



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

## **BUSINESS PAPER ORDINARY COUNCIL MEETING WEDNESDAY, 25 SEPTEMBER 2019**

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 Tenterfield Shire Council Chamber, on **Wednesday, 25 September 2019** to commence **following the Extraordinary Council Meeting which commences 9.30 am..**

Terry Dodds  
**Chief Executive**

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

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

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

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

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

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

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

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

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

## CONFLICT OF INTERESTS

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

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

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

### **Remoteness**

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

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

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

### **Relatives, Partners**

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

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

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

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

### **No Interest in the Matter**

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

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

### **Disclosure and participation in meetings**

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

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

### **Participation in Meetings Despite Pecuniary Interest (S 452 Act)**

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

**Non-pecuniary Interests** - Must be disclosed in meetings.

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

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

### **Disclosures to be Recorded (s 453 Act)**

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

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## ORDER OF BUSINESS

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

# AGENDA

## 1. OPENING & WELCOME

## 2. (A) OPENING PRAYER

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

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

## (B) ACKNOWLEDGEMENT OF COUNTRY

*"I would like to acknowledge the traditional custodians of this land that we are meeting on today. I would also like to pay respect to the Elders 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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## 6. TABLING OF DOCUMENTS

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

## 8. COMMUNITY CONSULTATION (PUBLIC ACCESS)

## 9. MAYORAL MINUTE

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

Nil.

## **11. OPEN COUNCIL REPORTS**

### ***OUR COMMUNITY***

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|-----------------|--|----|
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| (ITEM COM10/19) | LEASE TO TENTERFIELD & DISTRICT COMMUNITY FM RADIO ASSOCIATION INC - 142 MANNERS STREET, TENTERFIELD ..... | 31 |
| (ITEM COM11/19) | DRAFT FOOTPATH ACTIVITIES POLICY & AMENDMENT TO LOCAL APPROVALS POLICY NO. 3.121.....                      | 39 |

### ***OUR ECONOMY***

Nil.

### ***OUR ENVIRONMENT***

|                 |  |    |
|-----------------|--|----|
| (ITEM ENV18/19) | AMENDMENT TO 2019/2020 FEES & CHARGES - WATER NETWORK - BULK WATER SALES FROM COUNCIL'S STANDPIPE..... | 42 |
| (ITEM ENV19/19) | RELIEF FOR NOT FOR PROFIT ORGANISATIONS IMPACTED BY SEPTEMBER 2019 FIRE EVENT - WASTE CHARGES.....     | 45 |

### ***OUR GOVERNANCE***

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| (ITEM GOV61/19) | CAPITAL EXPENDITURE REPORT AS AT 31 AUGUST 2019.....   | 63 |
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| (ITEM RC19/19) | REPORTS OF COMMITTEES & DELEGATES - AUDIT & RISK COMMITTEE - 11 SEPTEMBER 2019 .....   | 73 |

## **13. NOTICES OF MOTION**

Nil.

## **14. RESOLUTION REGISTER**

|                |  |    |
|----------------|--|----|
| (ITEM RES8/19) | COUNCIL RESOLUTION REGISTER - SEPTEMBER 2019 ..... | 78 |
|----------------|--|----|

## **15. CONFIDENTIAL BUSINESS**

Nil.

## **16. MEETING CLOSED**

**(ITEM MIN8/19) CONFIRMATION OF PREVIOUS MINUTES**

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**REPORT BY:** Noelene Hyde, Executive Assistant & Media

**RECOMMENDATION**

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

- **Ordinary Council Meeting – 28 August 2019**

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

**ATTACHMENTS**

- 1** Minutes of Ordinary Council Meeting - 28 August 2019 18 Pages



# MINUTES



QUALITY NATURE - QUALITY HERITAGE - QUALITY LIFESTYLE

## MINUTES OF ORDINARY COUNCIL MEETING WEDNESDAY, 28 AUGUST 2019

MINUTES OF THE **Ordinary Council Meeting** OF TENTERFIELD SHIRE held at the Community Hall, Bolivia on Wednesday, 28 August 2019 commencing at 9.30 am.

### ATTENDANCE

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

### ALSO IN ATTENDANCE

Chief Executive (Terry Dodds)  
A/Executive Assistant & Media (Julie Marr)  
Chief Corporate Officer (Kylie Smith)  
A/Director of Engineering/Infrastructure (Fiona Keneally)

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

**WEBCASTING OF MEETING**

*As this meeting is being held in an offsite location there was no video recording available for this meeting. An audio recording is being made to update to the Council website at a later time.*

**OPENING AND WELCOME**

The Mayor acknowledged this was the first meeting at Bolivia Hall and thanked the Hall Committee for hosting this meeting.

**CIVIC PRAYER**

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

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

**ACKNOWLEDGEMENT OF COUNTRY**

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

**APOLOGIES**

Nil.

**DISCLOSURE & DECLARATIONS OF INTEREST**

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

| <b>Name</b> | <b>Type</b>   | <b>Item</b>  | <b>Action</b>                         |
|-------------|---|--|---------------------------------------|
| Greg Sauer  | Less than significant<br>Non pecuniary –<br>President of the<br>Tenterfield Veterans<br>Golf Club | (Item Com7/19)<br>Community<br>Contributions /<br>Donations -<br>2019/2020 Financial<br>Year | Will remain in<br>Chamber and<br>vote |
| Bob Rogan   | Less than significant<br>Non pecuniary –<br>President of the<br>Archery Club                      | (Item Com7/19)<br>Community<br>Contributions /<br>Donations -<br>2019/2020 Financial<br>Year | Will remain in<br>Chamber and<br>vote |
| Peter Petty | Less than significant<br>Non pecuniary – Vice-<br>President of the<br>Tenterfield Show<br>Society | (Item Com7/19)<br>Community<br>Contributions /<br>Donations -<br>2019/2020 Financial<br>Year | Will remain in<br>Chamber and<br>vote |

**(ITEM MIN7/19) CONFIRMATION OF PREVIOUS MINUTES**

**152/19** Resolved that the Minutes of the following Meeting of Tenterfield Shire Council:

- Ordinary Council Meeting – 24 July 2019

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

(Donald Forbes/Greg Sauer)

**Motion Carried**

**TABLING OF DOCUMENTS**

Nil.

**URGENT, LATE & SUPPLEMENTARY ITEMS OF BUSINESS**

Nil.

**COMMUNITY CONSULTATION (PUBLIC ACCESS)**

**ITEM GOV45/19 – MONTHLY OPERATIONAL REPORT – JULY 2019**

- Tenterfield Shire Council Manager Works – James Paynter – speaking on roadworks and bridgework being undertaken in the Shire
- Tenterfield Shire Council Technical Works Engineer – Ben Mear– speaking on bridge works being undertaken in the Shire

**SUSPENSION OF STANDING ORDERS**

**153/19** Resolved that Standing Orders be suspended.

(Gary Verri/Brian Murray)

**Motion Carried**

*The meeting adjourned to allow for morning tea, the time being 10:50 am.*

*The meeting reconvened with the same members present, the time being 11:13 am.*

**RESUMPTION OF STANDING ORDERS**

**154/19** Resolved that Standing Orders be resumed.

(Greg Sauer/John Macnish)

**Motion Carried**

OPEN COUNCIL REPORTS

OUR COMMUNITY

(ITEM COM7/19) COMMUNITY CONTRIBUTIONS/DONATIONS -  
2019/2020 FINANCIAL YEAR

SUMMARY

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

**155/19** **Resolved** that Council adopt the individual allocation of community contributions / donations as outlined in this report to a total of \$45,000.

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

|    |  |  |                    |
|----|--|--|--------------------|
| 23 | Tenterfield Highlander Pipe Band                 | Annual contribution to assist with operating costs   | 600.00             |
|    |  | <b>Sub-Total</b>   | <b>\$10,050.00</b> |
| 24 | Tabulam Turtle Divers Rugby League Football Club | Contribution toward training gear and equipment  | \$ 1,000.00        |
| 25 | Tenterfield Traditional Archers                  | Donation of Funds to purchase 3D Animal Archery Targets and aid the Club in purchasing a 20' shipping container  | \$ 1,000.00        |
| 26 | Tenterfield Isolation Ward Restoration Group Inc | Contribution toward the purchase of Gutter Guard for Ward  | \$ 800.00          |
| 27 | The Sir Henry Parkes Memorial School             | Contribution to purchase Water Tank for the schools native garden bush tucker trail  | \$ 0               |
| 28 | Tenterfield Community Playgroup                  | Contribution towards RSL Pavilion hire fees for Playgroup held weekly.   | \$ 540.80          |
| 29 | Tenterfield Rotary Club                          | Contribution towards the cost of hosting the 2019-20 District Conference in Tenterfield  | \$ 1,000.00        |
| 30 | Liston Hall Committee Incorporated               | Contribution to cover the cost of repair to the Hall's Pool Table  | \$ 750.00          |
| 31 | Tenterfield Poultry Club                         | Contribution towards the costs of restumping and replacing joists and bearers to the poultry pavilion at the Tenterfield Showgrounds   | \$ 1,000.00        |
| 32 | Tenterfield Rotary Club                          | Contribution by Redaction of the Section 138 Fee to build a concrete path  | \$ 277.00          |
| 33 | Tenterfield Showground Trust                     | Contribution to rebuild loading ramps at Showgrounds   | \$ 1,500.00        |
| 34 | Mingoola Fire Brigade                            | Contribution to basic equipment/commodities to support the firefighters  | \$ 500.00          |
| 35 | Tenterfield Isolation Ward Restoration Group     | Contribution to the signage associated with the restored Isolation Ward  | \$ 560.00          |
| 36 | Rotary Club of Tenterfield                       | Contribution towards the costs of running Christmas Carnival   | \$ 500.00          |
| 37 | Seniors Week Committee                           | Contribution to the cost of funding Seniors Week activities  | \$ 1,600.00        |
| 38 | Mt Lindesay Clay Target Club                     | Contribution towards kitchen upgrade   | \$ 800.00          |
| 39 | Urbenville Progress Association                  | Contribution to fund the annual running costs of bus for Seniors Day Care outings  | \$ 3,000.00        |
| 40 | Drake Progress Association and School of Arts    | Donation towards replacement of wooden steps, pathway, broken childproof door to kitchen. Installation of baby change table; purchase of tree guard for donated Lone Pine tree and 2 lockable wheelie bin cabinets | \$ 1,000.00        |
| 41 | Drake Progress Association and School of Arts    | Contribution/Donation towards hire of Woodward Park for our local  | \$ 60.00           |

|    |   |   |             |
|----|---|---|-------------|
|    |   | markets held last Saturday of every month (excluding December)  |             |
| 42 | The Sir Henry Parkes Memorial School  | Contribution to provide funding to bring Nationally acclaimed artist Ms Bronwyn Bancroft to paint Totem Poles in the bush tucker garden   | \$ 0        |
| 43 | Tenterfield Show Society  | Contribution to provide a regular program of children's activities throughout the Show  | \$ 1,500.00 |
| 44 | Cuskelly School of Music –<br>'Beat of the Bush' Music Workshop Program (Sound Think Australia / Cuskelly College of Music) | Contribution to the next Beat of the Bush Winter School Music Program by waiving the fees for hire of the School of Arts Cinema Complex and the Grand Piano as a larger venue may be required; and Contribution by Council by providing disposal of 1 skip bin of rubbish from the school at the completion of workshops next year. | \$ 425.00   |
| 45 | Tenterfield Child Care Centre   | Contribution to provide extended roof over preschool room ramp  | \$ 0        |
| 46 | Tenterfield Community College Inc   | Contribution towards to costs of running of the organisation's Quilt workshops  | \$ 500.00   |
| 47 | Tenterfield Transport Museum  | Contribution to fund some of the final touches to the Museum  | \$ 1,250.00 |
| 48 | Tenterfield Pony Club   | Contribution towards the cost of buying a new trailer   | \$ 2,000.00 |
| 49 | Liston and Area Progress Association  | Contribution for installation of tap in Liston Park   | \$ 0        |
| 50 | Tenterfield RSL Sub Branch  | Contribution/Donation Funding for the compilation and production of the final ANZAC Panel to complete the display in the foyer of the Memorial Hall   | \$ 150.00   |
| 51 | Make It Tenterfield Incorporated  | Contribution to the cost of purchasing a computer to perform all tasks needed for this not for profit group   | \$ 800.00   |
| 52 | Tenterfield Junior Rugby League   | Contribution to upgrade and improve lighting at Football Fields   | \$ 0        |
| 53 | Tenterfield District Cricket Association  | Contribution to purchase water tank and bore water, a pump and fittings to water the turf pitch at Shirley Park   | \$ 2,000.00 |
| 54 | Tenterfield Rugby League Football Club  | Contribution for repainting; New hot water system in change room showers; upgrade lighting  | \$ 2,000.00 |
| 55 | Tenterfield Veteran Golf Committee  | Contribution to assist in funding the two annual Veterans' Week of Golf Tournaments   | \$ 2,000.00 |
| 56 | Steinbrook Progress Association   | Contribution to purchase a replacement 5000 gallon tank   | \$ 2,450.00 |
| 57 | Oracles of the Bush Inc   | Contribution for funding to engage a professional poet to conduct poetry workshops in local schools prior to the 2020 event   | \$ 1,000.00 |



|    |                      |   |                    |
|----|----------------------|---|--------------------|
| 58 | Peter Allen Festival | Road Closures – Council Resolution 135/19 | \$ 2,952.99        |
|    |                      | <b>Sub Total</b>                          | <b>\$34,915.79</b> |
|    |                      | <b>TOTAL</b>                              | <b>\$44,965.79</b> |

(Bronwyn Petrie/Michael Petrie)

**Motion Carried**

**(ITEM COM8/19) STRONGER COUNTRY COMMUNITIES GRANT PROGRAM ROUND 3**

**SUMMARY**

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

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

**OFFICER'S RECOMMENDATION:**

That Council:

- (1) Determines ten (10) priority local eligible projects (regardless of value) for consideration and support by Council in the current round of funding for the Stronger Country Communities Grant Program.
- (2) Priority Projects (unless amended) are:
  - 1 Steinbrook Hall Kitchen Extension & Shade Structure & Tables;
  - 2 Revitalisation Drake Hall;
  - 3 Playground Enhancement at Torrington Park;
  - 4 Revitalisation of Tenterfield Sporting Ground Lights and Covered Seating - Rugby Park;
  - 5 Shade cloth – Rotary Park;
  - 6 Shirley Park Cricket Net Replacement;
  - 7 Refurbishment Of Sunnyside Hall;
  - 8 Revitalisation of Tenterfield Sporting Ground Lights - Shirley Park;
  - 9 Installation of Covered Exercise Area Hockey Field; and
  - 10 Revitalisation of Tenterfield Sporting Ground Lights -Federation Park.
- (3) Prepares, supports and/or submits an application/s in the Stronger Country Communities Grant Program Round three (3), based on the list of priority projects or written support where there is nil financial impact on Councils Long Term Financial Plan.

(Greg Sauer/John Macnish)

**AMENDMENT**

(2) Priority Projects (as amended) are:

- 1 Steinbrook Hall Kitchen Extension & outdoor Tables and Chairs;
- 2 Revitalisation of Drake Hall;
- 3 Playground Enhancement at Torrington Park;
- 4 Revitalisation of Tenterfield Sporting Ground Lights and Covered Seating - Rugby League Park;
- 5 Shade cloth – Rotary Park;
- 6 Shirley Park Cricket Net Replacement;
- 7 Refurbishment Of Sunnyside Hall;
- 8 Revitalisation of Tenterfield Sporting Ground Lights - Shirley Park;
- 9 Installation of Covered Exercise Area Hockey Field; and
- 10 Revitalisation of Tenterfield Sporting Ground Lights -Federation Park.

(Bronwyn Petrie/Brian Murray)

**Amendment Carried**

**156/19** **Resolved** that Council:

(1) Determines ten (10) priority local eligible projects (regardless of value) for consideration and support by Council in the current round of funding for the Stronger Country Communities Grant Program, these being:

- 1 Steinbrook Hall Kitchen Extension & Outdoor Tables and Chairs;
- 2 Revitalisation of Drake Hall;
- 3 Playground Enhancement at Torrington Park;
- 4 Revitalisation of Tenterfield Sporting Ground Lights and Covered Seating - Rugby League Park;
- 5 Shade cloth – Rotary Park;
- 6 Shirley Park Cricket Net Replacement;
- 7 Refurbishment Of Sunnyside Hall;
- 8 Revitalisation of Tenterfield Sporting Ground Lights - Shirley Park;
- 9 Installation of Covered Exercise Area Hockey Field; and
- 10 Revitalisation of Tenterfield Sporting Ground Lights -Federation Park.

(2) Prepares, supports and/or submits an application/s in the Stronger Country Communities Grant Program Round three (3), based on the list of priority projects or written support where there is nil financial impact on Councils Long Term Financial Plan.

(Greg Sauer/John Macnish)

**Motion Carried**

**OUR ECONOMY**

Nil.



**OUR ENVIRONMENT**

**(ITEM ENV14/19) LOCAL STRATEGIC PLANNING STATEMENTS**

**SUMMARY**

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

- 157/19** **Resolved:** that Council commence the process of developing a Local Strategic Planning Statement.

(Brian Murray/Greg Sauer)

**Motion Carried**

*Recording a voting against the Motion: Cr Gary Verri*

**(ITEM ENV17/19) SMALL HERITAGE GRANTS PROGRAM 2019/20**

**SUMMARY**

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

- 158/19** **Resolved** that Council:

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

(Gary Verri/Bronwyn Petrie)

**Motion Carried**

**(ITEM ENV15/19) MURRAY DARLING ASSOCIATION - 75TH NATIONAL CONFERENCE & ANNUAL GENERAL MEETING - TOOWOOMBA, QLD - 22 TO 24 OCTOBER 2019**

**SUMMARY**

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

**OFFICER'S RECOMMENDATION:**

That Council:

- (1) Approve the attendance of Council delegates (Mayor and Deputy Mayor or any alternative Councillor if the Mayor or Deputy Mayor are unavailable) to the Murray Darling Association 75<sup>th</sup> National Conference and Annual

General Meeting to be held in Toowoomba, QLD – 22 to 24 October 2019;  
and

- (2) Invite attendance from other interested Councillors with registration and other costs being allocated to the Councillor Training budget 2019/2020.

(Bronwyn Petrie/Gary Verri)

**AMENDMENT**

That Council:

- (1) Approve the attendance of Council delegates (Mayor and Deputy Mayor or any alternative Councillor if the Mayor or Deputy Mayor are unavailable, and Councillor Don Forbes) to the Murray Darling Association 75th National Conference and Annual General Meeting to be held in Toowoomba, QLD – 22 to 24 October 2019; and
- (2) Invite attendance from other interested Councillors with registration and other costs being allocated to the Councillor Training budget 2019/2020; and
- (3) That the October Ordinary Council meeting be changed to 30 October 2019 due to clashing with the important Murray Darling Association National Conference and approve the attendance of all Councillors who wish to attend.

(Bronwyn Petrie/Greg Sauer)

**Amendment Carried**

**159/19 Resolved** that Council:

- (1) Approve the attendance of Council delegates (Mayor and Deputy Mayor or any alternative Councillor if the Mayor or Deputy Mayor are unavailable, and Councillor Don Forbes) to the Murray Darling Association 75th National Conference and Annual General Meeting to be held in Toowoomba, QLD – 22 to 24 October 2019; and
- (2) Invite attendance from other interested Councillors with registration and other costs being allocated to the Councillor Training budget 2019/2020; and
- (3) That the October Ordinary Council meeting be changed to 30 October 2019 due to clashing with the important Murray Darling Association National Conference and approve the attendance of all Councillors who wish to attend.

(Bronwyn Petrie/Gary Verri)

**Motion Carried**

**OUR GOVERNANCE**

**(ITEM GOV45/19) MONTHLY OPERATIONAL REPORT - JULY 2019**

**SUMMARY**

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

- 160/19** **Resolved** that Council receives and notes the status of the Monthly Operational Report for July 2019.

(Brian Murray/Greg Sauer)

**Motion Carried**

*Manager Planning & Development Services, Ms Tamai Davidson, left the meeting, the time being 12:20 pm.*

*Manager Customer Service & Governance, Ms Erika Bursford, entered the meeting, the time being 12:20 pm.*

**(ITEM GOV46/19) OPERATIONAL PLAN 2018/2019 - REPORT TO 30 JUNE 2019**

**SUMMARY**

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

- 161/19** **Resolved** that Council notes the delivery of actions in the Tenterfield Shire Council Delivery Program 2017-2021 and Operational Plan 2018/2019.

(Bob Rogan/Michael Petrie)

**Motion Carried**

*Manager Customer Service & Governance, Ms Erika Bursford, left the meeting, the time being 12:24 pm.*

**(ITEM GOV47/19) LOCAL GOVERNMENT NSW WATER MANAGEMENT CONFERENCE - ALBURY - 2 TO 4 SEPTEMBER 2019**

**SUMMARY**

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

- 162/19** **Resolved** that Council approve and endorse the attendance of Mayor Peter Petty and Chief Executive Terry Dodds at the Local Government NSW Water Management Conference in Albury, 2 to 4 September 2019.

(Gary Verri/Bob Rogan)

**Motion Carried**

**(ITEM GOV48/19) UPDATE - COUNCILLOR EXPENSES & FACILITIES  
POLICY NO. 1.160**

**SUMMARY**

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

**163/19** **Resolved** that Council adopts updates to Policy No. 1.160 – Councillor Expenses & Facilities Policy.

(Brian Murray/Michael Petrie)

**Motion Carried**

**(ITEM GOV49/19) UPDATE - ABORIGINAL RECOGNITION & PROTOCOL  
POLICY NO. 1.013**

**SUMMARY**

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

**164/19** **Resolved** that Council adopts updates to Policy No. 1.013 – Aboriginal Recognition & Protocol Policy.

(Greg Sauer/Bronwyn Petrie)

**Motion Carried**

*Manager Finance & Information Technology, Mr Paul Della, and Revenue Officer, Ms Penny Robertson, entered the meeting, the time being 12:39 pm.*

**(ITEM GOV50/19) COUNCIL SUBMISSION - REVIEW OF THE LOCAL  
GOVERNMENT RATING SYSTEM - FINAL REPORT**

**SUMMARY**

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

**OFFICER'S RECOMMENDATION:**

That Council:

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

(Greg Sauer/John Macnish)

**AMENDMENT**

That Council amend Recommendation 32 – to Not Support because of its complexity and unfairness

(Bronwyn Petrie/Tom Peters)

**Amendment Lost**

**AMENDMENT**

That Council amend point 3 to include - Partially Support Recommendation 32  
(3) Partially supports Recommendation 32, as Council believes there should be choice around sub-categorisation of farmland to be based on either geographic location or the intensity of landuse, irrigability of the land or economic factors affecting the land;

(Gary Verri/Michael Petrie)

**Amendment Carried**

*Voting against the Amendment: Bronwyn Petrie and Tom Peters*

**165/19 Resolved that Council:**

- (1) Notes the Review of the Local Government Rating System Final Report;
- (2) Notes Council's draft response to the Review of the Local Government Rating System Final Report;
- (3) Partially supports Recommendation 32, as Council believes there should be choice around sub-categorisation of farmland to be based on either geographic location or the intensity of landuse, irrigability of the land or economic factors affecting the land;
- (4) Endorses Council's proposed submission (incorporating any changes as a result of Recommendation (3)) in response to the Review of the Local Government Rating System Final Report.

(Greg Sauer/John Macnish)

**Motion Carried**

*Voting against the Motion: Bronwyn Petrie and Tom Peters*

**166/19 SUSPENSION OF STANDING ORDERS**

**Resolved** that Standing Orders be suspended.

(Greg Sauer/Tom Peters)

**Motion Carried**

*The meeting adjourned to allow for lunch, the time being 1:22 pm.*

*The meeting reconvened with the same members present, with the exception of Revenue Officer, Penny Robertson, the time being 1:58 pm.*

**167/19 RESUMPTION OF STANDING ORDERS**

Resolved that Standing Orders be resumed.

(Greg Sauer/Bob Rogan)

Motion Carried

**(ITEM GOV51/19) FINANCE & ACCOUNTS - PERIOD ENDED 31 JULY 2019**

**SUMMARY**

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

**168/19** Resolved that Council receive and note the Finance and Accounts Report for the period ended 31 July 2019.

(Bob Rogan/Gary Verri)

Motion Carried

**(ITEM GOV52/19) CAPITAL EXPENDITURE REPORT AS AT 31 JULY 2019**

**SUMMARY**

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

**169/19** Resolved that Council receive and note the Capital Expenditure Report for the period ended 31 July 2019.

(Brian Murray/Donald Forbes)

Motion Carried

*Manager Finance & Information Technology, Mr Paul Della, left the meeting, the time being 2:03 pm.*

**REPORTS OF DELEGATES & COMMITTEES**

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

**170/19** Resolved that the report and recommendations from the Audit & Risk Committee Meeting of 19 June 2019 be received and noted.

(Gary Verri/Michael Petrie)

Motion Carried



**(ITEM RC17/19) REPORTS OF COMMITTEES & DELEGATES -  
TENTERFIELD LIQUOR ACCORD - 22 JULY 2019**

**171/19** **Resolved** that the report and actions of the Tenterfield Liquor Accord Meeting of Monday, 22 July 2019 be received and noted.

(Donald Forbes/Gary Verri)

**Motion Carried**

**NOTICES OF MOTION**

**(ITEM NM5/19) NOTICE OF MOTION - REQUEST TO INVESTIGATE  
INSTALLATION OF A GLOWING PATHWAY - BRUXNER PARK**

**SUMMARY**

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

**RECOMMENDATION:**

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

(Gary Verri/Bronwyn Petrie)

**AMENDMENT**

That Council investigate the practicalities of installing a glowing pathway in Bruxner Park or other suitable locations, using existing pathways.

(Bronwyn Petrie/Gary Verri)

**Amendment Carried**

**172/19** **Resolved** that Council investigate the practicalities of installing a glowing pathway in Bruxner Park or other suitable locations, using existing pathways.

(Gary Verri/Bronwyn Petrie)

**Motion Carried**

**(ITEM NM6/19) NOTICE OF MOTION - COMMUNITY CONTRIBUTIONS &  
DONATIONS**

**SUMMARY**

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

**173/19** **Resolved** that Council specify criteria around the community contributions and donations.

(Gary Verri/Bob Rogan)

**Motion Carried**

## RESOLUTION REGISTER

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

#### SUMMARY

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

**174/19** Resolved that Council notes the status of the Council Resolution Register to August 2019.

(Bob Rogan/Michael Petrie)

Motion Carried

### CONFIDENTIAL BUSINESS – SUSPENSION OF STANDING ORDERS

**175/19** Resolved that Standing Orders be suspended and;

- a) The meeting be closed to the public and members of the press because of the need for confidentiality, privilege or security, as specified below and provided for under Section 10A(2) of the Local Government Act, 1993; and
- b) The Agenda and associated correspondence, unless specified are not to be released to the Public as they relate to a matter of either personal hardship, personal matters, trade secrets or matters which cannot be lawfully disclosed.

(Bronwyn Petrie/Michael Petrie)

Motion Carried

*The doors were closed to the public, the recording device turned off and the meeting moved into Closed Committee, the time being 2:26 pm.*

## MAYORAL MINUTE

### (ITEM ENV16/19) NEWGRID - WATER SECURITY

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

#### SUMMARY

The Deputy Prime Minister and Minister for Infrastructure, Transport and Regional Development, the Hon. Michael McCormack MP, representing the Federal Government, wishes to establish a National Water Grid. This report speaks to how Tenterfield Shire may partake in a water security project to support our water security regionally.



**176/19** Resolved that Council:

- (1) Advocate to participate in the development and delivery of the National Water Grid project within the Tenterfield environs; and
- (2) Seek funding to complete all the assessments that will support a P90 cost estimate; and
- (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.

(Gary Verri/Brian Murray)

**Motion Carried**

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

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

**SUMMARY**

The purpose of this report is to provide Council with a report and recommendation on the tender evaluation associated with the RFT 16-18/19 Engagement of a Superintendent's Representative for the Tenterfield Water Treatment Plant Replacement.

**177/19** Resolved that Council accepts the tender of MJM Environmental Pty Ltd for RFT 16-18/19 Engagement of Consultants for a Superintendent's Representative for the Tenterfield Water Treatment Plant Replacement in the amount of \$347,050.00 (including GST) and disbursements.

(Greg Sauer/Michael Petrie)

**Motion Carried**

**RESUMPTION OF STANDING ORDERS**

**178/19** Resolved that Standing Orders be resumed.

(Brian Murray/Greg Sauer)

**Motion Carried**

*The Meeting moved out of Closed Committee, the doors were opened to the public and the recording device switched on, the time being 3:23 pm.*

*In accordance with Section 253 of Local Government Regulations (General) 2005, the Mayor read the resolutions as resolved by Council while in Closed Committee.*

**MEETING CLOSED**

There being no further business the Mayor declared the meeting closed at 3:26 pm.

.....  
Councillor Peter Petty  
Mayor/Chairperson

|                      |  |
|----------------------|--|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>                     |
| <b>Submitted by:</b> | Executive Assistant & Media                              |
| <b>Reference:</b>    | <b>ITEM COM9/19</b>                                      |
| <b>Subject:</b>      | <b>ARTSTATE TAMWORTH - 31 OCTOBER TO 3 NOVEMBER 2019</b> |

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

|                             |   |
|-----------------------------|---|
| <b>CSP Goal:</b>            | <b>Community</b> - COMM 2 - Health and quality of life are supported by a wide range of recreation and leisure opportunities.       |
| <b>CSP Strategy:</b>        | Enrich the cultural life of the community by supporting a variety of cultural events and activities for the community and visitors. |
| <b>CSP Delivery Program</b> | Enrich the cultural life of the community by supporting a variety of cultural events and activities for residents and visitors.     |

#### **SUMMARY**

The purpose of this report is for Council to endorse the attendance of Cr Gary Verri at Artstate Tamworth from Thursday, 31 October to Sunday, 3 November 2019.

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

**That Council endorse the attendance of Arts Northwest Board Member, Cr Gary Verri at Artstate Tamworth from Thursday, 31 October to Sunday, 3 November 2019.**

#### **BACKGROUND**

Cr Gary Verri currently serves as a Director on the Board of Arts Northwest. Each year Directors are invited to attend the major art event held in regional NSW and sponsored by Arts Northwest.

#### **REPORT:**

In 2019, Artstate Tamworth will be held from Thursday, 21 October to Sunday, 3 November 2019.

The cost to Council is minimal, being registration fee of \$345, transport and accommodation costs of \$200 per night.

#### **COUNCIL IMPLICATIONS:**

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

- 2. Policy and Regulation**

- Council Policy – Councillor Expenses & Facilities Policy

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

The cost to Council is a registration fee of \$345, transport and accommodation costs of \$200.00 per night.

- 4. Asset Management (AMS)**

Nil.

Our Community No. 9 Cont...

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

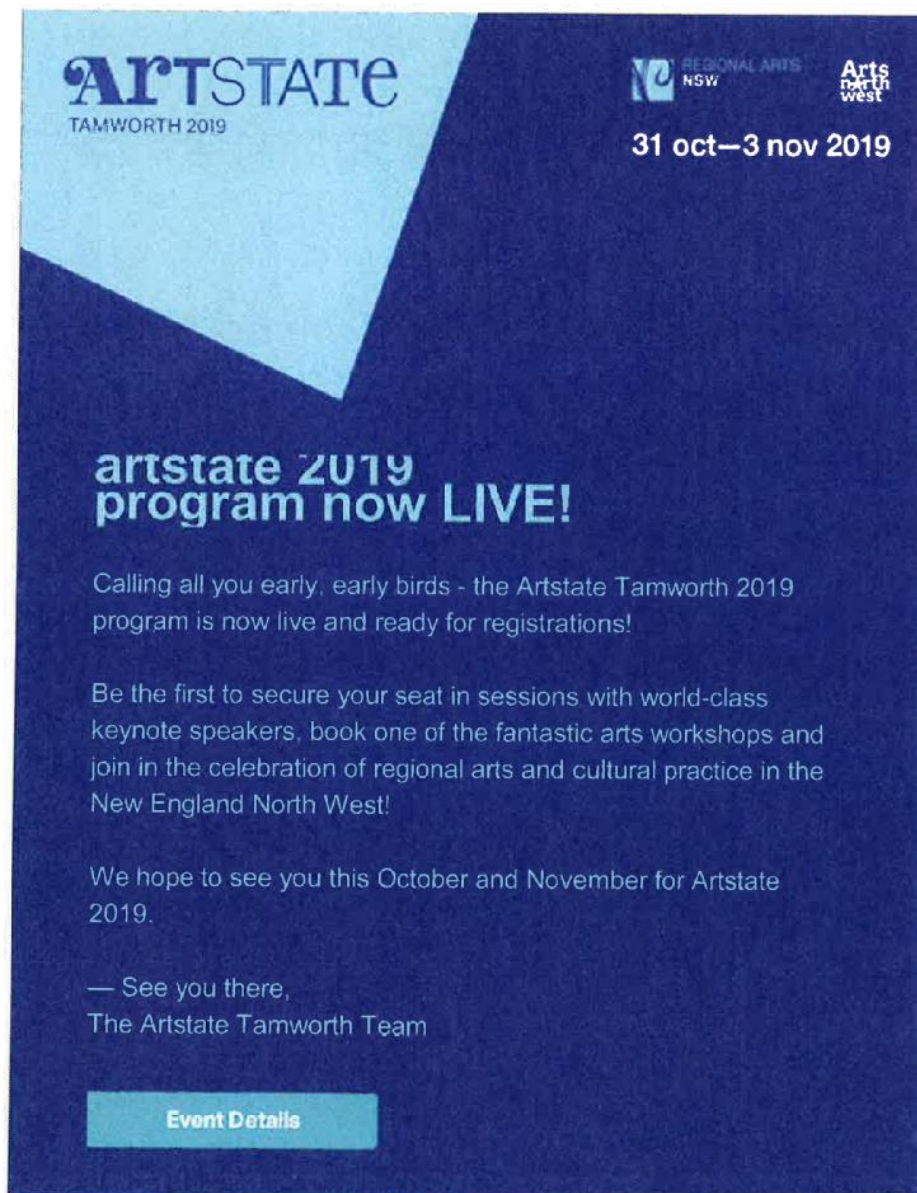
Nil.

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


|                               |   |            |
|-------------------------------|---|------------|
| Prepared by staff member:     | Noelene Hyde, Executive Assistant & Media |            |
| Approved/Reviewed by Manager: | Terry Dodds, Chief Executive              |            |
| Department:                   | Office of the Chief Executive             |            |
| Attachments:                  | <b>1</b> Artstate Tamworth 2019 - Program | 3<br>Pages |

Noelene Hyde

**From:** Artstate Tamworth 2019 <comms@regionalartsnsw.com.au>  
**Sent:** Tuesday, 23 July 2019 11:49 AM  
**To:** Noelene Hyde  
**Subject:** spam>Artstate Program now live!

The graphic is a promotional poster for Artstate Tamworth 2019. It features a dark blue background with a light blue geometric shape in the top left corner. The text is white and light blue. At the top left, it says 'ARTSTATE TAMWORTH 2019'. At the top right, there are logos for 'REGIONAL ARTS NSW' and 'Arts north west', followed by the dates '31 oct—3 nov 2019'. The main headline is 'artstate 2019 program now LIVE!'. Below this, it says 'Calling all you early, early birds - the Artstate Tamworth 2019 program is now live and ready for registrations!'. Then, 'Be the first to secure your seat in sessions with world-class keynote speakers, book one of the fantastic arts workshops and join in the celebration of regional arts and cultural practice in the New England North West!'. Next, 'We hope to see you this October and November for Artstate 2019.'. Then, '— See you there, The Artstate Tamworth Team'. At the bottom, there is a light blue button that says 'Event Details'.





## Arts Program Overview

### Celebrate the Arts in the North West

from Thursday 31 October to Sunday 3 November 2019

Artstate Tamworth 2019 will showcase the profound artistic and cultural identity of the North West region of NSW.

The Arts Program highlights the region's rich, cultural Kamilaroi heritage, established artists and a new generation of emerging young artists, through a diverse music program (with some Country, of course), an amazing visual arts program and a celebration of the North West's writers.

Some program highlights include:

**Opening Ceremony - YAAMA**  
Date: Thursday 31 October  
Time: 7.00pm – 8.30pm  
Venue: Bicentennial Park, Kable Ave

**Exploded Textiles: Tamworth Regional Gallery Exhibition**  
Date: Thursday 31 October – Sunday 3 November

Time: Tues to Fri 10am to 5pm and Sat to Sun 10am to 4pm

Venue: Tamworth Regional Art Gallery, Peel Street

***Girrabul Murrís (talented Murrís)***

**Roger Knox, aka the Koori King of Country or Black Elvis**

Date: Friday 1 November

Time: 7pm - 9pm

Venue: Bicentennial Park

***Winangalanga! The story of Dhinawan, Burraalga,  
Yaraay***

**Play written by Donna Gayford McLaren**

Performed in Gamilaraay and English languages.

Date: Friday 1 and Saturday 2 November

Time: 7.00pm – 8.00pm

Venue: Heritage Room, Tamworth Community Centre

***Girrabul Murrís (talented Murrís)***

[Read More](#)



**KEYNOTE SPEAKER**

**Brad Moggaridge**

Friday 1 November 2019

|                      |   |
|----------------------|---|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>  |
| <b>Submitted by:</b> | Property Specialist (P/T)   |
| <b>Reference:</b>    | <b>ITEM COM10/19</b>  |
| <b>Subject:</b>      | <b>LEASE TO TENTERFIELD &amp; DISTRICT COMMUNITY FM RADIO ASSOCIATION INC - 142 MANNERS STREET, TENTERFIELD</b> |

|   |   |
|---|---|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |   |
| <b>CSP Goal:</b>  | <b>Community</b> - COMM 4 - The community is welcoming, friendly, and inclusive where diverse backgrounds are respected and celebrated. |
| <b>CSP Strategy:</b>  | Buildings are well designed, safe and accessible and the new is balanced with the old.  |
| <b>CSP Delivery Program</b>                                   | Ensure that Council buildings and facilities meet the needs of users.   |

### SUMMARY

Lease arrangements need to be renewed between Council and Tenterfield & District Community FM Radio Association Inc (Ten FM) regarding the building they occupy at 142 Manners Street, Tenterfield.

### OFFICER'S RECOMMENDATION:

#### That Council:

- (1) Council determines Option X for inclusion in the agreement (Option A or Option B).**

| <b>Item</b>  | <b>2019/2020</b>                | <b>2020/2021</b>                   | <b>2021/2022</b>                   |
|--|---------------------------------|------------------------------------|------------------------------------|
| Building – 142 Manners Street, Tenterfield<br>(Calculated @ \$165.00 per week) | \$8,580.00                      | \$8,708.70<br>incl 1.5% indexation | \$8,839.33<br>incl 1.5% indexation |
| Position on Council Array – Mt MacKenzie, Tenterfield                          | \$4,387.87                      | \$4,453.68<br>incl 1.5% indexation | \$4,520.48<br>incl 1.5% indexation |
| Registration of Lease  | For leases in excess of 3 years |                                    |                                    |
| <b>Sub Total</b>   | <b>\$12,967.87</b>              | <b>\$13,162.38</b>                 | <b>\$13,359.81</b>                 |
| <b>Less Payment to Council by Ten FM</b>                                       |                                 |                                    |                                    |
| Option A (5%)  | \$1,296.79                      | \$1,316.24<br>incl 1.5% indexation | \$1,335.98<br>incl 1.5% indexation |
| Option B   | \$500.00                        | \$500.00                           | \$500.00                           |
| <b>Total Support (Option A)</b>  | <b>\$11,671.08</b>              | <b>\$11,846.14</b>                 | <b>\$12,023.83</b>                 |
| <b>Total Support (Option B)</b>  | <b>\$12,467.87</b>              | <b>\$12,662.38</b>                 | <b>\$12,859.81</b>                 |



Our Community No. 10 Cont...

- (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.**
- (3) Delegate authority to the Chief Executive to enter into a lease with the existing tenant, Tenterfield and District Community Radio Association Inc. at 142 manners street, Tenterfield commencing on 1 October 2019 based on the financial contribution agreement.**
- (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.**

## **BACKGROUND**

Ten FM have occupied the premises at 142 Manners Street, Tenterfield since 1989 as a community radio station. A Lease was entered into between Council and Ten FM for three (3) years at the rental of \$1.00 per annum. In 2008 a further Lease was entered for five (5) years at the rental of \$1.00 per annum. This lease expired in 2013 and no further lease has been approved over the site.

Ten FM's transmission equipment is located on Council's digital tower on Mt Mackenzie, along with Rebel Media and Win Corporation (Channel 10, Channel 7 and Channel 9).

## **REPORT:**

Consideration has been given to the valuable contribution provided by the Station in the formulation of a new lease and the benefit that Council have supplied to that community organisation over the past 30 years. Up to this point, Council's leases with Ten FM have set out a rental of \$1.00 per annum. Ten FM have been responsible for paying Council's rates and other outgoings.

In the event that Council were to lease the premises at 142 Manners Street commercially, a rental of approximately \$8,580.00 per annum could be expected.

Ten FM's community service and Council's support and financial contribution need to be acknowledged and documented within a Financial Contribution Agreement. This document will provide both parties and the community with transparency and clarification of the arrangement.

**A draft Financial Contribution Agreement is attached for Council consideration.**

**Council is provided with the following two (2) options for consideration (or some other variation if required) on the contribution to be made by Ten FM. The two (2) proposed options in this report are either Option A: 5% per annum of the total rental value, or Option B: \$500 per annum towards the total rental value as per the table below,**

| <b>Item</b>  | <b>2019/2020</b> | <b>2020/2021</b>                      | <b>2021/2022</b>                      |
|--|------------------|---------------------------------------|---------------------------------------|
| Building – 142 Manners Street, Tenterfield<br>(Calculated @ \$165.00 per week) | \$8,580.00       | \$8,708.70<br>incl 1.5%<br>indexation | \$8,839.33<br>incl 1.5%<br>indexation |
| Position on Council Array – Mt MacKenzie, Tenterfield                          | \$4,387.87       | \$4,453.68                            | \$4,520.48                            |

## Our Community No. 10 Cont...

|  |                                 |                                       |                                       |
|--|---------------------------------|---------------------------------------|---------------------------------------|
|  |                                 | incl 1.5%<br>indexation               | incl 1.5%<br>indexation               |
| Registration of Lease                    | For leases in excess of 3 years |                                       |                                       |
| <b>Sub Total</b>                         | <b>\$12,967.87</b>              | <b>\$13,162.38</b>                    | <b>\$13,359.81</b>                    |
|  |                                 |                                       |                                       |
| <b>Less Payment to Council by Ten FM</b> |                                 |                                       |                                       |
| Option A (5%)                            | \$1,296.79                      | \$1,316.24<br>incl 1.5%<br>indexation | \$1,335.98<br>incl 1.5%<br>indexation |
| Option B                                 | \$500.00                        | \$500.00                              | \$500.00                              |
|  |                                 |                                       |                                       |
| <b>Total Support (Option A)</b>          | <b>\$11,671.08</b>              | <b>\$11,846.14</b>                    | <b>\$12,023.83</b>                    |
| <b>Total Support (Option B)</b>          | <b>\$12,467.87</b>              | <b>\$12,662.38</b>                    | <b>\$12,859.81</b>                    |

**The term of the proposed Lease is three (3) years, designed to match the term of the Financial Contribution Agreement. Should Council wish to extend that term, the Lease would need to be registered on the Title at a cost of \$200 in addition to the legal fee to prepare the Lease. The Financial Agreement should also be extended to cover the period of the lease proposed.**

A new Lease will enable Ten FM to request grant support for installation of solar panels on the roof of the building. A requirement of the grant application is that Ten FM provide proof of tenure.

The installation of solar panels, if the grant is successful will be dependent upon the condition of the roof. A building assessment conducted earlier this year recommended replacement of the roof at an estimated cost of \$16,000.00. An independent builder's quote has been obtained in the sum of \$18,859.50. The same building assessment also identified other works that will be required in the near future amounting to an additional estimated \$20,000.00. A contingency needs to be added to the estimated costs to allow for removal of possible asbestos. The total expenditure forecast for next year's budget is \$45,000 in general repairs and maintenance of a capital nature.

Ten FM have requested permission to install a wheelchair accessible ramp at the rear of the building. This matter will need further investigation in terms of accessibility within the building and bathroom. The building in its current state is not suitable for general public access and changing the accessibility will trigger internal changes to ensure it is compliant with the building code. The cost of this has not been subject to quote at this stage, given the expected expenditure outlined above.

In November 2018 Council completed construction of the new storage shed at the rear of the premises. This project was undertaken to the value \$32,148.18 and Ten FM use half of the new structure.

In 2018/2019 Council expenses for the premises at 142 Manners Street, were:

|                                    |                           |
|------------------------------------|---------------------------|
| Building Insurance (approximately) | \$632.94                  |
| Depreciation                       | \$11,500.00               |
| Shed                               | <u>\$32,148.18</u>        |
| <b>Total</b>                       | <b><u>\$44,281.12</u></b> |

Our Community No. 10 Cont...

The 2018/2019 expenses for the Digital communication tower (which Ten FM transmit from) were:

|                   |                    |
|-------------------|--------------------|
| Maintenance costs | \$1,349.09         |
| Operation costs   | \$13,236.90        |
| Electricity       | <u>\$15,322.24</u> |

**Total** **\$29,908.23**

The 2018/2019 income for the Digital communication tower was \$20,465.00.

Please note there is also equipment on this tower belonging to Council, Rebel FM and WIN Corporation (Prime Television, NBN, Channel 10). The Leases with Rebel FM and WIN Corporation are also currently being reviewed.

### **COUNCIL IMPLICATIONS:**

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

Staff have been in ongoing discussions with Ten FM in the formulation of the agreement.

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

- Local Government Act 1993
- Local Government (General) Regulation 2005
- Real Property Act 1900
- Retail Leases Act 1994
- Conveyancing Act 1919

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

Additional budget items will be requested from Council in the 2020/21 Operational Plan to allow the necessary capital works to commence July 2020.

The cost to draw up the agreement will be amended in the budget review as will any additional registration costs if the lease is in excess of three (3) years. The Community Donation budget will also need to be increased by the amount of the contribution.

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

Future consideration will need to be given to the return on investment of the property and if it is fit for purpose.

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

Nil

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

A solicitor will be engaged to prepare the new Leases to ensure that all terms and conditions are documented.

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

Nil

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

Nil

Our Community No. 10 Cont...

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

Prepared by staff member: Jennifer Donadel, Property Specialist (P/T); Heidi K Ford, Manager Property & Buildings (P/T)

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

Department: Office of the Chief Corporate Officer

Attachments: **1** Financial Contribution Agreement 3 Pages

## **FINANCIAL CONTRIBUTION AGREEMENT**

### **BETWEEN TENTERFIELD SHIRE COUNCIL**

### **AND TENTERFIELD & DISTRICT COMMUNITY FM RADIO ASSOCIATION INC**

By this agreement the parties agree to the following terms:

#### **1. Parties**

Tenterfield Shire Council ('the Council') of 247 Rouse Street, Tenterfield in State of New South Wales

and

Tenterfield & District Community FM Radio Association Inc ('Ten FM') being a duly incorporated organisation of 142 Manners Street, Tenterfield in the said State.

#### **2. Acknowledgement**

- a) The parties acknowledge the contribution, support and service that Ten FM provides to the community of Tenterfield and surrounding areas.
- b) The parties acknowledge that Council has provided Ten FM with the exclusive use of premises at 142 Manners Street, Tenterfield since 1989 at a peppercorn rent.
- c) The parties acknowledge that Council has provided Ten FM with the use of the array on the communications tower at Mt MacKenzie at no cost to Ten FM since approximately 2004.
- d) The parties acknowledge that Tenterfield Shire Council will offer Ten FM a Lease on the property at 142 Manners Street for a further three years and that this will be documented in a Lease to be signed independent to this document. The parties also acknowledge that Ten FM will continue to be responsible for all equipment costs, rates and outgoings on the building at 142 Manners Street, Tenterfield.
- e) The parties acknowledge that this agreement is made pursuant to the Local Government Act 1993.
- f) Upon execution of this Agreement Tenterfield & District Community FM Radio Association Inc will be precluded from receiving grant funding from Council pursuant to Section 356 of the Local Government Act 1993 during the currency of this Agreement.
- g) The parties acknowledge that the Fees and Charges as annually adopted by Council setting out the cost of use of the School of Arts applies to all community groups in the Tenterfield Shire.

- h) It is hereby agreed that the following terms and conditions, as set out in the Resolution of Tenterfield Shire Council at Annexure A, shall bind the parties.

**3. Term**

The period from 1 October 2019 to 30 September 2022.

**4. Continuance**

Upon expiration of this agreement, the parties will be required to renegotiate a further Agreement.

**5. Schedule of monetary and in-kind support**

| Item   | 2019/2020          | 2020/2021   | 2021/2022   |
|--|--------------------|---|---|
| Building – 142 Manners Street, Tenterfield<br>(Calculated @ \$165.00 per week) | \$8,580.00         | \$8,708.70<br><small>incl 1.5% indexation</small> | \$8,839.33<br><small>incl 1.5% indexation</small> |
| Position on Council Array – Mt MacKenzie, Tenterfield                          | \$4,387.87         | \$4,453.68<br><small>incl 1.5% indexation</small> | \$4,520.48<br><small>incl 1.5% indexation</small> |
| Registration of Lease  | ?                  | ?   | ?   |
| <b>Sub Total</b>   | <b>\$12,967.87</b> | <b>\$13,162.38</b>                                | <b>\$13,359.81</b>                                |
| <b>Less Payment to Council by Ten FM</b>                                       |                    |   |   |
| Option A (5%)  | \$1,296.79         | \$1,316.24<br><small>incl 1.5% indexation</small> | \$1,335.98<br><small>incl 1.5% indexation</small> |
| Option B   | \$500.00           | \$500.00  | \$500.00  |
| <b>Total Support (Option A)</b>  | <b>\$11,671.08</b> | <b>\$11,846.14</b>                                | <b>\$12,023.83</b>                                |
| <b>Total Support (Option B)</b>  | <b>\$12,467.87</b> | <b>\$12,662.38</b>                                | <b>\$12,859.81</b>                                |

**6. Disputes**

Any disputes or difficulties relating to this Agreement that remain unresolved shall be referred to arbitration in accordance with and subject to the Institution of Arbitration Rules for the Conduct of Commercial Arbitrators by a single arbitrator to be applied jointly by the parties or in default of agreement to be appointed by the Institute of Arbitrators, Australia.

**7. Agreement review**

Both parties reserve the right to review any part or all of this agreement in line with any legislative changes or new legislation implemented and have a material impact on the content of this agreement after the commencement of this agreement.

**8. Successors**

This agreement shall bind and extend for the benefit of the legal personal representatives of Council and Ten FM and shall not be assigned or extend to heirs or successors.

**9. Termination**

This agreement may be terminated or varied by giving six (6) months written notice, by either party, (unless mutually agreed otherwise) in the event that the provisions of this Agreement are not met.

**10. Ten FM will**

Support the dissemination of Council related information through their radio broadcast means.

**11. Ten FM will**

Continue to be responsible for all equipment costs, rates and outgoings on the building at 142 Manners Street, Tenterfield and supply upon Council's request a certificate of currency for contents and public liability insurance.

**12. Council will**

Facilitate refurbishment of the roof of the premises at 142 Manners Street, Tenterfield within the 2020/2021 financial year on the basis that Ten FM are successful in obtaining funding for solar panels.

Signed for and on behalf of **Tenterfield**

**Shire Council** in the presence of:

.....

Name:

.....

.....

Name:

.....

Signed for and on behalf of **Tenterfield & District**

**Community FM Radio Association Inc** in the

presence of:

.....

Name:

.....

.....

Name:

.....

|                      |   |
|----------------------|---|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>  |
| <b>Submitted by:</b> | Manager Open Space, Regulatory & Utilities  |
| <b>Reference:</b>    | <b>ITEM COM11/19</b>  |
| <b>Subject:</b>      | <b>DRAFT FOOTPATH ACTIVITIES POLICY &amp; AMENDMENT TO LOCAL APPROVALS POLICY NO. 3.121</b> |

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

|                             |   |
|-----------------------------|---|
| <b>CSP Goal:</b>            | <b>Community</b> - COMM 1 - Tenterfield Shire is a vibrant, welcoming and safe community.       |
| <b>CSP Strategy:</b>        | Provide effective regulatory, compliance and enforcement services that keep our community safe. |
| <b>CSP Delivery Program</b> | Provide systems and processes to ensure compliance with legislation and standards.              |

#### **SUMMARY**

The purpose of this report is to present Council with the new Footpath Activities Policy for adoption and for Council to repeal two (2) policies, these being Council's Advertising Sandwich Board Policy No. 3.010, and Council's Street Vending Policy No. 3.191, which have been incorporated into the new Policy, and to amend Council's Local Approvals Policy No. 3.121.

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

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

- (1) Places on public exhibition the new draft Footpath Activities Policy, as per Attachment 1 (Booklet 1) for a period of 28 days; and**
- (2) Places on public exhibition the Local Approvals Policy as amended as per Attachment 2 (Booklet 1) for a period of 28 days; and**
- (3) Accepts submissions to the Draft Footpath Activities Policy and Local Approvals Policy for a period of 42 days; and**
- (4) Adopts the new Footpath Activities Policy and amended Local Approvals Policy, effective 11 November 2019, should no submissions be received; and**
- (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.**

#### **BACKGROUND**

Under section 158 of the *Local Government Act 1993*, Councils can adopt a Local Policy. The *Act* notes that a draft local policy is to specify (if the policy were to be adopted) the criteria which the Council must take into consideration in determining an approval in relation to Chapter 7 Section 68 Part D & E (2) of the *Local Government Act 1993* and Section 125 of the *Roads Act 1993*. Development of such a policy is in line with Councils Operational Plan 2019-2020.



## Our Community No. 11 Cont...

Under the *Act*, Council is required to undertake public exhibition for a minimum of twenty-eight (28) days, with a concurrent period (to receive public submissions) of not less than forty-two (42) days.

Council has been provided an overview of the proposed draft Policy and amendments at the Workshop Meeting of 11 September 2019. The proposed changes and further inclusions, within the Policy, aim to consolidate and clarify approvals relating to footpath activity for those seeking approvals.

### **REPORT:**

Use of the footpath is a valuable use of public space. It can improve the look of our streets and adds life and vibrancy to the town amenity for locals and visitors alike. It provides valuable commercial opportunities for businesses by extending the floor space and improving a business' presence within the public domain.

The purpose of this Policy is to enable use of the footpath to ensure a pleasant and safe environment for patrons without compromising the safety or amenity of the public and pedestrians.

The new draft Footpath Activities Policy is a clear means to provide information to the public on regulatory matters for which Council is the responsible authority. Furthermore, it provides Council operational staff with a clear framework under which to act in undertaking regulatory actions.

### **COUNCIL IMPLICATIONS:**

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

The proposed new Footpath Activities Policy will be advertised for public submission for a period of 28 days following adoption of the draft. Council will accept submissions for a period of 42 days, at the conclusion of which, if submissions are received, they will be reviewed by Council and a decision made as to inclusions in the drafts or adoption of the Policy in original form.

Given the minimal changes to established processes and the aggregation following review, a high level of feedback is not expected. It is however, a good opportunity to review and ensure that applicants are familiar with the approvals currently in force under a number of heading and to address issues raised with Council for more detailed policy interpretation.

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

- Local Government Act 1993
- Local Government (General) Regulation 2005
- Chapter 7 Section 68 Part D 7 E (2) of the Local Government Act 1993
- Section 125 of the Roads Act 1993

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

Whilst Council has an adopted Operational Plan for the current 2019/20 period including fees and budgets, which will be applied in the current year, consideration is already being given to the development of the 2020/21 Budget. The implementation of the amended policy's will give Council the opportunity to review fees in this area during the current deliberations in line with the impacts being felt by business and the community at large.

Our Community No. 11 Cont...

**4. Asset Management (AMS)**

Nil

**5. Workforce (WMS)**

Nil

**6. Legal and Risk Management**

The Policy provides information to both operational staff delegated as authorised officers, as well as the general public on Councils footpath activities regime in undertaking regulatory functions as a local level.

**7. Performance Measures**

Nil

**8. Project Management**

Nil

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

|                               |  |                          |
|-------------------------------|--|--------------------------|
| Prepared by staff member:     | Mark Cooper, Manager Open Space, Regulatory & Utilities  |                          |
| Approved/Reviewed by Manager: | Kylie Smith, Chief Corporate Officer   |                          |
| Department:                   | Office of the Chief Corporate Officer  |                          |
| Attachments:                  | <b>1</b> Attachment 1 (Attachment Booklet 1) - Draft New Footpath Activities Policy<br><br><b>2</b> Attachment 2 (Attachment Booklet 1) - Amended Local Approvals Policy No. 3.121 | 10 Pages<br><br>25 Pages |

|                      |  |
|----------------------|--|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>   |
| <b>Submitted by:</b> | Chief Executive  |
| <b>Reference:</b>    | <b>ITEM ENV18/19</b>   |
| <b>Subject:</b>      | <b>AMENDMENT TO 2019/2020 FEES &amp; CHARGES - WATER NETWORK - BULK WATER SALES FROM COUNCIL'S STANDPIPE</b> |

|   |   |
|---|---|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |   |
| <b>CSP Goal:</b>  | <b>Environment</b> - ENVO 11 - Secure, sustainable and environmentally sound infrastructure and services underpin Council service delivery. |
| <b>CSP Strategy:</b>  | Water is used carefully in Council's buildings, parks, sporting grounds and daily operations.   |
| <b>CSP Delivery Program</b>                                   | Ensure effective and efficient delivery of water services in accordance with existing service levels.                                       |

## SUMMARY

The purpose of this report is to seek to temporarily suspend the proposed increases in the 2019/2020 Fees & Charges for potable water from the bulk water distribution point until favourable weather conditions prevail.

## OFFICER'S RECOMMENDATION:

### That Council:

- (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 kiloliter as per the 2018/19 fee until weather conditions and subsequent demand have diminished; and**
- (2) That the suspension of implementing the fee in Recommendation (1) be effective from 1 July 2019; and**
- (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).**

## BACKGROUND

Council reviewed the charge for potable water during the 2019/2020 budget process.

The intent at the time was to discourage persons purchasing water from the bulk water distribution station by making the new charge substantial enough that purchasers would be strongly encouraged to install more storage capacity at their residences.

## REPORT:

Although the imprimatur of encouraging more individual storage was sound, it is a moot point if customers have no choice, as no matter how many houses have extra tanks installed, without rain customers will still be forced to purchase potable water.

Our Environment No. 18 Cont...

While generally changes to fees and charges, once adopted cannot be changed unless there is a period of public consultation for 28 days with feedback being provided to Council via a Council report for a decision to be made, given that in this instance a temporary fee reduction is being proposed and not an increase, it is considered that such consultation is not necessary.

### **COUNCIL IMPLICATIONS:**

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

Council has advertised changes to the water restrictions (quite extensively).

Now that council (finally) has approval to use the bore at Apex Park signage has been placed at the water distribution point indicating stock water is available free of charge from Apex Park, and that only approved water carriers will have access (from 16 September 2019).

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

- Council's 2019/2020 Fees and Charges
- Councils Table of Restrictions for Tenterfield Shire (as amended) - Water

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

The application of the 2019/2020 fee was deferred, as per previous advice, whilst council waited for approval from the Natural Resources Access Regulator to operate the Apex Park bore (to provide an alternate (free) supply for stock purposes).

It is advantageous, but very poorly timed, for income in the water fund to significantly rise. (Council's Water fund is required to stand alone; separate to the General Fund.)

The original adopted fee would supply council with an extra \$18.80 per kL above the \$6.20 fee in 2018/19 equating to \$150,000 in the current year's budget based on projected sales.

Although the water fund (charges) are currently under much duress (a financial loss in 18/19 which the increase in fees was meant to address), the message to those consumers that are living with the most dire circumstances at present, that council understands and is empathetic to their plight, would be well received.

The reduction in expected income is approximately \$150,000, which would correlate to the same reduction in Council's Operating Surplus. When excluding Capital Income the estimated surplus would change from \$508K to \$350K for the Water Fund.

However, this position could reduce further given the difficulty in determining the overall financial position because of the current emergency water drilling project and overall water management, meaning, how many bores we drill before (or if) finding water, and were they are. It also will be determined by whether the State decides to fund greater than the 75% in emergency works.

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

N/A

Our Environment No. 18 Cont...

**5. Workforce (WMS)**

N/A

**6. Legal and Risk Management**

N/A

**7. Performance Measures**

N/A

**8. Project Management**

N/A

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

|                               |   |
|-------------------------------|---|
| Prepared by staff member:     | Terry Dodds, Chief Executive              |
| Approved/Reviewed by Manager: | Terry Dodds, 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> | Chief Executive  |
| <b>Reference:</b>    | <b>ITEM ENV19/19</b>   |
| <b>Subject:</b>      | <b>RELIEF FOR NOT FOR PROFIT ORGANISATIONS IMPACTED BY SEPTEMBER 2019 FIRE EVENT - WASTE CHARGES</b> |

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

|                             |   |
|-----------------------------|---|
| <b>CSP Goal:</b>            | <b>Environment</b> - ENVO 10 - Environmental risks and impacts are strategically managed.   |
| <b>CSP Strategy:</b>        | We are prepared, resourced and educated as a community to deal with natural disasters such as bushfires, storm and flood events.  |
| <b>CSP Delivery Program</b> | Review and ensure the integration of Council current studies and plans into strategic land use planning and operational planning documents and policies to support our emergency management function. |

#### **SUMMARY**

Tenterfield Shire has suffered from catastrophic fires for the second time this year. As a consequence two community associations (clubs) have lost assets that will now require disposing. This report seeks to fund the disposal fees for these recognised community clubs, the Tenterfield Pistol Club and Tenterfield Traditional Archers, that fall outside of insurance and Office of Emergency Management assistance.

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

**That Council provide a donation in the form of waiving waste transfer disposal fees, up to a maximum of \$1000 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.**

#### **BACKGROUND**

The Tenterfield Pistol Club (TPC) and Tenterfield Traditional Archers (TTA) grounds were directly impacted by the recent fire at Tenterfield. Although the TTA were less affected than the TPC, the items that were damaged fall outside of insurance. Both these clubs rely solely on community donations, other contributions, and hard work from their volunteer members to exist. Council has been requested by both clubs to waive the disposal fees to assist with their recovery.

#### **REPORT:**

The TPC is uninsured and has at least two truckloads of debris to remove (no asbestos). The TTA buildings are insured, but they weren't the items destroyed by the fire. TTA's archery targets were destroyed (up to 56), and there is also a reasonable volume of fallen trees to remove. At the time of writing the exact volume wasn't determinable.

Council contacted the NSW Government Officer who oversees the NSW Disaster Assistance Guidelines state as follows:

A.11 Clean-up of green waste and general debris from residential property (21 days from access) – council tip fees are not eligible. Any assistance provided by council in debris clean-up / transport should be by contract to provide for full reimbursement (and taken directly to landfill)

Our Environment No. 19 Cont...

B.5 Local Council Waste Management Facilities specifically notes –

Costs relating to the reduced life cycle of a facility, either expressed in depreciated terms, opportunity costs or lost revenue are not eligible. This assistance measure does not provide for the replacement of revenue, if a local council waives waste management fees or charges for its communities.

No doubt the clubs are already aware of C.1 Assistance for sporting and recreation clubs – clubs may be eligible for grants up to \$2K and / or loans to \$10K at concessional interest rate where they have incurred costs as a result of the fire which are not recoverable through insurance (6 month application period).

Although possible grants are noteworthy, success is unknown and timing slow. The speed of recovery, to allow a sense of normality to come back into the volunteer community, is important.

At the time of writing the OEM was doubtful if a positive response would be forthcoming but were seeking clarification.

### **COUNCIL IMPLICATIONS:**

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

Council has had representation by both the Tenterfield Pistol Club and Tenterfield Traditional Archers.

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

In normal circumstances any club, association or community group would be required to submit an application under the community grant framework. This is an exceptional circumstance.

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

Any donation which would effectively negate the waste charges, would be required to be adjusted in the first available quarterly financial review.

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

N/A

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

N/A

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

N/A

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

N/A

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

N/A

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



## Our Environment No. 19 Cont...

|                               |   |
|-------------------------------|---|
| Prepared by staff member:     | Terry Dodds, Chief Executive              |
| Approved/Reviewed by Manager: | Terry Dodds, 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> | Executive Assistant & Media                     |
| <b>Reference:</b>    | <b>ITEM GOV57/19</b>                            |
| <b>Subject:</b>      | <b>MONTHLY OPERATIONAL REPORT - AUGUST 2019</b> |

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

|                             |  |
|-----------------------------|--|
| <b>CSP Goal:</b>            | <b>Leadership</b> - LEAD 12 - We are a well engaged community that is actively involved in decision making processes and informed about services and activities. |
| <b>CSP Strategy:</b>        | 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 provide a standing monthly report to the Ordinary Meeting of Council that demonstrates staff accountabilities and actions taken against Council's 2019/2020 Operational Plan.

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

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

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

|                               |   |
|-------------------------------|---|
| Prepared by staff member:     | Noelene Hyde, Executive Assistant & Media   |
| Approved/Reviewed by Manager: | Terry Dodds, Chief Executive  |
| Department:                   | Office of the Chief Executive   |
| Attachments:                  | <b>1</b> Attachment 3 (Attachment Booklet 132<br>2) - Monthly Operational Report - Pages<br>August 2019 |

|                      |   |
|----------------------|---|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>  |
| <b>Submitted by:</b> | Executive Assistant & Media   |
| <b>Reference:</b>    | <b>ITEM GOV58/19</b>  |
| <b>Subject:</b>      | <b>LOCAL ROADS &amp; TRANSPORT CONGRESS 2019 - HAHNDORF, SOUTH AUSTRALIA - 18 TO 20 NOVEMBER 2019</b> |

| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |   |
|---|---|
| <b>CSP Goal:</b>  | <b>Transport</b> - TRSP 15 - We have an effective interconnected transport system that is safe, efficient and affordable for us as a community.                     |
| <b>CSP Strategy:</b>  | We have a well-designed and functioning road network suitable for all users now and take into consideration future network consumption and demand.                  |
| <b>CSP Delivery Program</b>                                   | Asset Planning, Policy and Management provide strategic direction and information to Council enabling the sustainable management of its asset portfolio as a whole. |

## SUMMARY

The purpose of this report is for Council to approve the attendance of the Mayor, Chief Executive and Acting Director Engineering/Infrastructure at the 2019 National Local Roads & Transport Congress to be held at Hahndorf, South Australia from Monday, 18 November to Wednesday, 20 November 2019.

## OFFICER'S RECOMMENDATION:

### That Council:

- (1) Approve the attendance of Mayor Peter Petty, Chief Executive Terry Dodds and Acting Director Engineering/Infrastructure Fiona Keneally at the 2019 Local Roads & Transport Congress in Hahndorf, South Australia – 18 to 20 November 2019; and**
- (2) Delegate the functions of the Chief Executive to the Chief Corporate Officer during the period of absence of the Chief Executive at the 2019 Local Roads & Transport Congress.**

## BACKGROUND

The National Local Roads & Transport Congress is held annually in major centres throughout Australia. In 2018 the Congress was held in Albany, Western Australia and was attended by the Mayor (Cr Peter Petty) and Chief Operating Officer, Mr Andre Komplier.

## REPORT:

The Congress, which is attended by up to 300 Mayors, Councillors and senior Council staff from across Australian is convened annually by the Australian Local Government Association (ALGA). This year's Congress, *Breaking Through for Modern Transport*, explores the future of transport mobility, the value of working with all levels of government and the private sector to plan and deliver integrated infrastructure, and exciting new innovations in transport.

Our Governance No. 58 Cont...

Program highlights include:

- Meet and influence federal politicians
- Engage with evolving technology
- Network with peers, influencers and sector experts
- Lobby for fairer road funding
- Learn how to improve road safety
- Voice your opinion on Australia's future transport infrastructure needs

## **COUNCIL IMPLICATIONS:**

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

Nil.

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

- Council Policy – Councillor Expenses & Facilities Policy

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

- Early Bird Registration - \$895 (prior to 18 October 2019) = \$2,685
- Accommodation - \$200 per person per night (3 x 2 nights) = \$1,200
- Transport – Brisbane/Adelaide Return – Approx. \$600 per person = \$1,800

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

Nil.

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

Nil.

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

Nil.

### **7. Performance Measures**

Nil.

### **8. Project Management**

Nil.

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

|                               |   |                |
|-------------------------------|---|----------------|
| Prepared by staff member:     | Noelene Hyde, Executive Assistant & Media                         |                |
| Approved/Reviewed by Manager: | Terry Dodds, Chief Executive                                      |                |
| Department:                   | Office of the Chief Executive                                     |                |
| Attachments:                  | <b>1</b> Program - National Local Roads & Transport Congress 2019 | <b>2</b> Pages |


NATIONAL LOCAL ROADS &  
TRANSPORT CONGRESS

20  
19

**BREAKING  
THROUGH**  
FOR MODERN TRANSPORT

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18-20 NOVEMBER 2019  
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### MONDAY 18 NOVEMBER 2019

|         |  |
|---------|--|
| 10.00am | <b>TECHNICAL TOURS</b>   |
| 1.00pm  | <b>LIGHT LUNCH</b>   |
| 1.45pm  | <b>OPENING CEREMONY</b><br>Welcome to Country<br>Mayor Ann Ferguson - Welcome to Mount Barker  |
| 2.00pm  | <b>OPENING ADDRESS</b><br>David O'Loughlin, President, Australian Local Government Association   |
| 2.30pm  | <b>GOVERNMENT ADDRESS (invited)</b><br>The Hon Michael McCormack MP, Deputy Prime Minister and Minister for Infrastructure, Transport and Regional Development |
| 3.00pm  | <b>AFTERNOON TEA</b>   |
| 3.30pm  | <b>The State of Australia's Infrastructure</b><br>Romilly Madew AO, CEO, Infrastructure Australia  |
| 4.00pm  | <b>UK Perspective on Funding Local Roads</b><br>Matthew Lugg OBE, Head of Profession, Local Government, WSP, UK  |
| 4.30pm  | <b>ARRB and its Work with Local Government</b><br>Michael Calabiano, CEO, Australian Road Research Board (ARRB)  |
| 5.00pm  | <b>WELCOME RECEPTION &amp; EXHIBITION OPENING</b><br>Adelaide Hills Convention Centre  |

### TUESDAY 19 NOVEMBER 2019

|         |  |
|---------|--|
| 8.00am  | <b>LIGHT BREAKFAST</b>   |
| 9.00am  | <b>The Future of Transport - How Local Government Can Benefit</b>  |
| 9.30am  | <b>PANEL DISCUSSION</b><br><b>Preparing for the Transport Evolution</b><br>Lord Mayor Sandy Verschoor, Adelaide City Council   |
| 11.00am | <b>MORNING TEA</b>   |
| 11.30am | <b>Drones - A New Take on First Mile, Last Mile and Asset Management</b><br>Andrew Chapman, Co-Director and Drone Operator, AUAV<br>Speaker TBC, Air Traffic Policy, Department of Infrastructure, Transport, Cities and Regional Development<br>Wing Australia, Speaker TBC |
| 12.30pm | <b>The Latest from Austroads</b><br>Richard Delplace, Network Program Manager, Austroads   |

### TUESDAY 19 NOVEMBER 2019 CONT.

|        |  |
|--------|--|
| 1.00pm | <b>LUNCH</b>   |
| 2.00pm | <b>Heavy Vehicle National Regulatory Review</b>  |
| 2.30pm | <b>Road Funding - What are We Asking for and Why</b><br>Matthew Lugg OBE, Head of Profession, Local Government, WSP, UK            |
| 3.00pm | <b>AFTERNOON TEA</b>   |
| 3.30pm | <b>Circular Economy</b>  |
| 4.30pm | <b>ASSISTANT MINISTER ADDRESS (invited)</b><br>The Hon Scott Buchholz MP, Assistant Minister for Road Safety and Freight Transport |
| 5.00pm | <b>DAY TWO CONCLUDES</b>   |
| 6.30pm | <b>CONGRESS DINNER</b><br>Adelaide Town Hall   |

### WEDNESDAY 20 NOVEMBER 2019

|         |   |
|---------|---|
| 7.30am  | <b>LIGHT BREAKFAST</b>  |
| 8.30am  | <b>Elimination of Harm from Road Use</b><br>Jeremy Woolley, Associate Professor, UniSA  |
| 9.00am  | <b>Making Our Roads Safer - The Big Picture</b><br>National Office of Road Safety<br>Speaker TBC                              |
| 10.00am | <b>Mobility as a Service (MaaS)</b>   |
| 10.20am | <b>OPPOSITION ADDRESS</b><br>The Hon Catherine King MP, Shadow Minister for Infrastructure Transport and Regional Development |
| 10.50am | <b>CLOSING ADDRESS</b><br>David O'Loughlin, President, Australian Local Government Association                                |
| 11.00am | <b>MORNING TEA</b>  |

|                      |   |
|----------------------|---|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>            |
| <b>Submitted by:</b> | Executive Assistant & Media                     |
| <b>Reference:</b>    | <b>ITEM GOV63/19</b>                            |
| <b>Subject:</b>      | <b>CHRISTMAS/NEW YEAR CLOSEDOWN - 2019/2020</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 an employer of choice in the region, providing sound leadership and supported by a committed workforce.   |
| <b>Delivery Plan</b> | Developing attraction and retention practices across Council.  |
| <b>Action:</b>       |  |

#### **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 2019/2020 period as follows:**

- **Indoor staff – close of business Friday, 20 December 2019, reopening Thursday, 2 January 2020;**
- **Outdoor staff – close of business Thursday, 19 December 2019, reopening Monday, 6 January 2020.**

#### **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.

As per Council's Work Closedown Policy, outdoor staff are required to take ten (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 2019/2020 is from close of business Friday, 20 December 2019, reopening Thursday, 2 January 2020.

Gazetted public holidays during this period are Wednesday, 25 December 2019 (Christmas Day), Thursday, 26 December 2019 (Boxing Day) and Wednesday, 1 January 2020 (New Year's Day) with staff taking annual leave and RDO's to make up the additional five (5 days).

Closedown for outdoor staff is from close of business Thursday, 19 December 2019 (Friday 20 December being an RDO) to Monday, 6 January 2020.



Our Governance No. 63 Cont...

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.

### **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", local media and available on Council's website and phone message.

**2. Policy and Regulation**

- Work Closedown Policy – No. 4.231

**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, etc.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

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

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

|                      |  |
|----------------------|--|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>                 |
| <b>Submitted by:</b> | Manager Finance & Technology                                 |
| <b>Reference:</b>    | <b>ITEM GOV59/19</b>   |
| <b>Subject:</b>      | <b>2018/19 FINANCIAL STATEMENTS TO BE REFERRED FOR AUDIT</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 to comply with statutory requirements in relation to the General Purpose Financial Statements and Special Purpose Financial Statements for the year ended 30 June 2019. The Financial Statements are to be referred to Council's Auditor, with authorisation from the Mayor, a Councillor, the Chief Executive Officer and the Responsible Accounting Officer.

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

**(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) and the Regulations there under.**
- b) That the Financial Statements be approved and signed by the Mayor the Deputy Mayor, the Chief Executive Officer and the Responsible Accounting Officer.**

**(2) That the Financial Statements be referred to Council's Auditor for audit.**

**(3) That the audited Financial Statements be forwarded to the Office of Local Government by 31 October 2019.**

**(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.**

Our Governance No. 59 Cont...

**(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).**

**BACKGROUND**

As per Section 416(1) of the Local Government Act 1993 (as amended), a Council's Financial Statements for a year must be prepared and audited within four (4) months of the end of the reporting period concerned.

The statutory process that must be followed is that:

1. A statement as required under section 413(2) (c) must be made by resolution and signed by the Mayor, one (1) Councillor, the Chief Executive Officer and the Responsible Accounting Officer.
2. The Financial Statements must then be referred to the Council's Auditor, and once audited the statements must be included in Council's Annual Report.
3. Copies of the Audited Financial Statements must then be lodged with the Office of Local Government by 31 October 2019.
4. As soon as practicable after Council receives a copy of the Auditor's report, the Statements must be placed on public exhibition for a period of seven (7) days and notice given of a meeting at which Council proposes to present its Audited Financial Statements, together with the Auditor's report. This act of giving notice of the meeting is required to be delegated to the Chief Executive Officer as technically the notice of meeting cannot be set until the final audited Statements and Audit Report are received, however, subject to any matters raised during the audit, the Audited Statements and Audit Reports will be presented at the Council Meeting to be held on 27 November 2019, and the recommendation below confirms this.

It should be noted that Council's Audit Committee has been provided with the draft set of Financial Statements at the Audit and Risk Committee meeting held in September 2019 and comments received fed into revisions of these draft financial statements.

**REPORT:**

A draft of the General Purpose Financial Statements, Special Purpose Financial Statements and Special Schedules for Council for the year ended 30 June 2019 are attached to this report to be referred for audit.

The draft 2018/19 Financial Statements were presented at the 11 September 2019 Audit & Risk Committee meeting where it was resolved that:

- (1) *That the Audit & Risk Committee note the report.*
- (2) *That any comments suggestions from the Audit & Risk Committee be incorporated into the final version of the Draft Financial Statements to be presented to Council at the September Council Meeting.*
- (3) *That the Audit & Risk Committee recommends to Council that at the September Ordinary Council meeting the draft set of Financial Statements (including any*

Our Governance No. 59 Cont...

*changes identified under recommendation 2) be referred to Council's Auditors for Audit.*

Some formatting changes were recommended at the Audit & Risk Meeting which have been incorporated into the Final Draft (Attachment 4 (Attachment Booklet 3)).

Once the 2018/19 Financial Statements have been audited, the Auditor's Reports and analysis will be presented to Council and the public at Council's Ordinary Meeting to be held on 28 November 2018, in accordance with Section 419 (1) of the Local Government Act 1993 (as amended).

### **Overall Result:**

The draft Income Statement identifies a profit of \$10.270M (\$7.715M in 2017/18).

Council's draft operating position excluding capital income and capital contributions is also favourable, with an operating position after these items of \$831K (\$2.172M in 2017/18).

It should be noted that this is a **preliminary result** and is still to be audited. The Audited Financial Statements will be presented to Council in November 2019.

As mentioned, these are draft statements and there will no doubt be some changes to figures over the coming weeks and based on input from the Auditors, but overall it is expected that the ratios in the General Purpose Financial Statements should remain favorable.

### **Water and Sewer Fund Results**

As per the draft Special Purpose Financial Statements, the Sewer Fund has made a draft surplus of \$439K (\$1.012M in 2017/18) excluding capital income and the Water Fund has made a draft deficit of \$279K (\$553K surplus in 2017/18) excluding capital income. In 2017/18 a number of found assets skewed the end result hence the figures are now back to usual expectations.

### **Certification**

Under section 413(2)(c) of the Local Government Act 1993 (as amended), before audit certificates can be issued, it is necessary for Council to adopt a resolution to be attached to the Financial Statements stating that:

Council's Annual Financial Statements and Special Purpose Finance Statements are being prepared in accordance with:

- The Local Government Act 1993, (as amended) and the Regulations made thereunder;
- The Australian Accounting Standards and other pronouncements of the Australian Accounting Standards Board
- The Local Government Code of Accounting Practice and Financial Reporting.

These statements must be signed by the Mayor, one (1) other Councillor, the Chief Executive Officer and the Responsible Accounting Officer. A copy of the required statement to be signed is included in the attached draft Financial Statements. It has been assumed, similar to past practice, that the Mayor and Deputy Mayor will sign this statement in conjunction with the Chief Executive Officer and Manager Finance &

Our Governance No. 59 Cont...

Technology as the Responsible Accounting Officer. It should be noted that the unaudited Financial Statements reflect an opinion only, and are not legally binding.

## **COUNCIL IMPLICATIONS:**

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

The Audited Financial Statements form part of Council's Annual Report and therefore represents an integral part of the Integrated Planning and Reporting Framework. The Audited Financial Statements provide an important avenue for the review of Council's progress by any interested stakeholders including the Community and Council is required to exhibit the audited Financial Statements.

It is a requirement that as soon as practicable after receiving a copy of the Auditor's report, that the Statements must be placed on public exhibition and notice given of a meeting at which Council proposes to present its Audited Financial Statements, together with the Auditor's report. As advised above, this should occur at the November Ordinary Council Meeting.

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

There are no Policy issues arising out of this report.

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

The Financial Statements are Council's primary form of review on Council's sustainability and the financial performance of Council throughout the reporting period. For this reason, they remain a crucial part of the performance measurement framework and the financial performance as disclosed should be a serious consideration in any future decision making.

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

There are no specific asset management issues arising out of this report but Council is aware of a number of issues in relation to Timber Bridges, Waste Management and the Water Filtration Plant.

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

There are no workforce issues arising out of this report.

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

The preparation, audit and review of Council's Financial Statements ensure compliance with:

- The Local Government Act 1993, (as amended) and the Regulations made there under;
- The Australian Accounting Standards and other pronouncements of the Australian Accounting Standards Board;
- The Local Government Code of Accounting Practice and Financial Reporting.

### **7. Performance Measures**

There are no performance measure issues arising out of this report.

### **8. Project Management**

There are no project management issues arising out of this report.

Our Governance No. 59 Cont...

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

|                               |  |
|-------------------------------|--|
| Prepared by staff member:     | Paul Della, Manager Finance & Technology   |
| Approved/Reviewed by Manager: | Kylie Smith, Chief Corporate Officer   |
| Department:                   | Office of the Chief Corporate Officer  |
| Attachments:                  | <b>1</b> Attachment 4 (Attachment Booklet 3) - Draft 2018/19 Financial Statements 94 Pages |

|                      |   |
|----------------------|---|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>                |
| <b>Submitted by:</b> | Manager Finance & Technology                                |
| <b>Reference:</b>    | <b>ITEM GOV60/19</b>  |
| <b>Subject:</b>      | <b>FINANCE &amp; ACCOUNTS - PERIOD ENDED 31 AUGUST 2019</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 2019.**

#### **BACKGROUND**

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

#### **REPORT:**

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

##### **(a) Reconciliation of Accounts**

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

Cash Book Balances on this date were as follows:-

|                        |                |        |
|------------------------|----------------|--------|
| General (Consolidated) | \$4,384,224.40 | Credit |
| General Trust          | \$ 313,266.50  | Credit |



Our Governance No. 60 Cont...

(b) Summary of Investments

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

**Concealed Water Leakage Concession Policy Update**

For the month of August 2019 one concession was granted under Council's Concealed Water Leakage Concession Policy to the value of \$461.91.

**COUNCIL IMPLICATIONS:**

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

Nil.

**2. Policy and Regulation**

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

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

Nil.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

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

|                               |   |
|-------------------------------|---|
| Prepared by staff member:     | Paul Della, Manager Finance & Technology          |
| Approved/Reviewed by Manager: | Kylie Smith, Chief Corporate Officer              |
| Department:                   | Office of the Chief Corporate Officer             |
| Attachments:                  | <b>1</b> Investment Schedule as at 31 August 2019 |

1  
Page

TENTERFIELD SHIRE COUNCIL - SUMMARY OF INVESTMENTS 31 AUGUST 2019

| Financial Institution             | Issuer Rating | Investment Term | Maturity Date | Interest Rate | Amount       | Percentage Exposure |
|-----------------------------------|---------------|-----------------|---------------|---------------|--------------|---------------------|
| NAB                               | AA-           | 91 Days         | 30/Sep/19     | 2.00%         | 5,000,000.00 | 34.82%              |
| <b>TOTAL NAB INVESTMENTS</b>      |               |                 |               |               |              | <b>34.82%</b>       |
| Commonwealth Bank                 | AA-           | At Call         |               | 1.00%         | 2,858,314.34 | 19.91%              |
| Commonwealth Bank                 | AA-           | 365 Days        | 25/Sep/19     | 2.72%         | 1,000,000.00 | 6.96%               |
| Commonwealth Bank                 | AA-           | 60 Days         | 30/Sep/19     | 1.51%         | 500,000.00   | 3.48%               |
| <b>TOTAL CBA INVESTMENTS</b>      |               |                 |               |               |              | <b>30.35%</b>       |
| Bankwest                          | AA-           | 60 Days         | 30/Sep/19     |               | 5,000,000.00 | 34.82%              |
| <b>TOTAL BANKWEST INVESTMENTS</b> |               |                 |               |               |              | <b>34.82%</b>       |
| <b>INVESTMENTS TOTAL</b>          |               |                 |               |               |              | <b>100.00%</b>      |

Summary

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

By:

Responsible Accounting Officer

P. Della

|                      |  |
|----------------------|--|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>           |
| <b>Submitted by:</b> | Manager Finance & Technology                           |
| <b>Reference:</b>    | <b>ITEM GOV61/19</b>                                   |
| <b>Subject:</b>      | <b>CAPITAL EXPENDITURE REPORT AS AT 31 AUGUST 2019</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 progress of Capital Works projects against the Year to Date (YTD) budget each month. This report outlines Council's financial progress against each project.

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

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

#### **BACKGROUND**

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

#### **REPORT:**

There are no significant variances at this stage of the Financial Year. Staff have been 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. This will avoid excessive carry forward projects across financial years.

#### **COUNCIL IMPLICATIONS:**

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

Nil.

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

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

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

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

Our Governance No. 61 Cont...

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

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

|                               |  |
|-------------------------------|--|
| Prepared by staff member:     | Paul Della, Manager Finance & Technology   |
| Approved/Reviewed by Manager: | Kylie Smith, Chief Corporate Officer   |
| Department:                   | Office of the Chief Corporate Officer  |
| Attachments:                  | <b>1</b> Attachment 5 (Attachment Booklet 4) - Capital Expenditure Report August 2019 <b>5</b> Pages |

|                      |   |
|----------------------|---|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>  |
| <b>Submitted by:</b> | Manager Finance & Technology  |
| <b>Reference:</b>    | <b>ITEM GOV62/19</b>  |
| <b>Subject:</b>      | <b>COUNCIL SUBMISSION - REVIEW OF REPORTING AND COMPLIANCE BURDENS ON LOCAL GOVERNMENT (REGULATORY BURDENS)</b> |

|   |  |
|---|--|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |  |
| <b>CSP Goal:</b>  | <b>Leadership</b> - LEAD 14 - Resources and advocacy of Council are aligned support the delivery of the community vision outlined in the Community Strategic Plan. |
| <b>CSP Strategy:</b>  | Council is a financially sustainable organisation, delivering value services to the Community.   |
| <b>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 to provide Council with the Independent Pricing and Regulatory Tribunal's (IPART) Review of Reporting and Compliance Burdens on Local Government (Regulatory Burdens) Final Report, together with a copy of Council's draft response, prior to submitting feedback to the Office of Local Government, which is due by 25 October 2019.

## OFFICER'S RECOMMENDATION:

### That Council:

- (1) Notes the Review of Reporting and Compliance burdens on Local Government (Regulatory Burdens) Final Report;**
- (2) Notes Council's draft response to the Review of Reporting and Compliance burdens on Local Government (Regulatory Burdens) Final Report ;**
- (3) Advises of any changes required to Council's draft response to the Review of Reporting and Compliance burdens on Local Government (Regulatory Burdens) Final Report;**
- (4) Endorses Council's proposed submission, incorporating any changes as a result of Recommendation (3), in response to the Review of Reporting and Compliance burdens on Local Government (Regulatory Burdens) Final Report.**

## BACKGROUND

The NSW Government is currently implementing reforms recommended by the Independent Local Government Review Panel (ILGRP) and Local Government Acts (LG Acts) Taskforce. One recommendation of the ILGRP was to commission IPART to undertake a whole-of-government review of the regulatory, compliance and reporting burdens on councils

Our Governance No. 62 Cont...

IPART published a Draft Report in January 2016 which sought feedback on 49 draft recommendations. A public hearing was also held in February 2016, with participation from councils, NSW Government agencies, and industry groups.

In response to submissions to the Draft Report and feedback at the Public Hearing, IPART revised a number of recommendations between the Draft and Final Reports.

IPART revised their recommendations for the regulation of the Local Water Utilities (LWUs) and now recommend that DPI Water regulate LWUs on a catchment or regional basis using a whole-of-government, risk-based and outcomes-focused regulatory approach.

IPART also made some new recommendations in the Final Report, to:

- Review the basis on which fees are set for Development Applications (DAs).
- Allow local government access to NSW Government procurement prequalification panels.
- Address the issue of council liability for copyright material in making information about DAs available.
- Provide a mechanism to allow councils to charge for access to DAs which are currently prescribed as open access under Schedule 1 of the Government Information (Public Access) Regulation 2009.
- Provide councils with prior notification of legislative changes affecting planning certificates.

On 21 June 2019 the Minister for Local Government released the final report on the Review of the Local Government Rating System (as well as two other final reports dealing with a Review of the Local Government Rating System 2016 and the Review of Local Government Compliance and Enforcement 2014).

A number of recommendations in the IPART reports have already been implemented through other reform programs, or are currently the subject of separate consultation.

There are also a number of recommendations that the government has ruled out, because they may have adverse impacts on vulnerable members of the community, affect regional jobs and economies, or substantially increase costs for taxpayers and the broader community. (Specifically Recommendations 3 and 6 in this review).

These matters are marked "Not for consultation" on the feedback form.

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

On 25 October 2019 Consultation closes on the Review of reporting and compliance burdens on Local Government.

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

Our Governance No. 62 Cont...

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

### REPORT:

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

1. The Review of reporting and compliance burdens on Local Government:

<https://www.olg.nsw.gov.au/sites/default/files/IPART%20-%20Final%20Report%20-%20LG%20Regulatory%20Burdens.pdf>

2. The Feedback Form Reporting and Compliance Burdens upon Local Government – IPART Final Report (Regulatory Burdens)

[https://www.olg.nsw.gov.au/sites/default/files/Feedback%20Form%20%28Paper%29%20-%20IPART%20Final%20Report%20-%20Reporting%20and%20Compliance%20Burdens%20on%20Local%20Government\\_0.pdf](https://www.olg.nsw.gov.au/sites/default/files/Feedback%20Form%20%28Paper%29%20-%20IPART%20Final%20Report%20-%20Reporting%20and%20Compliance%20Burdens%20on%20Local%20Government_0.pdf)

3. Council's draft response in Powerpoint format (attached)

A draft response prepared by Council staff was distributed to Councillors in PowerPoint format via an email dated 12 September 2019.

Please note that an update to recommendations 32 will be further discussed at the Council Meeting.

Commenting on this review was more straightforward than that of the Rating Review report and Council staff have suggested agreeing with all of the recommendations available to us, however one contentious issue may be Recommendation 32.

Recommendation 32 is that the maximum periods of temporary employment be extended from 12 months to four years within any continuous period of five years, similar to Rule 10 of the Government Sector Employment Rules 2014.

This recommendation has been referred to the Staff Consultative Committee for feedback (recognising that they are a consultative committee and not a decision making body). It will be up to Council to make a final determination on this recommendation on the advice of the CE.

### COUNCIL IMPLICATIONS:

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

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

#### 2. Policy and Regulation

There could be a reduction in some of the regulatory burdens on Council if recommendations in the review are adopted.



Our Governance No. 62 Cont...

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

There may be some efficiency gains if some of the recommendations in the report are adopted.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

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

Prepared by staff member: Paul Della, Manager Finance & Technology

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

Department: Office of the Chief Corporate Officer

Attachments: **1** Attachment 6 (Attachment Booklet 4) - Review of Reporting and Compliance Burdens on Local Government (Regulatory Burdens) 63 Pages

**(ITEM RC18/19) REPORTS OF COMMITTEES & DELEGATES - SIR HENRY PARKES  
MEMORIAL SCHOOL OF ARTS JOINT MANAGEMENT COMMITTEE - 15 AUGUST 2019**

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

A meeting of the Sir Henry Parkes Memorial School of Arts Joint Management Committee was held on Thursday, 15 August 2019. Minutes of the meeting are attached.

**RECOMMENDATION**

**That the report of the Sir Henry Parkes Memorial School of Arts Joint Management Committee meeting of 14 March 2019 be received and noted.**

**ATTACHMENTS**

**1** Minutes of Meeting 3 Pages



**MINUTES OF  
SIR HENRY PARKES MEMORIAL SCHOOL  
OF ARTS JOINT MANAGEMENT  
COMMITTEE**

**THURSDAY, 15 AUGUST 2019**

MINUTES OF THE **Sir Henry Parkes Memorial School of Arts Joint Management Committee** OF TENTERFIELD SHIRE held at the Committee Room, Tenterfield Shire Council Offices on Thursday, 15 August 2019 commencing at 2.00 pm.

**ATTENDANCE**

Cr Peter Petty (Mayor)  
Cr Greg Sauer (Deputy Mayor)  
Terry Dodds (Chief Executive)  
Caitlin Reid (Actg Manager Economic Development & Community Engagement)  
Peter Jeffrey – Friends of the School of Arts  
Ian Unsworth – National Trust Australia (NSW)

**DISCLOSURE OF INTEREST:** Nil

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

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This is page 1 of the Minutes of the Sir Henry Parkes Memorial School of Arts Joint Management Committee held on Thursday, 15 August 2019

**MINUTES OF SIR HENRY PARKES MEMORIAL SCHOOL OF ARTS JOINT  
MANAGEMENT COMMITTEE** **15 AUGUST 2019**

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**APOLOGIES**

**Resolved** that the apologies from Mr Harry Bolton (Tenterfield Shire Council), Mrs Christine Denis (Friends of the School of Arts), Mr Ken Halliday (National Trust (NSW)), Clair Baddeley (National Trust (NSW)), Libby Newell (Consultant) be received and accepted.

(Peter Jeffrey/Greg Sauer)

**CONFIRMATION OF MINUTES**

**Resolved** that the Minutes of the Sir Henry Parkes Memorial School of Arts Joint Management Committee meeting held on Thursday, 14 March 2019, as circulated, be confirmed and signed as a true record of the proceedings of the meeting.

(Peter Jeffrey/Ian Unsworth)

**OFFICERS REPORTS**

**(ITEM CEO20/19) SIR HENRY PARKES MEMORIAL SCHOOL OF ARTS  
REPORT - Q4 FY19**

**SUMMARY**

This report summarises Museum/Cinema/Theatre use for April, May & June 2019.

Matters arising from the report included:

- Updates on window restoration work; and
- Updates on air conditioning work.

**Resolved** that the Report "Sir Henry Parkes Memorial School of Arts Report - Q4 FY19" be received and noted.

(Peter Jeffrey/Greg Sauer)

**(ITEM CEO21/19) SIR HENRY PARKES MEMORIAL SCHOOL OF ARTS  
REPORT - QUARTER 3 FY19**

**SUMMARY**

This report summarises Museum/Cinema/Theatre use for January, February & March 2019.

**Resolved** that the Report "Sir Henry Parkes Memorial School of Arts Report - Quarter 3 FY19" be received and noted.

(Peter Jeffrey/Greg Sauer)

**BUSINESS WITHOUT NOTICE**

Nil.

**MINUTES OF SIR HENRY PARKES MEMORIAL SCHOOL OF ARTS JOINT  
MANAGEMENT COMMITTEE** **15 AUGUST 2019**

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**NEXT MEETING**

Date to be confirmed – March 2020.

There being no further business the Chairperson declared the meeting closed at 2.17 pm.

.....  
Councillor Peter Petty  
Mayor/Chairperson

**(ITEM RC19/19) REPORTS OF COMMITTEES & DELEGATES - AUDIT & RISK COMMITTEE - 11 SEPTEMBER 2019**

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**REPORT BY:** Donald Forbes, Councillor

A meeting of the Audit & Risk Committee was held on Wednesday, 11 September 2019. Minutes of the meeting are attached.

**RECOMMENDATION**

**That the report and actions of Audit & Risk Committee Meeting of Wednesday, 11 September 2019 be received and noted.**

**ATTACHMENTS**

**1** Minutes of Meeting 4 Pages



## **MINUTES OF AUDIT & RISK COMMITTEE WEDNESDAY, 11 SEPTEMBER 2019**

MINUTES OF THE **Audit & Risk Committee** Meeting OF TENTERFIELD SHIRE held at the Tenterfield Shire Council Chamber on Wednesday, 11 September 2019 commencing at 1.07 pm.

### **ATTENDANCE**

Councillor Don Forbes (*by telephone*)  
Mr Geoff King – Independent External Member &  
Chair  
Mr Peter Sheville – Independent External Member  
(*by telephone*)

### **ALSO IN ATTENDANCE**

Executive Assistant & Media (Noelene Hyde)  
Chief Corporate Officer (Kylie Smith)  
Manager Customer Service, Governance & Records  
(Erika Bursford)  
Manager Finance & Technology (Paul Della)  
Acting Manager HR/WHS Risk Management Officer  
(Wes Hoffman)  
Financial Consultant (Igor Ivannikov)  
Jacob Sauer (Forsyths) (*by telephone*)  
David Nolan (NSW Audit Office) (*by telephone*)

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

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This is page 1 of the Minutes of the Audit & Risk Committee held on Wednesday, 11 September 2019

**MINUTES OF AUDIT & RISK COMMITTEE**

**11 SEPTEMBER 2019**

**DISCLOSURE OF INTERESTS**

| <b>Name</b>       | <b>Interest</b>   |
|-------------------|---|
| Mr Geoff King     | <ul style="list-style-type: none"> <li>• Independent Member of the City of Gold Coast Audit Committee</li> <li>• Independent Member of the Central Highlands Regional Council Audit Committee</li> <li>• Independent Chair of the Mt Isa City Council Audit &amp; Risk Management Committee</li> <li>• Member of the Business Information Systems Advisory Committee for the University of Queensland School of Business</li> </ul> |
| Mr Peter Sheville | <ul style="list-style-type: none"> <li>• Partner, BDO Thailand</li> <li>• Chair, Mackay Regional Council Audit Committee</li> </ul>   |

**APOLOGIES**

**Resolved** that the apologies of Mayor Peter Petty and Chief Executive Terry Dodds be received and accepted.

(Don Forbes/Geoff King)

**CONFIRMATION OF MINUTES**

**Resolved** that the Minutes of the Audit & Risk Committee meeting held on Wednesday, 19 June 2019, as circulated, be confirmed and signed as a true record of the proceedings of the meeting.

(Don Forbes/Peter Sheville)

**BUSINESS ARISING FROM THE MINUTES**

**ITEMS TO BE PROVIDED TO NEXT MEETING**

Outstanding actions – Erika Bursford to provide the following information to the December 2019 Audit & Risk Committee Meeting:

- Complete the Check List contained in the *NSW Treasury – Guide for Audit & Risk Committees: Compliance Management*
- Matrix of recommendations from individual audits
- Full Internal Audit Charter

**(ITEM CEO22/19) DRAFT 2018/19 FINANCIAL STATEMENTS**

**SUMMARY**

The purpose of this report is to provide a copy of the Draft 2018/19 Financial Statements to the Audit & Risk Committee for feedback and to seek the Audit & Risk Committee's endorsement for Council to refer the Financial Statements for Audit at the September Council meeting.

This is page 2 of the Minutes of the Audit & Risk Committee held on Wednesday, 11 September 2019



**MINUTES OF AUDIT & RISK COMMITTEE**

**11 SEPTEMBER 2019**

**Resolved** that:

- (1) The Audit & Risk Committee note the report.
- (2) Any comments suggestions from the Audit & Risk Committee be incorporated into the final version of the Draft Financial Statements to be presented to Council at the September Council Meeting.
- (3) The Audit & Risk Committee recommends to Council that at the September Ordinary Council meeting the draft set of Financial Statements (including any changes identified under recommendation) be referred to Council's Auditors for Audit.

(Don Forbes/Geoff King)

*Igor Ivannikov left the meeting, the time being 1.31 pm.*

**(ITEM CEO23/19) WORKPLACE HEALTH & SAFETY**

**SUMMARY**

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

Wes Hoffman updated the Committee regarding health and safety during the current fire situations.

**Resolved** that the Audit & Risk Committee:

- (1) Receive and note the current status of Council Work Health & Safety Summary; and
- (2) Recognise Wes Hoffman for his nomination and election to the position of Chair of the Northern Inland Risk Management Group.

(Don Forbes/Geoff King)

**(ITEM CEO24/19) ENTERPRISE RISK MANAGEMENT**

**SUMMARY**

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

**Resolved** that the Audit & Risk Committee receive and note the current status of Council's Enterprise Risk Management.

(Don Forbes/Peter Sheville)

**MINUTES OF AUDIT & RISK COMMITTEE**

**11 SEPTEMBER 2019**

**GENERAL BUSINESS**

**NEW RISK MANAGEMENT & INTERNAL AUDIT FRAMEWORK**

Kylie Smith tabled the *A New Risk Management & Internal Audit Framework for local councils in NSW*, advising that the document was received yesterday, hence being tabled today.

Committee members requested to provide feedback so that a response can be discussed at the December 2019 meeting prior to submission to the Office of Local Government by 31 December 2019.

**ACTION:**

**Erika Bursford** – Report for next meeting.

**DOCUMENTS TABLED FOR INFORMATION**

- Tenterfield Shire Council Audit & Risk Committee Annual Plan 2019
- Tenterfield Shire Council Internal Audit Plan

**MEETINGS FOR 2020**

Schedule of meetings of the Audit & Risk Committee for 2020.

**Resolved** that the Audit & Risk Committee meetings for 2020 be held on the first Wednesday of March, June, September and December, these dates being:

- 4 March 2020
- 3 June 2020
- 2 September 2020
- 2 December 2020

(Geoff King/Don Forbes)

**NEXT MEETING**

Wednesday, 4 December 2019 at 1.00 pm.

There being no further business the Chairperson declared the meeting closed at 1.50 pm.

.....  
Geoff King  
Chairperson

|                      |   |
|----------------------|---|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>                |
| <b>Submitted by:</b> | Executive Assistant & Media                         |
| <b>Reference:</b>    | <b>ITEM RES8/19</b>                                 |
| <b>Subject:</b>      | <b>COUNCIL RESOLUTION REGISTER - SEPTEMBER 2019</b> |

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

|                             |  |
|-----------------------------|--|
| <b>CSP Goal:</b>            | <b>Leadership</b> - LEAD 14 - Resources and advocacy of Council are aligned support the delivery of the community vision outlined in the Community Strategic Plan. |
| <b>CSP Strategy:</b>        | Council fosters a strong organisational culture which strives for best practice in all operations with a supportive corporate governance framework.                |
| <b>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 September 2019.**

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

|                               |  |
|-------------------------------|--|
| Prepared by staff member:     | Noelene Hyde, Executive Assistant & Media  |
| Approved/Reviewed by Manager: | Terry Dodds, Chief Executive   |
| Department:                   | Office of the Chief Executive  |
| Attachments:                  | <b>1</b> Attachment 7 (Attachment Booklet 29<br>5) - Resolution Register - Pages<br>September 2019 |