeding year; and</p> <p>(5) Council's Code of Meeting Practice be amended to reflect the removal of the requirement to hold pre-meeting briefing sessions.</p>	EA&M				20/11	Letters forwarded to Legume & Drake Progress Associations requesting to hold Council Meeting.  Code of Meeting Practice updated on the website.	C	
25/9/19	189/19 COM10/19	<p><b>Lease to Tenterfield &amp; District Community FM Radio Association Inc - 142 Manners Street, Tenterfield</b></p> <p><b>Resolved</b> that Council:</p> <p>(1) Determines Option B and removes Clause (f) from the Financial Contribution Agreement between Tenterfield Shire Council and</p>	CCO PS				8/10	Lease is being drafted by Council's solicitor and will be submitted to the lessees shortly.  Awaiting return of signed Lease from Lessee.	B	

		<p>Tenterfield &amp; District Community FM Radio Association Inc. – Table as per resolution unable to be reproduced here</p> <p>(2) Delegate authority to the Chief Executive to sign the Financial Contribution Agreement for a period of 3 years with Tenterfield and District Community Radio Association Inc.</p> <p>(3) Delegate authority to the Chief Executive to enter into a lease with the existing tenant, Tenterfield &amp; District Community Radio Association Inc at 142 Manners Street, Tenterfield, commencing on 1 October 2019 based on the financial contribution agreement.</p> <p>(4) Authorise the lease be signed and executed under the Seal of Council by the Mayor and the Chief Executive, in accordance with Council Policy.</p>	EA&M COO			27/9  14/11	Documents placed on public exhibition with submissions closing 11/11.  Report to November 2019 Council Meeting	C	
25/9/19	190/19 COM11/19	<p><b>Draft Footpath Activities Policy &amp; Amendment to Local Approvals Policy No. 3.121</b></p> <p><b>Resolved</b> that Council:</p> <p>(1) Places on public exhibition the new draft Footpath Activities Policy, as per Attachment 1 (Booklet 1) for a period of 28 days; and</p> <p>(2) Places on public exhibition the Local Approvals Policy as amended as per Attachment 2 (Booklet 1) for a period of 28 days; and</p> <p>(3) Accepts submissions to the Draft Footpath Activities Policy and Local Approvals Policy for a period of 42 days; and</p>	EA&M COO						

25/9/19	191/19 ENV18/19	<p>(4) Adopts the new Footpath Activities Policy and amended Local Approvals Policy, effective 11 November 2019, should no submissions be received; and</p> <p>(5) Repeals Street Vending Policy No 3.191 and Advertising Sandwich Board Policy No 3.010 upon adoption of the Footpath Activities Policy and amended Local Approvals Policy.</p> <p><b>Amendment to 2019/2020 Fees &amp; Charges – Water Network – Bulk Water Sales from Council's Standpipe</b></p> <p><b>Resolved</b> that Council:</p> <p>(1) Temporarily suspend the implementation of the adopted \$25 per kilolitre fee for Bulk Water Sales from Council's Standpipes (as per the 2019/20 Operational Plan) and reduces the fee to \$6.20 per kilolitre as per the 2018/19 fee until weather conditions and subsequent demand have diminished; and</p> <p>(2) That the suspension of implementing the fee in Recommendation (1) be effective from 1 July 2019; and</p> <p>(3) The date for implementing the 2019/20 fee be determined by the Chief Executive having regard to the weather conditions and demand as per Recommendation (1).</p>	CCO MF&T				21/10/19	Increase has been suspended until a further determination is made by the Chief Executive as per part 3 of the Council Resolution.	B	
25/9/19	192/19 ENV19/19	<p><b>Relief for Not for Profit Organisations Impacted by September 2019 Fire Event – Waste Charges</b></p> <p><b>Resolved</b> that Council provide a donation in the form of waiving waste transfer disposal</p>	MW&W MF&T				18/10/2019	Council staff have created a tally for fees to support the donation of Council	B	

25/9/19	195/19 GOV63/19	fees, up to a maximum of \$1,000 each, to the Tenterfield Pistol Club and Tenterfield Traditional Archers, who were directly impacted by the recent fires to allow them to dispose of fire damaged materials. <b>Christmas/New Year Closedown – 2019/2020</b> <b>Resolved</b> that Council endorse the closedown periods for the Christmas / New Year 2019/2020 period as follows: <input type="checkbox"/> Indoor staff – close of business Friday, 20 December 2019, reopening Thursday, 2 January 2020; <input type="checkbox"/> Outdoor staff – close of business Thursday, 19 December 2019, reopening Monday, 6 January 2020.	EA&M		Yes To be completed	20/11	Managers advised of closedown dates. Memo provided all staff and memo to Councillors will be provided closer to the closedown period.	B	
25/9/19	196/19 GOV59/19	<b>2018/2019 Financial Statements to be Referred for Audit Resolved:</b> (1) That, in relation to the Financial Statements and in accordance with Section 413(2)(c) of the Local Government Act 1993 (as amended): a) Council resolves that in its opinion the General Purpose Financial Statements and the Special Purpose Financial Statements for the year ended 30 June 2019 and Special Schedules are properly drawn up in accordance with the provisions of the Local Government Act 1993, (as amended)	CCO MF&T			21/10/19  23/10/2019  20/11	Financial Statements are completed. Council is awaiting final report from the Audit Office before submitting to the OLG by 31 October 2019.  Financial Statements were completed and submitted on 23 October 2019.  Auditors to present at the November 2019 meeting.	C	

		<p>and the Regulations there under.</p> <p>b) That the Financial Statements be approved and signed by the Mayor the Deputy Mayor, the Chief Executive Officer and the Responsible Accounting Officer.</p> <p>(2) That the Financial Statements be referred to Council's Auditor for audit.</p> <p>(3) That the audited Financial Statements be forwarded to the Office of Local Government by 31 October 2019.</p> <p>(4) That the Chief Executive Officer be delegated authority to, after Council receives a copy of the Audited Financial Statements and Auditor's report, place the Audited Financial Statements on public exhibition from Friday, 1 November 2019 and that notice be given that Council will present its Audited Financial Statements at the Ordinary Council Meeting to be held on 27 November 2019.</p> <p>(5) That the audited Financial Statements be presented at the meeting of Council to be held on 27 November 2019 in accordance with Section 419(1) of the Local Government Act 1993 (as amended).</p>	CE MW&W EA&M		Media complete	18/10	As part of the Emergency Water Augmentation Project started drafting response to Deed which will include investigations of other water sources.	B	
17/10/19	206/19 ENV20/19	<p><b>Tenterfield Water Security – Amendment to Level 4.5 Water Restrictions</b></p> <p><b>Resolved</b> that Council support further investigations (as described in the Drought Management Plan) into alternative water sources including recycled water, urban</p>							



30/10/19	207/19 MIN9/19	stormwater runoff and piping from alternate dams.						18/10	Website information updated, posters distributed in town, media areas covered.		
30/10/19	207/19 MIN9/19	<p><b>Confirmation of Previous Minutes</b> that the Minutes of the following Meetings of Tenterfield Shire Council:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Extraordinary Council Meeting – 25 September 2019</li> <li><input type="checkbox"/> Ordinary Council Meeting – 25 September 2019</li> <li><input type="checkbox"/> Extraordinary Council Meeting – 17 October 2019</li> </ul> <p>as typed and circulated, be confirmed and signed as a true record of the proceedings of these meetings.</p>	EA&M				5/11	Signed and updated on website.	C		
30/10/19	208/19	<p><b>Urgent Motion – Tenterfield Hospital Jurisdiction</b></p> <p><b>Resolved</b> that:</p> <p>(1) Management of the Tenterfield Hospital be moved to the jurisdiction of the Northern NSW Local Health District; and</p> <p>(2) Tenterfield Shire Council demand the NSW Health Minister direct Hunter New England Health to:</p> <p>(a) Immediately remove impediments routinely preventing patient retrieval from the Tenterfield Prince Albert Community Hospital to Queensland hospitals;</p> <p>(b) Immediately staff the Tenterfield Prince Albert Community Hospital with 3 registered nurses per shift; and</p> <p>(c) Immediately staff a constant doctor presence at</p>	CE EA&M				7/11	Letter sent to Minister for Health advising Council Motion and requesting urgent meeting.  Deputy Mayor to meet with Minister on 19/11/19.	C		

30/10/19	209/19	the Tenterfield Prince Albert Community Hospital. <b>Urgent Motion – Meeting with The Hon Barnaby Joyce MP</b> <b>Joyce MP</b> <b>Resolved</b> that Council request a formal meeting with The Hon Barnaby Joyce MP, Federal Member for New England, inviting him to discuss with Councillors any community issues and concerns related to the current drought in his former role as Drought Envoy.  It would be appreciated if the meeting could be scheduled as a matter of urgency prior to 30 November 2019.	CE EA&M	14/11	Contact made with The Hon Barnaby Joyce's Office.  Tentative arrangements for 12 December 2019 due to Parliamentary Sitting Dates.	B	
30/10/19	210/19	<b>Urgent Motion – Provision of Emergency Waste Vouchers</b> <b>Resolved</b> that this matter be deferred to lay on the table until further reports and additional information is available and received by Council.	CE MW&W	18/11	Recommendation That Tenterfield Shire Council shows compassion for Shire victims of the September Bush Fires by issuing 3 emergency waste vouchers per impacted households for disposal of fire damaged waste.  Report prepared for November 2019 meeting	C	
30/10/19	211/19	<b>Mayoral Minute – Support for Local Member Janelle Saffin MP – Tenterfield Hospital Health Issues</b> <b>Resolved</b> that I, Mayor Peter Petty move this motion of support of State Member Janelle Saffin MP's media release on Monday and joining her that it is unacceptable to have no doctor on duty at our hospital from last Tuesday, 22 October 2019 to Monday night, 28 October 2019.	CE EA&M	7/11	Letter sent to Minister for Health advising Council Motion and requesting urgent meeting.  Deputy Mayor to meet with Minister on 19/11/19.	C	

30/10/19	215/19 COM12/19	<p>I can only imagine the stress brought on the wonderful staff we have there to be put in that situation in a workplace that is already under stress due to staffing levels.</p> <p>I pass on my condolences to the family of the person who lost their life at the Hospital over the weekend and know that the staff would have done everything they could have to save this life.</p> <p>I will be contacting the NSW Minister for Health, The Hon Brad Hazzard MP and informing him this is not acceptable and needs to never happen again, and call on him again to raise the staffing levels and make sure we always have a doctor at our Hospital.</p>	EA&M				Media Release 15/11/19	18/11	Information updated on website. Letters forwarded to community groups	C	
2020 Australia Day Awards	Resolved	that Council endorses:									
(1)	The calling of nominations for 2020 Australia Day Awards in the following categories:	<input type="checkbox"/> Citizen of the Year; <input type="checkbox"/> Young Citizen of the Year; <input type="checkbox"/> Emergency Services Volunteer of the Year or Group; <input type="checkbox"/> Sportsperson of the Year; <input type="checkbox"/> Young Sportsperson of the Year; <input type="checkbox"/> Community Event of the Year.									
(2)	That nominations for the 2020 Australia Day Awards open Monday, 4 November 2019 and close at COB on Friday, 13 December 2019.										
(3)	That judging by the Australia Day Selection Panel										

30/10/19	216/19 COM13/19	to be undertaken in the Council Chamber at 10.00 am on Monday, 6 January 2020. <b>Crown Land Categorisation Resolved</b> that Council endorse the proposed categorisation of the Crown Land Reserves as set out in the following table of Community Land and to apply to the Minister for approval of the proposed categorisation.	CCO PS				18/11/ 19	Notice of Categorisation sent to Minister. Awaiting confirmation.	B	
30/10/19	217/19 COM14/19	<b>Mount Mackenzie Crown Land Licence Resolved</b> that Council: (1) Delegate authority to the Chief Executive to enter a Crown Land Licence Agreement and Site Appendix Licence for Lot 7003 in DP 92653 at Mount MacKenzie; and (2) Authorise the Licences to be signed and executed under the Seal of Council by the Mayor and the Chief Executive in accordance with Council Policy.	CCO PS				15/11	Documents signed, sealed and returned.	C	
30/10/19	218/19 COM15/19	<b>Tree Management Plan Resolved</b> that Council receive and note the Tree Management Plan as per Attachment 1 (Attachment Booklet 1), however the document be referred back to the Parks, Gardens & Open Spaces Advisory Committee to amend spelling errors, arborist requirements, etc and consideration of heritage trees (ie Cork Tree) be included.	CCO MOS,R&U				15/11	Awaiting amended document to upload to website.	B	
30/10/19	219/19 COM16/19	<b>Essential Energy Customer &amp; Network Services – Private Electricity Network Assets – Bushfire &amp; Electrical Safety Risk Management Resolved</b> that Council:	EA&M				20/11	Information to be placed on website.	B	

30/10/19	220/19 ENV21/19	<p>(1) Receive and note the report; and</p> <p>(2) Inform the community with information provided by Essential Energy via the Council website.</p> <p><b>Community Participation Plan – Draft for Exhibition Resolved</b> that Council:</p> <p>(1) Exhibit the Draft Community Participation Plan be exhibited for community comment for 28 days in accordance with the requirements of the Environmental Planning &amp; Assessment Act 1979; and</p> <p>(2) Receive a further report detailing any community feedback at the conclusion of the exhibition period. Should Council receive no submissions at the close of the public exhibition period, the Community Participation Plan be adopted as exhibited.</p>	CCO MPDS				15/11	Advertised for public submission. Closing date 11 December 2019.	B	
30/10/19	221/19 ENV22/19	<p><b>Installation of Emergency Sirens – Tenterfield Town Resolved</b> that Council does not install community emergency sirens in Tenterfield township based on the following;</p> <p>1. The Local Emergency Management Committee consideration and subsequent recommendation of 9 October 2019 is that Tenterfield Shire Council does not install community alert sirens;</p> <p>2. The recommendation from the New England Regional Emergency Management Officer; and</p> <p>3. The recommendation from the Northern Tablelands</p>	LEMO WHS Management Officer  Risk Management Officer				20/11	No further action regarding provision of sirens due to availability of RFS alerts.	C	

			Rural Fire Service Group Officer; and 4. The recommendation from Fire & Rescue NSW Inspector Wayne Zikan; and 5. The availability of more advanced methods.									
30/10/19	222/19 GOV65/19		<b>Monthly Operational Report - September 2019</b> <b>Resolved</b> that Council receives and notes the status of the Monthly Operational Report for September 2019.	EA&M			7/11	Added to website.	C			
30/10/19	223/19 GOV66/19		<b>Disclosure of Interest Returns 2018/2019</b> <b>Resolved</b> that Council note the tabling of the Disclosure of Interest Returns for the period 2018/2019 and lodged by 30 September 2019.	EA&M				Councillors Returns to be updated to website.	B			
30/10/19	224/19 GOV67/19		<b>2020 Council Election - Variation of Ward Boundaries</b> <b>Resolved</b> that pursuant to s.211(2) and (3) of the <i>Local Government Act 1993</i> (NSW) ("the Act") that Council advise the Electoral Commission of its intention to maintain the existing Ward Boundaries for the election to be held in September 2020, continue to monitor the roll and that if a difference remains at the end of the first year of the following term of office of the Council, the Council will, as soon as practicable, alter the ward boundaries in a manner that will result in each ward containing a number of electors that does not differ by more than 10 per cent from the number of electors in each other ward in the area.	CCO				Letter sent advising of resolution to Electoral Office.	C			

30/10/19	225/19 GOV68/19	<b>Council Submission – Review of Local Government Compliance &amp; Reporting</b> <b>Resolved</b> that Council: (1) Notes the Review of Local Government Compliance and Enforcement Final Report; (2) Notes Council's draft response to the Review of Local Government Compliance and Enforcement Final Report ; (3) Advises of any changes required to Council's draft response to the Review of the Local Government Compliance and Enforcement Final Report; (4) Endorses Council's proposed submission, incorporating any changes as a result of Recommendation (3), in response to the Review of Local Government Compliance and Enforcement Final Report.	CCO MF&T				Submitted	C	
30/10/19	226/19 GOV69/19	<b>Finance &amp; Accounts – Period Ended 30 September 2019</b> <b>Resolved</b> that Council receive and note the Finance and Accounts Report for the period ended 30 September 2019.	MF&T			15/11	Noted	C	
30/10/19	227/19 GOV70/19	<b>Capital Expenditure Report as at 30 September 2019</b> <b>Resolved</b> that Council receive and note the Capital Expenditure Report for the period ended 30 September 2019.	MF&T			15/11	Noted	C	
30/10/19	228/19 GOV71/90	<b>Report on Loan Balances</b> <b>Resolved</b> that Council notes the loan balance as at 30 September 2019 was \$9,957,867.09 (\$10,055,186.18 as at 30 June 2019).	MF&T			15/11	Noted	C	

30/10/19	229/19 RC20/19	<b>Reports of Committees &amp; Delegates – Tourism Advisory Committee – 18 September 2019</b> <b>Resolved</b> that: (1) The report of the Tourism Advisory Committee meeting of 18 September 2019 be received and noted; and (2) Council commence community liaison and investigations to provide tourism signage for six (6) Northern Region entry points in the Shire and consider a budget allocation in the December Quarterly Budget Review process.	CE MED&CE MF&T				13/11/ 19	Funds for signage have been included in the September QBR.	B	
30/10/19	230/19 RC21/19	<b>Reports of Committees &amp; Delegates – Parks, Gardens &amp; Open Space Advisory Committee Meeting – 19 September 2019</b> <b>Resolved</b> that the report and recommendations from the Parks, Gardens & Open Space Advisory Committee meeting of 19 September 2019 be received and noted.	CCO MOSRU				15/11	Noted	C	
30/10/19	231/19 RES9/19	<b>Council Resolution Register – October 2019</b> <b>Resolved</b> that Council notes the status of the Council Resolution Register to October 2019.	EA&M				15/11	Noted	C	
30/10/19	233/19 ENV24/19	<b>Replacement of Land Fill Compactor for Boonoo Boonoo Waste Facility</b> <b>Resolved</b> that Council accepts the offer of \$495,000 (ex GST) from Westrac for the supply and delivery of the second hand Caterpillar 836H Ser# BXD01016, subject to the satisfactory on site inspection by Council's Fleet Manager.	Director Infrastructure Manager Fleet				14/11	Westrac advised Council the unit is now ready for inspection, a tentative date has been set for the 26 <sup>th</sup> November for this. Pending inspection if council proceed with the purchase delivery will be subject to fires activity and the	B	



