



QUALITY NATURE - QUALITY HERITAGE - QUALITY LIFESTYLE

BUSINESS PAPER

ORDINARY COUNCIL MEETING

WEDNESDAY, 25 NOVEMBER 2020

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 RSL Pavilion, rear Memorial Hall, Molesworth Street, Tenterfield, and via Zoom on **Wednesday, 25 November 2020** commencing at **9.30 am**.

Please note COVID-19 Regulations apply:

Due to the size of the venue and current Office of Local Government regulations, there is no capacity for members of the public to attend in person. Due to social distancing requirements some Councillors and staff members will attend the meeting via audio/visual (Zoom Meeting).

A recording of the meeting will be placed on Council's website as soon as practicable at the conclusion of the meeting.

Terry Dodds
Chief Executive

COMMUNITY CONSULTATION – PUBLIC ACCESS

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

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

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

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

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

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

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

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

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

CONFLICT OF INTERESTS

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

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

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

Remoteness

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

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

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

Relatives, Partners

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

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

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

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

No Interest in the Matter

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

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

Disclosure and participation in meetings

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

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

Participation in Meetings Despite Pecuniary Interest (S 452 Act)

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

Non-pecuniary Interests - Must be disclosed in meetings.

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

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

Disclosures to be Recorded (s 453 Act)

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

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## ORDER OF BUSINESS

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

# AGENDA

## WEBCASTING OF MEETING

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

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

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

### 1. OPENING & WELCOME

#### 2. (A) OPENING PRAYER

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

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

#### (B) ACKNOWLEDGEMENT OF COUNTRY

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

### 3. APOLOGIES

### 4. DISCLOSURES & DECLARATIONS OF INTEREST

### 5. CONFIRMATION OF PREVIOUS MINUTES

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

### 8. COMMUNITY CONSULTATION (PUBLIC ACCESS)

## **9. MAYORAL MINUTE**

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

## **11. OPEN COUNCIL REPORTS**

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Nil.

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

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

|                 |                                                          |  |
|-----------------|----------------------------------------------------------|--|
| (ITEM ECO17/20) | OFFER TO PURCHASE LOT 12 - TENTERFIELD INDUSTRIAL ESTATE |  |
|-----------------|----------------------------------------------------------|--|

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.

|                 |                                                         |  |
|-----------------|---------------------------------------------------------|--|
| (ITEM ECO18/20) | OFFER TO PURCHASE LOT 5 - TENTERFIELD INDUSTRIAL ESTATE |  |
|-----------------|---------------------------------------------------------|--|

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.

(ITEM ECO19/20) TENDER FOR BRIDGE REPLACEMENT - KANGAROO CREEK

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)) (d(iii)) 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; AND commercial information of a confidential nature that would, if disclosed (iii) reveal a trade secret.

(ITEM ECO20/20) TENDER FOR REPLACEMENT OF DEEPWATER RIVER BRIDGE

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)) (d(iii)) 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; AND commercial information of a confidential nature that would, if disclosed (iii) reveal a trade secret.

**16. MEETING CLOSED**



## **CLOSED COUNCIL**

### **Confidential Reports**

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

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

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

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

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

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

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

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

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

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

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

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

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

**(ITEM MIN14/20) 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 October 2020**

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

**ATTACHMENTS**

- 1** Minutes - Ordinary Council Meeting - 28 October 2020 15 Pages

# MINUTES



QUALITY NATURE - QUALITY HERITAGE - QUALITY LIFESTYLE

## MINUTES OF ORDINARY COUNCIL MEETING WEDNESDAY, 28 OCTOBER 2020

MINUTES OF THE **Ordinary Council Meeting** OF TENTERFIELD SHIRE held at the RSL Pavilion, rear Memorial Hall, Molesworth Street, Tenterfield on Wednesday, 28 October 2020 commencing at 9.30 am

### ATTENDANCE

Councillor Peter Petty (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)  
Acting Executive Assistant & Media (Christie Fitzpatrick)  
Chief Corporate Officer (Kylie Smith)  
Director Infrastructure (Fiona Keneally)  
Tamai Davidson (Manager Planning & Development Services)  
Heidi Ford (Manager Property & Buildings)  
Paul Della (Manager Finance & Technology)  
Harry Bolton (Manager Economic Development & Community Engagement)

*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**

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

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

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

**OPENING AND WELCOME**

**CIVIC PRAYER**

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

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

**ACKNOWLEDGEMENT OF COUNTRY**

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

**APOLOGIES**

**216/20** **Resolved** that the apology of Cr Greg Sauer be received and noted.

(Brian Murray/Michael Petrie)

**Motion Carried**

**DISCLOSURE & DECLARATIONS OF INTEREST**

**217/20** **Resolved** that the following Disclosures and Declaration of Interest be received and noted.

| <b>Name</b>       | <b>Type</b>                         | <b>Item</b>                                                |
|-------------------|-------------------------------------|------------------------------------------------------------|
| Mayor Peter Petty | Less than Significant Non Pecuniary | COM30/20 – Local Heritage Places Fund 2020/21 Applications |
| Cr John Macnish   | Less than Significant Non Pecuniary | COM30/20 – Local Heritage Places Fund 2020/21 Applications |

(Bob Rogan/Gary Verri)

**Motion Carried**

**(ITEM MIN13/20) CONFIRMATION OF PREVIOUS MINUTES**

**218/20** **Resolved** that the Minutes of the following Meetings of Tenterfield Shire Council:

- Ordinary Council Meeting – 23 September 2020
- Extraordinary Council Meeting – 1 October 2020
- Extraordinary Council Meeting – 14 October 2020

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

(Gary Verri/Michael Petrie)

**Motion Carried**

**TABLING OF DOCUMENTS**

Nil.

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

**(ITEM RC27/20) REPORTS OF COMMITTEES & DELEGATES - TOURISM ADVISORY COMMITTEE - MEETING OF 30 SEPTEMBER 2020**

**219/20** **Resolved** that the Addendum Agenda –Item RC27/20 – Report of Committees & Delegates – Tourism Advisory Committee – Meeting of 30 September 2020 be accepted and considered by the meeting.

(Bob Rogan/Brian Murray)

**Motion Carried**

**COMMUNITY CONSULTATION (PUBLIC ACCESS)**

*Due to the current COVID-19 regulations, there is no capacity for members of the public to attend due to social distancing requirements*

**MAYORAL MINUTE**

Nil.

**RECOMMENDATIONS FOR ITEMS TO BE CONSIDERED IN CONFIDENTIAL SECTION**

**220/20** **Resolved** that the following items be considered in the Confidential Section

- Item COM31/20 Purchase Of Land For Operational Purposes
- Item ECO15/20 Offer To Purchase Lot 13 - Tenterfield Industrial Park

(Michael Petrie/Tom Peters)

**Motion Carried**

**OPEN COUNCIL REPORTS**

**OUR COMMUNITY**

**(ITEM COM28/20) 2021 AUSTRALIA DAY AWARDS & AUSTRALIA DAY EVENT**

**SUMMARY**

The purpose of this report is for Council to endorse arrangements for judging of Australia Day Awards as per Council's Australia Day Awards & Citizenship Ceremonies Policy (attached) and outline recommended arrangements for the 2021 Australia Day event.

**RECOMMENDATION:**

That Council approves:

- (1) The calling of nominations for 2021 Australia Day Awards in the following categories:
  - Citizen of the Year;
  - Young Citizen of the Year;
  - Sportsperson of the Year;
  - Emergency Services Volunteer of the Year or Group;
  - Community Event of the Year.
- (2) That nominations for the 2021 Australia Day Awards open Thursday, 5 November 2020 and close at COB on Friday, 11 December 2020.
- (3) That judging by the Australia Day Selection Panel be undertaken in the Council Chamber at 10.00 am on Wednesday, 6 January 2021.
- (4) Arrangements for the 2021 Australia Day event as outlined in this report in consideration of the current COVID restrictions continuing into 2021.
- (5) Apply for grant funding through both the *\$7.5 million Australia Day 2021 COVIDsafe Events Grants* and the *\$500,000 Australia Day 2021 Event Branding Grants*. Closing date for both grants is Monday, 9 November 2020.

(Bronwyn Petrie/Gary Verri)

**SUSPENSION OF STANDING ORDERS**

**221/20** **Resolved** that Standing Orders be suspended.

(Gary Verri/Bob Rogan)

**Motion Carried**

*Standing Orders were suspended for Councillors to discuss local personalities to assist with the Australia Day Event, the time being 9.40 am.*

**RESUMPTION OF STANDING ORDERS**

**222/20** **Resolved** that Standing Orders be resumed.

(Brian Murray/Gary Verri)

**Motion Carried**

*Standing Orders were resumed with the same members present, the time being 9.52 am.*

**RESUMED - (ITEM COM28/20) 2021 AUSTRALIA DAY AWARDS & AUSTRALIA DAY EVENT**

**AMENDMENT**

Item (6) to be added as follows:

(6) Local identities be approached to assist with the event.

(Bronwyn Petrie/Gary Verri)

**Amendment Carried**

**223/20** **Resolved** that Council approves:

- (1) The calling of nominations for 2021 Australia Day Awards in the following categories:
  - Citizen of the Year;
  - Young Citizen of the Year;
  - Sportsperson of the Year;
  - Emergency Services Volunteer of the Year or Group;
  - Community Event of the Year.
- (2) That nominations for the 2021 Australia Day Awards open Thursday, 5 November 2020 and close at COB on Friday, 11 December 2020.
- (3) That judging by the Australia Day Selection Panel be undertaken in the Council Chamber at 10.00 am on Wednesday, 6 January 2021.
- (4) Arrangements for the 2021 Australia Day event as outlined in this report in consideration of the current COVID restrictions continuing into 2021.
- (5) Apply for grant funding through both the *\$7.5 million Australia Day 2021 COVIDsafe Events Grants* and the *\$500,000 Australia Day 2021 Event Branding Grants*. Closing date for both grants is Monday, 9 November 2020.
- (6) Local identities be approached to assist with the event.

(Bronwyn Petrie/Gary Verri)

**Motion Carried**

**(ITEM COM29/20) EXPRESSION OF INTEREST TO REMOVE THE BAND HALL**

**SUMMARY**

The purpose of this report is to provide Council with the two (2) expression of interest (EOI) received to acquire and remove the Band Hall in accordance with the Council Resolution. The EOI were advertised for two (2) weeks and we are now seeking Councils clarification on how to proceed.

**RECOMMENDATION:**

That Council:

- (1) Acknowledge the receipt of two (2) Expressions of Interest;
- (2) Not accept either Expression of Interests;
- (3) Proactively lobby for funding to undertake upgrades to the Band Hall.

**AMENDMENT**

Item (2) to be amended as follows:

- (2) Call for Expressions of Interest in February 2021

(Gary Verri/Not Seconded)

**Amendment Lapses**

**AMENDMENT**

Items (2) and (3) to be amended as follows:

- (2) Not accept either Expressions of Interest;
- (3) Approach the Showground Trust to see if they are interested in having the building relocated to the Showground with a further report to Council after negotiations.

(Bronwyn Petrie/Bob Rogan)

**Amendment Carried**

**224/20 Resolved that Council:**

- (1) Acknowledge the receipt of two (2) Expressions of Interest for removal of the Band Hall;
- (2) Not accept either Expressions of Interest;
- (3) Approach the Showground Trust to see if they are interested in having the building relocated to the Showground with a further report to Council after negotiations.

(Gary Verri/Michael Petrie)

**Motion Carried**



**SUSPENSION OF STANDING ORDERS**

**225/20** **Resolved** that Standing Orders be suspended.

(Brian Murray/Donald Forbes)

**Motion Carried**

*Manager Property & Buildings, Heidi Ford left the meeting, the time being 10.47 am.*

*Standing Orders were suspended and the meeting adjourned for morning tea, the time being 10.48 am.*

**RESUMPTION OF STANDING ORDERS**

**226/20** **Resolved** that Standing Orders be resumed.

(Donald Forbes/Michael Petrie)

**Motion Carried**

*The meeting resumed with the same members present, the time being 11.06 am.*

**(ITEM COM30/20) LOCAL HERITAGE PLACES FUND 2020/21 APPLICATIONS**

**SUMMARY**

The purpose of this report is to provide a summary and recommendations on community applications made under the Local Heritage Places Fund for 2020/21 for maintenance and conservation works of heritage items, within heritage conservation areas and with the support of Council's Heritage Advisor and Heritage Committee.

A total of fifteen (15) applications were received.

**227/20** **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) Redistribute any funding not accepted, or not claimed by the claim date, amongst completed projects.

(Gary Verri/Bronwyn Petrie)

**Motion Carried**

**OUR ECONOMY**

Nil.

**OUR ENVIRONMENT**

**(ITEM ENV21/20) DEVELOPMENT APPLICATION 2019.078 - BED & BREAKFAST & PART-TIME FUNCTION CENTRE - 2 YEARS, 141 MILES STREET, TENTERFIELD**

**SUMMARY**

The application seeks Council consent for the use of the existing dwelling as a Bed & Breakfast and part-time temporary use of the land for functions including weddings, open gardens and gatherings for up to ten (10) times per year.

The application was notified to adjoining owners and submissions by way of objection were received raising concerns in relation to the function centre component of the application including noise associated with functions, patrons' vehicles arriving and leaving, car parking in the street.

The application is presented to Council in accordance with part 3 of Council's Policy "Limit of Delegated Authority in Dealing with Development Applications and Complying Development Certificates", whereby three (3) or more submissions are received objecting to the development. Taking in to consideration the concerns raised and the small number of events proposed per year, it is considered that a time limited consent can be issued for the function centre component of the DA and be reviewed in consultation with neighbours at the end of this period.

The application is recommended for approval subject to conditions.

**228/20** **Resolved** that Council approve Development Application 2019.078 for the Bed & Breakfast and part-time Function Centre (2 years) subject to the Conditions contained in the Draft Development Consent at Attachment 2 (Attachment Booklet 1).

(Brian Murray/Michael Petrie)

**Motion Carried Unanimously**

*Planning Matter –requires votes to be recorded:*

- *Voting in favour of the Motion: Councillors Peter Petty, Gary Verri, John Macnish, Tom Peters, Bronwyn Petrie, Don Forbes, Brian Murray, Michael Petrie, Bob Rogan*
- *Absent: Councillor Greg Sauer*

*Manager Planning & Development Services, Tamai Davidson left the meeting, the time being 11.18am.*

**(ITEM ENV22/20) APEX PARK BORE**

**SUMMARY**

The purpose of this report is to provide Council with information to make an informed decision on the operation of Apex Park Bore as a stock water bore into the future.

**RECOMMENDATION:**

That Council:

- (1) Consider turning on Apex Park Bore for stock use from level 2 water restrictions, with activation at level 3 water restrictions and implement a payment (dispenser) system;
- (2) Consider turning on Apex Park Bore for stock use from level 2 water restrictions, with activation at level 3 water restrictions and approve the water free of charge;
- (3) Turn the Apex Park Bore on outside of drought conditions and implement a payment (dispenser) system;
- (4) Update Council's 2020/2021 Fees & Charges to include a water charge for Apex Park Bore at \$3.25/KL.

**AMENDMENT**

Remove items (1) and (2). Item (3) becomes item (1) with the following amendment:

- (1) Turn the Apex Park Bore on and implement a payment (dispenser) system, signed for Stock Use Only and with a sign saying camera surveillance.
- (2) Update Council's 2020/2021 Fees & Charges to include a water charge for Apex Park Bore at \$3.25/KL.

(Bronwyn Petrie/Gary Verri)

**Amendment Carried**

**229/20** **Resolved** that Council:

- (1) Turn the Apex Park Bore on and implement a payment (dispenser) system, signed for Stock Use Only and with a sign saying camera surveillance.
- (2) Update Council's 2020/2021 Fees & Charges to include a water charge for Apex Park Bore at \$3.25/KL.

(John Macnish/Brian Murray)

**Motion Carried**

**OUR GOVERNANCE**

**(ITEM GOV76/20) MONTHLY OPERATIONAL REPORT - SEPTEMBER 2020**

**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 2020/2021 Operational Plan.

**230/20** **Resolved** that Council receives and notes the status of the Monthly Operational Report for September 2020.

(Gary Verri/Michael Petrie)

**Motion Carried**

Manager Customer Service, Governance & Records, Erika Bursford, entered the meeting, the time being 11.40 am.

**PROCEDURAL MOTION**

**231/20** **Resolved** that Item GOV/20 - Governance - Fraud and Corruption Prevention Policy - New Policy, Item GOV68/20 - Governance - Update of Policy and Item GOV78/20 - Finance - Update of Policies be adopted together.

(Gary Verri/Bob Rogan)

**Motion Carried**

**(ITEM GOV77/20) GOVERNANCE - FRAUD AND CORRUPTION PREVENTION POLICY - NEW POLICY**

**SUMMARY**

The purpose of this report is to present to Council a new Fraud and Corruption Prevention Policy for adoption.

**231/20** **Resolved** that Council

- (1) Adopt the Draft Fraud and Corruption Prevention Policy; and
- (2) Place the Draft on public exhibition from 28 October 2020 to 11 November 2020; and
- (3) If no comments are received through the public exhibition period, adopt the attached draft Policy.

(Gary Verri/Bob Rogan)

**Motion Carried**

**(ITEM GOV68/20) GOVERNANCE - UPDATE OF POLICY**

**SUMMARY**

The purpose of this report is to update the listed policy aligned with Governance.

**231/20** **Resolved** that Council adopt the updated Records Management Policy 1.187.

(Gary Verri/Bob Rogan)

**Motion Carried**

**(ITEM GOV78/20) FINANCE - UPDATE OF POLICIES**

**SUMMARY**

The purpose of this report is to update the listed policies aligned with the Finance Department.

**231/20** **Resolved** that Council:

- (1) Adopts the updated Borrowing Policy;

- (2) Adopts the updated Rates Hardship Policy;
- (3) Adopts the updated Debt Recovery Policy;
- (4) Adopts the updated Granting of Pensioner Rate Concessions Policy; and
- (5) Adopts the updated Transfer of Land in Payment of Rates Policy.

(Gary Verri/Bob Rogan)

**Motion Carried**

Manager Customer Service, Governance & Records, Erika Bursford, left the meeting, the time being 11.44 am.

**PROCEDURAL MOTION**

- 232/20** **Resolved** that Item GOV79/20 - Finance & Accounts - Period Ended 30 September 2020, Item GOV80/20 - Capital Expenditure Report As At 30 September 2020 and Item GOV81/20 - Report On Loan Balances be adopted together.

(Gary Verri/Brian Murray)

**Motion Carried**

Revenue Officers, Penny Robertson and Penny Chisholm entered the meeting, the time being 11.45 am.

**(ITEM GOV79/20) FINANCE & ACCOUNTS - PERIOD ENDED 30 SEPTEMBER 2020**

**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.

- 232/20** **Resolved** that Council receive and note the Finance and Accounts Report for the period ended 30 September 2020.

(Gary Verri/Brian Murray)

**Motion Carried**

**(ITEM GOV80/20) CAPITAL EXPENDITURE REPORT AS AT 30 SEPTEMBER 2020**

**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.

**232/20** **Resolved** that Council receive and note the Capital Expenditure Report for the period ended 30 September 2020.

(Gary Verri/Brian Murray)

**Motion Carried**

**(ITEM GOV81/20) REPORT ON LOAN BALANCES**

**SUMMARY**

The purpose of this report is to inform Council of its loan balances as at 30 September 2020.

**232/20** **Resolved** that Council notes the loan balance as at 30 September 2020 was \$10,207,684.52 (\$10,309,615.28 as at 30 June 2020).

(Gary Verri/Brian Murray)

**Motion Carried**

**REPORTS OF DELEGATES & COMMITTEES**

**(ITEM RC23/20) REPORTS OF COMMITTEES & DELEGATES - BORDER REGIONAL ORGANISATION OF COUNCILS (BROC) - 14 AUGUST 2020**

**233/20** **Resolved** that the report of the Border Regional Organisation of Councils (BROC) meeting Friday, 14 August 2020 be received and noted.

(Peter Petty/Brian Murray)

**Motion Carried**

**(ITEM RC24/20) REPORTS OF COMMITTEES & DELEGATES - TENTERFIELD SHIRE LOCAL TRAFFIC COMMITTEE MEETING - 10 SEPTEMBER 2020**

**234/20** **Resolved** that the report of the Tenterfield Shire Local Traffic Committee meeting of Thursday, 10 September 2020 be received and noted.

(Peter Petty/Gary Verri)

**Motion Carried**

**(ITEM RC25/20) REPORTS OF COMMITTEES & DELEGATES - MURRAY DARLING ASSOCIATION INC**

**235/20** **Resolved** that Council receive and note the Minutes and Delegates Report for the Murray Darling Association Inc. for September 2020.

(Donald Forbes/Bronwyn Petrie)

**Motion Carried**

**(ITEM RC26/20) REPORTS OF COMMITTEES & DELEGATES - PARKS, GARDENS & OPEN SPACES - 24 SEPTEMBER 2020**

**236/20** **Resolved** that the report of the Parks, Gardens & Open Spaces Advisory Committee meeting of 24 September 2020 be received and noted.

(Brian Murray/Gary Verri)

**Motion Carried**

**(ITEM RC27/20) REPORTS OF COMMITTEES & DELEGATES - TOURISM ADVISORY COMMITTEE - MEETING OF 30 SEPTEMBER 2020**

**237/20** **Resolved** that the report of the Tourism Advisory Committee meeting of 30 September 2020 be received and noted.

(Bob Rogan/Brian Murray)

**Motion Carried**

**NOTICES OF MOTION**

Nil.

**RESOLUTION REGISTER**

**(ITEM RES9/20) COUNCIL RESOLUTION REGISTER - OCTOBER 2020**

**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.

**238/20** **Resolved** that Council notes the status of the Council Resolution Register to October 2020.

(Michael Petrie/Brian Murray)

**Motion Carried**

**CONFIDENTIAL BUSINESS – SUSPENSION OF STANDING ORDERS**

**239/20** **Resolved** that

- a) Standing orders be suspended and the meeting be closed to the public and members of 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/Gary Verri)

**Motion Carried**

*The recording device was turned off and the meeting moved into Closed Committee, the time being 12.43 pm.*

**(ITEM COM31/20) PURCHASE OF LAND FOR OPERATIONAL PURPOSES**

That above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 10A(2) (d(ii)) of the Local Government Act, 1993, as the matter involves 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 seek Council approval to bid for and purchase two parcels of land at the auction to be held on 20 November 2020 for the sale of land for unpaid rates.

**240/20 Resolved that Council:**

- (1) Authorise the Director Infrastructure or their delegate to bid for Lot 15 Section 44 DP758359 Allison Street, Drake, up to an amount in the report, at the auction being held on 20 November 2020 for the Sale of Land for Unpaid Rates;
- (2) Authorise the Director Infrastructure or their delegate to bid for Lot 4 Section 40 DP758359 Bruxner Highway, Drake, up to an amount in the report, at the auction being held on 20 November 2020 for the Sale of Land for Unpaid Rates;
- (3) Authorise the Chief Executive Officer to negotiate any outstanding or minor conditions in relation to the above purchases, and to be authorised to execute any documents in relation to these matters.

(Gary Verri/Bob Rogan)

**Motion Carried**

*Revenue Officers, Penny Robertson and Penny Chisholm left the meeting, the time being 1.09 pm.*

**(ITEM ECO15/20) OFFER TO PURCHASE LOT 13 - TENTERFIELD INDUSTRIAL PARK**

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

**SUMMARY**

The purpose of this report is to inform Council of an offer to purchase Lot 13 of the Tenterfield Industrial Estate.



**241/20** **Resolved** that Council agree to proceed with the sale of Lot 13 of the Tenterfield Industrial Park as stated in the report.

(Michael Petrie/Brian Murray)

**Motion Carried**

**RESUMPTION OF STANDING ORDERS**

**242/20** **Resolved** that Standing Orders be resumed.

(Brian Murray/Michael Petrie)

**Motion Carried**

*The meeting moved out of Closed Committee and the recording device was turned on, the time being 1.13 pm.*

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

**MEETING CLOSED**

There being no further business the Mayor declared the meeting closed at 1.14 pm.

.....  
Councillor Peter Petty  
Mayor/Chairperson

|                      |                                                              |
|----------------------|--------------------------------------------------------------|
| <b>Department:</b>   | <b>Engineering Department</b>                                |
| <b>Submitted by:</b> | Director Infrastructure                                      |
| <b>Reference:</b>    | <b>ITEM COM32/20</b>                                         |
| <b>Subject:</b>      | <b>REGIONAL ROAD TRANSFER AND ROAD CLASSIFICATION REVIEW</b> |

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

|                             |                                                                                                                                                                     |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <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 to advise Council on the status of the NSW Regional Road Transfer and Road Classification Review and to provide Council with the information required to resolve to support the Joint Priority Submission for Transfer of Accountabilities of Bruxner Way to the NSW Government. Other Regional roads to be considered for transfer in this report are Mount Lindesay Road and the Clarence Way.

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

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

- (1) Support the Joint Priority Submission to the NSW Road Classification Review and Regional Road Transfer for the transfer of Bruxner Way accountabilities to the NSW State Government, in conjunction with Inverell Shire Council, Moree Plains Shire Council and Gwydir Shire Council; and**
- (2) Support Kyogle Council as an affected council partner in the priority submission to the NSW Road Classification Review and Regional Road Transfer for the transfer of Mount Lindesay Road and the Clarence Way accountabilities to the NSW State Government; provided that the following conditions are met:**
  - (A) The State Government commit to maintaining and upgrading these regional roads to the current level of service as a minimum and funding is not reduced; and**
  - (B) Future maintenance of the State controlled regional road network within Tenterfield Shire Council be undertaken under a suitable contractual arrangement (similar to an RMCC) and that Council delivers these works for the NSW Government; and**

Our Community No. 32 Cont...

**(C) Funding received by Council from State and Federal Government such as FAGS and Roads to Recovery must not be reduced.**

**BACKGROUND**

In February 2019, the NSW State Government announced the initiation of a Road Reclassification Review to ensure the road classification framework is still fit for purpose and that roads across NSW are appropriately classified.

Also in February 2019, the Government announced that up to 15,000 km of Council owned roads would be returned to State management as part of a broader package of support for local councils to better manage and maintain the rural road network.

An Independent Panel was established in 2020 to make recommendations for consideration by the NSW Government.

The indicative timeframe for the process was updated in September 2020 and is shown below:

| Key Steps                                                                                                                                                                                                              | Timing             |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| Panel appointed                                                                                                                                                                                                        | February 2020      |
| Draft Terms of Reference released for council feedback                                                                                                                                                                 | February 2020      |
| Terms of Reference established                                                                                                                                                                                         | June 2020          |
| Information Paper released                                                                                                                                                                                             | June 2020          |
| Consultation period                                                                                                                                                                                                    | July - August 2020 |
| Consultation report provided to Minister's Office                                                                                                                                                                      | September 2020     |
| Deadline for nominations on all roads proposed for priority and non-priority reclassification and/or transfer                                                                                                          | September 2020     |
| Priority submissions open                                                                                                                                                                                              | November 2020      |
| Priority submissions close                                                                                                                                                                                             | December 2020      |
| Provide interim report to Minister for Regional Transport and Roads including proposed priority list of roads to be transferred to state ownership                                                                     | January 2021       |
| Submissions for full round open                                                                                                                                                                                        | March 2021         |
| Submissions for full round close                                                                                                                                                                                       | May 2021           |
| Independent Panel delivers final report and recommendations through the Minister for Regional Transport and Roads for consideration by the NSW Government on the Regional Road Transfer and Road Classification Review | July 2021          |

The Bruxner Way traverses four (4) local government areas: Tenterfield, Moree Plains, Gwydir and Inverell and the Councils have acknowledged the importance of this road as a strategic transport link between the source of significant primary production and markets. A Joint Committee was formed between the Councils in 2018 and the number one objective of the Group is to have the NSW Government reclassify the road as a State Highway.

Mount Lindesay Road has received grant funding for upgrades between Woodenbong and Legume and for sealing a further two (2) unsealed sections, totaling approximately 4.2 km. Currently, in the order of 7.6 km will remain unsealed at the completion of the financial year.

Our Community No. 32 Cont...

**REPORT:**

Nominations on all roads proposed for priority and non-priority reclassification and/or transfer, closed in September 2020. Council nominated all Regional Roads within the Local Government Area, with Bruxner Way being a priority joint nomination including affected Council partners - Inverell, Moree Plains and Gwydir Shire Councils.

Priority joint nominations as an affected Council partner with Kyogle Council for both Mount Lindesay Road and Clarence Way were also submitted.

Council has now been selected to make a priority submission in relation to the following regional roads:

- Bruxner Way
- Mount Lindesay Road
- Clarence Way

This priority round is a small, introductory round of the Road Classification Review and Transfer project designed to capture a limited number of urgent cases. The Panel are seeking roads which may pose a risk to the safety of road users, are not able to be supported by Council, meet Government commitments, or provide network adjustments which formally clarify management arrangements which are already in place. This priority round will also test the approach to ensure the assessment framework is operating well for the benefit of the full submission process.

A submission for transfer is to be made where the road is currently classified as a Regional Road and continues to fill that function in line with the criteria outlined in the Information Paper (Attachment 1 (Attachment Booklet 1)), but where Council wishes to propose transfer of the road to State management.

A submission for reclassification is to be made where the submission is making a case that the classification of the road has changed in line with the criteria for characteristics and function of the road outlined in the Information Paper (Attachment 1 (Attachment Booklet 1)).

It is recommended that Council make a priority submission for the transfer of Bruxner Way and support Kyogle Council as an affected partner in the priority submissions of Mount Lindesay Road and Clarence Way, provided that the following conditions are met:

- (a) The NSW State Government commit to maintaining and upgrading these Regional Roads to the current level of services as a minimum and funding is not reduced;
- (b) Future maintenance of the State controlled Regional Network within Tenterfield Shire Council be undertaken under a suitable contractual arrangement (similar to that of an RMCC) and that Council delivers these works for the NSW Government; and
- (c) Funding received by Council from State and Federal Government such as FAGS and Roads to Recovery must not be reduced.

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

Nil

Our Community No. 32 Cont...

## 2. Policy and Regulation

- Nil

## 3. Financial (Annual Budget & LTFP)

Transfer of accountabilities contingent on a State Government commitment that funding is not reduced in the form of FAGS, Roads to Recovery, TfNSW Block and REPAIR grants will ensure that Council will not be negatively impacted financially, and costs associated with road improvements would be the responsibility of the State Government.

## 4. Asset Management (AMS)

The current annual depreciation liability expenditure for each mentioned road (prior to any grant funded improvements being undertaken during the 20/21 financial year) is:

- |                             |              |
|-----------------------------|--------------|
| • MR462 Bruxner Way         | \$485,577.00 |
| • MR622 Mount Lindesay Road | \$750,713.00 |
| • MR361 Clarence Way        | \$ 23,365.00 |

If the conditions are met, Council costs associated with road asset backlog would be the responsibility of the State Government.

## 5. Workforce (WMS)

There is currently insufficient information available to predict workforce impacts. A key risk to be considered is to what extent maintenance resources may be affected without the funding Council currently receives under the TfNSW Block and REPAIR Grants for Regional roads.

## 6. Legal and Risk Management

Key risks to consider should the transfer of Regional Roads occur and conditions are not met:

- Future funding through FAGS, Roads to Recovery, TfNSW Block and Repair grants;
- Workforce implications and impact on operational workforce;
- Level of service provided by State Government may not be the same or improved.

## 7. Performance Measures

Transfer of accountabilities contingent on a State Government commitment that Council continues to deliver the services on these roads within the LGA would maintain a continued involvement from Council in the service levels provided to our community and ensure minimal impact on Council's workforce.

## 8. Project Management

Nil

**Fiona Keneally**  
Director Infrastructure

## Our Community No. 32 Cont...

Prepared by staff member: Fiona Keneally  
Approved/Reviewed by Manager: Fiona Keneally, Director Infrastructure  
Department: Engineering Department  
Attachments: **1** Attachment 1 (Attachment Booklet 1) - Road Classification Review & Transfer nformation Paper 21 Pages

|                      |                                                     |
|----------------------|-----------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>                |
| <b>Submitted by:</b> | Manager Economic Development & Community Engagement |
| <b>Reference:</b>    | <b>ITEM ECO16/20</b>                                |
| <b>Subject:</b>      | <b>ANGRY BULL MOUNTAIN BIKE BUSINESS CASE 2020.</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**

This report is to present the Regional Development Australia – Northern Inland NSW, Business Case for the Angry Bulls Mountain Bike Trails.

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

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

- (1) Consider the allocation of \$30,000 for a Feasibility Study as per Council Resolution 116/20 Item (b); and**
- (2) Commits to supporting the development of mountain biking within the Tenterfield Shire.**

#### **BACKGROUND**

At the Ordinary Council Meeting of 24 June 2020 Council resolved the following:

##### **Motion 116/20 – Item 18**

- (a) Include the exhibited budget consideration of \$25,000 in the 2020/2021 Operational Plan to be allocated for a Business Case for the Angry Bull Mountain Bike Proposal to be conducted through Regional Development Australia. The project funding will be subject to the execution of a Local Government funding agreement; and*
- (b) On the successful completion of Item (18) (a), a report comes back to Council for consideration of the allocation of an additional \$30,000 for a Feasibility Study, including trail mapping. This allocation of funds and the arrangements described above be subject to a mutual agreement between Angry Bull Mountain Bike Trails and Tenterfield Shire Council.*

As stated in Motion 116/20 18 (a) – the allocation of \$25,000 for the development of a Business Case study has been undertaken by Regional Development Australia from the Operational Plan budget 2020/2021 has now been completed.

Please refer to Attachment 2 (Attachment Booklet 1) – Angry Bull Mountain Trails Business Case dated October 2020.

#### **REPORT:**

The Business Case outline clearly demonstrates the benefits of this project to our community and Shire.

## Our Economy No. 16 Cont...

Recommendations capture a way forward through a series of phases including development of mapping, surveying, trailhead location and track design.

Communication strategies are outlined and target specific grant funding applications and required approval processes. Governance framework, engagement with the local business community and connection with key strategic partners are identified.

The Business Case articulates clearly that this project is worthwhile in proceeding to the next stage of the Angry Bull Trails project. There was an overwhelming positive response to the community engagement surveys in support of this project.

It is envisaged that this project will boost economic and social outcomes in the Tenterfield area and additional economic benefits for New South Wales. This project has the ability to attract interstate visitors also. The Case Study captures goals to improve and stimulate the local economy and improve the socio-economic performance within the Tenterfield Local Government Area.

The report does confirm the need for funding assistance if the project is to proceed. The report captures information about our economy, tourism, strategic alignment and anticipated positive outcomes for the project.

The Business Case explores options of value adding to our local economy and is envisaged to provide much needed new employment opportunities for local residents including possible pathways to employment for school leavers, long and short term job seekers and the creation of new industries and growth of our hospitality and tourism sector.

The Angry Bulls Business Case clearly outlines the overwhelming possibilities that a mountain bike industry would bring to our region. Increase to visitor number, development of new businesses, training and new opportunities for youth employment and additional social bridging opportunities.

### **COUNCIL IMPLICATIONS:**

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

To date community engagement has included the following agencies:

- Forestry Corporation NSW
- Local Land Services
- Crown Lands
- National Parks Wildlife Service

In addition community engagement and communication has included:

- Councillor Workshop
- Community Presentations.
- Community Surveys

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

Nil.



Our Economy No. 16 Cont...

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

Currently there is no budget allocation pertaining to this project for future funding from the Operational Plan.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Manager Economic Development & Community Engagement to continue to collaborate with Angry Bull Mountain Bike Trails.

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

|                               |                                                                                                                                        |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| Prepared by staff member:     | Harry Bolton                                                                                                                           |
| Approved/Reviewed by Manager: | Terry Dodds, Chief Executive                                                                                                           |
| Department:                   | Office of the Chief Executive                                                                                                          |
| Attachments:                  | <b>1</b> Attachment 2 (Attachment Booklet 1) - Angry Bull Mountain Bike Trails Business Case - Regional Development Australia 67 Pages |

|                      |                                                  |
|----------------------|--------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>             |
| <b>Submitted by:</b> | Executive Assistant & Media                      |
| <b>Reference:</b>    | <b>ITEM GOV82/20</b>                             |
| <b>Subject:</b>      | <b>MONTHLY OPERATIONAL REPORT - OCTOBER 2020</b> |

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**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.                                                                                    |

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**SUMMARY**

The purpose of this report is to provide a standing monthly report to the Ordinary Meeting of Council that demonstrates staff accountabilities and actions taken against Council's 2020/2021 Operational Plan.

**OFFICER'S RECOMMENDATION:**

**That Council receives and notes the status of the Monthly Operational Report for October 2020.**

**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: **1** Attachment 3 (Attachment Booklet 93  
 2) - Monthly Operational Report - Pages  
 October 2020

|                      |                                                          |
|----------------------|----------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>             |
| <b>Submitted by:</b> | Manager Customer Service, Governance & Records           |
| <b>Reference:</b>    | <b>ITEM GOV83/20</b>                                     |
| <b>Subject:</b>      | <b>TENTERFIELD SHIRE COUNCIL ANNUAL REPORT 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 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 for Council to receive the Annual Report, inclusive of the Annual Financial Statements, for the financial year ending 30 June 2020.

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

**That Council receive and adopt the Annual Report for 2019/2020.**

#### **BACKGROUND**

Council must prepare an Annual Report in accordance with the *Local Government Act 1993*, Section 428.

- (1) *Within 5 months after the end of each year, a Council must prepare a report (its "Annual Report") for that year reporting as to its achievements in implementing its Delivery Program and the effectiveness of the principal activities undertaken in achieving the objectives at which those principal activities are directed.*
- (2) *The Annual Report in the year in which an Ordinary Election of Councillors is to be held must also report as to the Council's achievements in implementing the Community Strategic Plan over the previous four years.*
- (3) *An Annual Report must be prepared in accordance with the guidelines under Section 406.*
- (4) *An Annual Report must contain the following:*
  - (a) *a copy of the Council's audited financial reports prepared in accordance with the Local Government Code of Accounting Practice and Financial Reporting published by the Department, as in force from time to time,*
  - (b) *such other information or material as the regulations or the guidelines under section 406 may require.*
- (5) *A copy of the Council's Annual Report must be posted on the Council's website and provided to the Minister and such other persons and bodies as the Regulations may require. A copy of a Council's Annual Report may be provided to the Minister*

Our Governance No. 83 Cont...

*by notifying the Minister of the appropriate URL link to access the report on the Council's website.*

**REPORT:**

In accordance with the Act, Council staff have contributed to the development of the Annual Report and the audited Financial Statements.

The Annual Report consists of several sections commencing with the Mayor's and Chief Executive's messages, followed by statistics about the Shire, our achievements over the year against the Community Strategic Plan directions, and statutory reporting items.

**COUNCIL IMPLICATIONS:**

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

Council meets its commitment to inform, consult and involve by annually reporting on its Annual Report and audited Financial Statements via its open Ordinary Meeting.

**2. Policy and Regulation**

- NSW Local Government Act 1993;
- NSW Local Government (General) Regulation 2005.

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

Nil.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

The Annual Report is a statutory requirement. Failure to lodge the Report would result in a significant risk to Council of being non-compliant under the Local Government Act 1993.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

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

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|                               |                                                                                                            |
|-------------------------------|------------------------------------------------------------------------------------------------------------|
| Prepared by staff member:     | Erika Bursford, Manager Customer Service,<br>Governance & Records                                          |
| 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) - Tenterfield Shire Council Annual Report 2019-2020 174 Pages |

|                      |                                          |
|----------------------|------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>     |
| <b>Submitted by:</b> | Executive Assistant & Media              |
| <b>Reference:</b>    | <b>ITEM GOV84/20</b>                     |
| <b>Subject:</b>      | <b>CIVIC OFFICE - UPDATE OF POLICIES</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 make obsolete the listed policy aligned with Civic Office.

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

**That Council make obsolete the Expenditure Authority for the Mayor and Chief Executive Policy 1.050.**

#### **BACKGROUND**

Many of Council's policies are due for review and update onto the new policy template. Policies which are covered by Legislation or Division of Local Government Guidelines and Circular documents should be made obsolete. This Policy provides no guidance on administrative matters and as such it is recommended that it be made obsolete.

#### **REPORT:**

The following Civic Office policy is presented for consideration of Council to make obsolete:

- Expenditure Authority for the Mayor and Chief Executive- Policy 1.050.

#### **COUNCIL IMPLICATIONS:**

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

Policy documents provide guidance to staff and clear guidelines on Council business to the community. The policy is made obsolete as it pertains to application of S377 of the NSW Local Government Act.

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

- Local Government Act 1993
- Local Government (Regulations) 2005

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

Nil

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

Nil.

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**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Up to date and clear policies assists in mitigating the risk of staff not abiding by the Local Government Act 1993, Local Government (General) Regulations and other legislative requirements.

**7. Performance Measures**

Council's policies are current, up to date and readily available to the community and Council staff.

**8. Project Management**

Nil.

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

|                               |                                                                                                                     |                  |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------|------------------|
| Prepared by staff member:     | Noelene Hyde                                                                                                        |                  |
| Approved/Reviewed by Manager: | Terry Dodds, Chief Executive                                                                                        |                  |
| Department:                   | Office of the Chief Executive                                                                                       |                  |
| Attachments:                  | <b>1</b> Attachment 5 (Attachment Booklet 4) Expenditure Authority for the Mayor and Chief Executive - Policy 1.050 | <b>1</b><br>Page |

|                      |                                                        |
|----------------------|--------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>           |
| <b>Submitted by:</b> | Manager Planning & Development Services                |
| <b>Reference:</b>    | <b>ITEM GOV85/20</b>                                   |
| <b>Subject:</b>      | <b>PLANNING &amp; DEVELOPMENT - UPDATE OF POLICIES</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 make obsolete the listed policy aligned with Planning and Development Services.

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

**That Council make obsolete the Building Control – Building Lines Policy No. 3.020.**

#### **BACKGROUND**

Council policies are instruments that communicate decisions and directions for pursuing Council's specific goals. Regular reviews of Council policies are required, to maintain currency of these decisions and directions, and to ensure policies are delivering the outcomes desired from such policies. The Building Control - Building Lines Policy is covered under Chapter 3 of *Tenterfield Development Control Plan 2014*.

#### **REPORT:**

The following policy is presented to Council for consideration:

- Make obsolete the Building Control – Building Lines Policy No. 3.020.

The policy was originally adopted by Council in 2000 to ensure consistency with building lines for residential developments. The existing policy in its entirety is copied below.

The requirements of the policy were incorporated in to the *Tenterfield Development Control Plan 2014* and as such the policy is now obsolete.



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**Introduction:**

Inconsistency with building lines for residential developments has occurred in the past and this policy establishes simple and uniform guidelines to aid developers.

**Policy:**

That the building line for all residential buildings erected in the Shire be six (6) metres from the front alignment and in the case of corner allotments, at four (4) metres to that alignment.

**COUNCIL IMPLICATIONS:**

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

The existing policy was developed in accordance with the engagement process at the time of writing. Exhibition of rescission of the policy is not required.

**2. Policy and Regulation**

- Environmental Planning & Assessment Act, 1979

**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:     | Tamai Davidson                            |
| Approved/Reviewed by Manager: | Kylie Smith, Chief Corporate Officer      |
| Department:                   | Office of the Chief Corporate Officer     |
| Attachments:                  | There are no attachments for this report. |

|                      |                                                                   |
|----------------------|-------------------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>                      |
| <b>Submitted by:</b> | Corporate Administration Officer                                  |
| <b>Reference:</b>    | <b>ITEM GOV86/20</b>                                              |
| <b>Subject:</b>      | <b>REGULATORY &amp; OPEN SPACE - UPDATE OF LOCAL LAW POLICIES</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 update the listed policies and place on public exhibition for a period of 42 days.

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

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

- (1) Endorse and place on public exhibition in accordance of Part 3, Section 160 of the Local Government Act 1993 No 30, the updated Local Orders for the Keeping of Animals in Urban Areas of Tenterfield Shire Policy – 3.120. If no submissions are received, adopt the updated Policy; and**
- (2) Endorse and place on public exhibition in accordance of Part 3, Section 160 of the Local Government Act 1993 No 30. the updated Enforcement Policy for Unlawful Activities – 1.051. If no submissions are received, adopt the updated Policy; and**
- (3) Endorse and place on public exhibition in accordance of Part 3, Section 160 of the Local Government Act 1993 No 30. the updated Local Orders Policy - 3.123. If no submissions are received, adopt the updated Policy.**

#### **BACKGROUND**

Many of Council's policies are due for review and update onto the new policy template. Policies which are covered by Legislation or Division of Local Government Guidelines and Circular documents should be made obsolete.

#### **REPORT:**

The following Corporate Office policies are presented for consideration of Council:

- Update – Local Orders for the Keeping of Animals in Urban Areas of Tenterfield Shire Policy – 3.120;
- Update Enforcement Policy for Unlawful Activities – 1.051; and
- Update – Local Orders Policy – 3.123.

Our Governance No. 86 Cont...

## **COUNCIL IMPLICATIONS:**

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

Policy documents provide guidance to staff and clear guidelines on Council business to the community.

Public exhibition of amendments to reflect organisational updates is required for forty-two (42) days. Submissions may be made up to 42 days when placed on exhibition.

Should no submissions be received for each of the exhibited policies, each policy will be adopted as exhibited after the closing date of submissions.

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

- Local Government Act 1993
- Local Government (General) Regulations 2005
- Apiaries Act 1985
- Companion Animals Act 1998
- Companion Animals Amendment Act 2001 and 2006
- Companion Animals Regulation
- Environmental Planning and Assessment Act 1997
- Exhibited Animals Protection Act 1986
- Food Act 2003
- Food Regulation 2015
- Home Building Act 1989
- National Parks and Wildlife Act 1974
- Non-Indigenous Animals Act 1997
- Public Health Regulation 2012
- Public Health (General) Regulation 2002
- Protection of the Environment Operations Act 1998
- Swimming Pool Act 1992
- Water Management Act 2000

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

Nil.

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

Nil.

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

Nil.

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

Up to date and clear policies assists in mitigating the risk of staff not abiding by the Local Government Act 1993, Local Government (General) Regulations and other legislative requirements.

### **7. Performance Measures**

Council's policies are current, up to date and readily available to the community and Council staff.

### **8. Project Management**

Nil.

Our Governance No. 86 Cont...

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

|                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Prepared by staff member:     | Jodie Condrick/Mark Cooper                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Approved/Reviewed by Manager: | Kylie Smith, Chief Corporate Officer                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Department:                   | Office of the Chief Corporate Officer                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Attachments:                  | <ol style="list-style-type: none"><li><b>1</b> Attachment 6 (Attachment Booklet 4) - Revised Local Orders for the Keeping of Animals in Urban Areas of Tenterfield Shire - Policy No. 3.120 12 Pages</li><li><b>2</b> Attachment 7 (Attachment Booklet 4) - Revised Enforcement Policy for Unlawful Activities - Policy No. 1.051 9 Pages</li><li><b>3</b> Attachment 8 (Attachment Booklet 4) - Revised Local Orders - Policy No. 3.123 42 Pages</li></ol> |

|                      |                                                         |
|----------------------|---------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>            |
| <b>Submitted by:</b> | Corporate Administration Officer                        |
| <b>Reference:</b>    | <b>ITEM GOV87/20</b>                                    |
| <b>Subject:</b>      | <b>REGULATORY &amp; OPEN SPACE - UPDATE OF POLICIES</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 update the listed policies aligned with Corporate Office.

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

**That Council adopt:**

- (1) The updated Fund Raising Stalls Policy - 1.060; and**
- (2) The updated Busking Policy - 3.022.**

#### **BACKGROUND**

Many of Council's policies are due for review and update onto the new policy template. Policies which are covered by Legislation or Division of Local Government Guidelines and Circular documents should be made obsolete.

#### **REPORT:**

The following Corporate Office policies are presented for consideration of Council:

- Update – Fundraising Stalls Policy - 1.060
- Update – Busking Policy - 3.022

#### **COUNCIL IMPLICATIONS:**

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

Policy documents provide guidance to staff and clear guidelines on Council business to the community.

Given that the policy intent and content have not been altered, only the format into the new policy template, Council will not exhibit the policy's as they are only for readopting of the current policy position.

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

- Local Government Act 1993
- Local Government (Regulations) 2005
- Local Approvals Policy – 3.121
- NSW Food Act 2003

Our Governance No. 87 Cont...

- NSW Food Regulations 2010
- Australia New Zealand Food Standard Code (FSANZ)

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

Nil.

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

Nil.

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

Nil.

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

Up to date and clear policies assists in mitigating the risk of staff not abiding by the Local Government Act 1993, Local Government (General) Regulations and other legislative requirements.

### **7. Performance Measures**

Council's policies are current, up to date and readily available to the community and Council staff.

### **8. Project Management**

Nil.

**Kylie Smith**  
Chief Corporate Officer

|                               |                                                                                            |         |
|-------------------------------|--------------------------------------------------------------------------------------------|---------|
| Prepared by staff member:     | Jodie Condrick/Mark Cooper                                                                 |         |
| Approved/Reviewed by Manager: | Kylie Smith, Chief Corporate Officer                                                       |         |
| Department:                   | Office of the Chief Corporate Officer                                                      |         |
| Attachments:                  | <b>1</b> Attachment 9 (Attachment Booklet 5) - Updated Fund Raising Stalls Policy No 1.060 | 7 Pages |
|                               | <b>2</b> Attachment 10 (Attachment Booklet 5) - Updated Busking Policy No 3.022            | 6 Pages |

|                      |                                                             |
|----------------------|-------------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>                |
| <b>Submitted by:</b> | Corporate Administration Officer                            |
| <b>Reference:</b>    | <b>ITEM GOV88/20</b>                                        |
| <b>Subject:</b>      | <b>REGULATORY &amp; OPEN SPACE - RESCISSION OF POLICIES</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 update and make obsolete the listed policies aligned with the Corporate Office.

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

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

- (1) Make obsolete the Impounding – Abandoned Motor Vehicles Policy 3.090; and**
- (2) Make obsolete the Class 4 Noxious Weeds Program Policy 3.031; and**
- (3) Make obsolete the Noxious Weeds Policy 3.140.**

#### **BACKGROUND**

Many of Council's policies are due for review and update onto the new policy template. Policies which are covered by Legislation or Division of Local Government Guidelines and Circular documents should be made obsolete.

#### **REPORT:**

The following Corporate Office policies are presented for consideration of Council:

- Make obsolete the Impounding – Abandoned Motor Vehicles Policy 3.090; as this is addressed in the Impounding Act 1993 .
- Make obsolete the Class 4 Noxious Weeds Program Policy 3.031; as this is addresses in the Noxious Weeds Act 1993.
- Make obsolete the Noxious Weeds Policy 3.140; as this is addresses as this is addressed in the Noxious Weeds Act 1993.

#### **COUNCIL IMPLICATIONS:**

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

Policy documents provide guidance to staff and clear guidelines on Council business to the community.

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## 2. Policy and Regulation

- Local Government Act 1993
- Local Government (Regulations) 2005
- Noxious Weeds Act 1993
- Impounding Act 1993

## 3. Financial (Annual Budget & LTFFP)

Nil.

## 4. Asset Management (AMS)

Nil.

## 5. Workforce (WMS)

Nil.

## 6. Legal and Risk Management

Up to date and clear policies assists in mitigating the risk of staff not abiding by the Local Government Act 1993, Local Government (General) Regulations and other legislative requirements as listed above.

## 7. Performance Measures

Council's policies are current, up to date and readily available to the community and Council staff.

## 8. Project Management

Nil.

**Kylie Smith**  
Chief Corporate Officer

|                               |                                                                                                                                                                                                                                                                                                                                                                                       |                                                           |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| Prepared by staff member:     | Jodie Condrick; Mark Cooper                                                                                                                                                                                                                                                                                                                                                           |                                                           |
| Approved/Reviewed by Manager: | Kylie Smith, Chief Corporate Officer                                                                                                                                                                                                                                                                                                                                                  |                                                           |
| Department:                   | Office of the Chief Corporate Officer                                                                                                                                                                                                                                                                                                                                                 |                                                           |
| Attachments:                  | <ol style="list-style-type: none"> <li><b>1</b> Attachment 11 (Attachment Booklet 5) - Make Obsolete - Impounding - Abandoned Motor Vehicles Policy 3.090</li> <li><b>2</b> Attachment 12 (Attachment Booklet 5) - Make Obsolete - Class 4 Noxious Weeds Program 3.031</li> <li><b>3</b> Attachment 13 (Attachment Booklet 5) - Make Obsolete - Noxious Weeds Policy 3.140</li> </ol> | <p>6<br/>Pages</p> <p>4<br/>Pages</p> <p>12<br/>Pages</p> |



|                      |                                                                         |
|----------------------|-------------------------------------------------------------------------|
| <b>Department:</b>   | <b>Engineering Department</b>                                           |
| <b>Submitted by:</b> | Manager Asset & Program Planning                                        |
| <b>Reference:</b>    | <b>ITEM GOV89/20</b>                                                    |
| <b>Subject:</b>      | <b>ASSET &amp; PROJECT PLANNING - UPDATE OF ASSET MANAGEMENT POLICY</b> |

|                                                               |                                                                                                                                                                                                                        |
|---------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                                                                                                                                                        |
| <b>CSP Goal:</b>                                              | <b>Leadership</b> - LEAD 14 - Resources and advocacy of Council are aligned support the delivery of the community vision outlined in the Community Strategic Plan.                                                     |
| <b>CSP Strategy:</b>                                          | Council has in place and adheres to a robust asset management framework that ensures existing and future infrastructure is affordable, funded and maintained to service the existing community and future generations. |
| <b>CSP Delivery Program</b>                                   | Make prioritised decisions in the long-term interest of the broad community and have regard to financial and infrastructure sustainability.                                                                            |

## SUMMARY

The purpose of this report is to provide a review Council's Asset Management Policy 1.014.

## OFFICER'S RECOMMENDATION:

**That Council receive and adopt the revised Asset Management Policy No. 1.014.**

## BACKGROUND

Council's Asset Management Policy 1.014 is due for review in November 2020 and this report presents the Policy for adopting as an updated version.

## REPORT:

Council's Asset Management Policy seeks to provide direction for the management of Council assets ensuring that Council is able to best deal with the delivery of services and infrastructure to meet community needs.

Council has an Asset Management Strategy that links the objectives of the Community Strategic Plan to delivery of sustainable services and long term financial management of assets.

## COUNCIL IMPLICATIONS:

- 1. Community Engagement / Communication (per engagement strategy)**  
No community consultation has been undertaken as there are no significant alteration to the policy content.
- 2. Policy and Regulation**  
The current policy is due for review in November 2020.

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

This policy assists by providing clarity to stakeholders for the requirements in financing the maintenance and renewal of assets.

**4. Asset Management (AMS)**

The revision of the policy meets a Council Asset Management Strategy requirement, included under the Asset Management Improvement Plan, to maintain a current and up-to-date asset management policy and strategy.

**5. Workforce (WMS)**

No implications.

**6. Legal and Risk Management**

The revision of the policy ensures Council aims for all assets to perform within current legislation and standards.

**7. Performance Measures**

No implications.

**8. Project Management**

The review of this policy does not require any change to project management.

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

|                               |                                                                                  |         |
|-------------------------------|----------------------------------------------------------------------------------|---------|
| Prepared by staff member:     | David Counsell                                                                   |         |
| Approved/Reviewed by Manager: | Fiona Keneally, Director Infrastructure                                          |         |
| Department:                   | Engineering Department                                                           |         |
| Attachments:                  | <b>1</b> Attachment 14 (Attachment Booklet 5) - Asset Management Policy No 1.014 | 6 Pages |

|                      |                                                                                 |
|----------------------|---------------------------------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>                                    |
| <b>Submitted by:</b> | Manager Finance & Technology                                                    |
| <b>Reference:</b>    | <b>ITEM GOV90/20</b>                                                            |
| <b>Subject:</b>      | <b>PRESENTATION OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 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 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 present to Council the audited Financial Statements for the year ended 30 June 2020, in accordance with the provisions of Section 418 of the *Local Government Act 1993*.

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

**That Council notes the audited Annual Financial Statements for the year ended 30 June 2020.**

#### **BACKGROUND**

The Local Government Act 1993 contains specific requirements to be followed in relation to the presentation of Council's statutory Financial Statements. In summary the procedures are listed below:

1. The prepared Financial Statements are required to contain certificates to be signed in accordance with a resolution of Council. Council authorised the signing of the certificates by resolution at the Ordinary Meeting held on 23 September 2020.
2. The Financial Statements and certificates referred to in item one (1) are then referred to Council's Auditor.
3. As soon as practical after receiving the Auditor's Report, Council must forward a copy of the audited Financial Statements to the Office of Local Government (OLG). These documents were forwarded to the OLG on Friday 30<sup>th</sup> October 2020.
4. A public notice must be provided of Council's intention to present its audited Financial Statements. Council provided a public notice which was published in in the Tenterfield Star on 5 November 2020, Our Local News on 16 November 2020 and Council's website.
5. Anyone can make written submissions to Council regarding its audited Financial Statements or Auditor's Reports for a period of 7 (seven) days after the reports have been presented to Council.

It should be noted that Council's Auditors attended the September Audit & Risk Committee meeting where the draft financial statements were presented and where the

Our Governance No. 90 Cont...

Committee recommended that Council should refer the Draft Statements for Audit, which Council did at the September Ordinary Council meeting.

**REPORT:**

The Auditor's Report states that Council's accounting records have been kept in accordance with relevant legislation and accounting policies.

Council's Financial Statements and Key Performance Indicators for the year ended 30 June 2020 reveal that Council's financial position, while reasonable, declined significantly during the course of 2019/20 because of factors such as the drought and bushfires. This is highlighted by the various operating and capital ratios highlighted below.

A summary of the key figures are listed as follows:

**Overall Result:**

The Income Statement identified a profit of \$6.032M (\$10.270M in 2018/19).

Council's operating position excluding capital income and capital contributions is unfavourable, with an operating position after these items of (\$307K) (\$831K favourable in 2018/19). It should be noted that this result did not change significantly from the draft Financial Statements presented to Council at the September Ordinary Council meeting, with the only difference to the operating position from the draft statements being an improvement of \$33K as a result of additional interest income being recorded.

**Results by Fund**

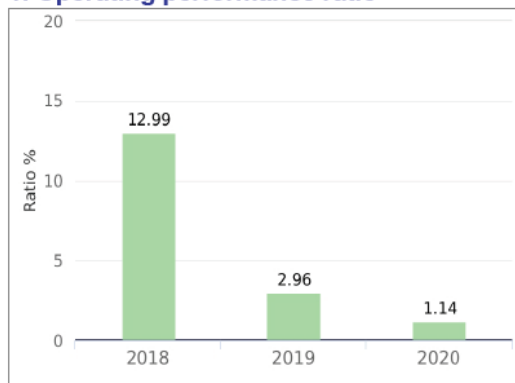
As per Note 27 of the General Purpose Financial Statements, excluding capital income and capital contributions, the Water Fund made a loss of \$328K (\$279K loss in 2018/19); the Sewer Fund made a surplus of \$771K (\$439K in 2018/19) and the General Fund made a loss of \$750K (\$671K surplus in 2017/18).

**Financial Graphs and Ratios**

Council's financial performance can also be seen in the following graphs of the operating financial ratios:

Our Governance No. 90 Cont...

**1. Operating performance ratio**



**Purpose of operating performance ratio**

This ratio measures Council's achievement of containing operating expenditure within operating revenue.

**Commentary on 2019/20 result**

**2019/20 ratio 1.14%**

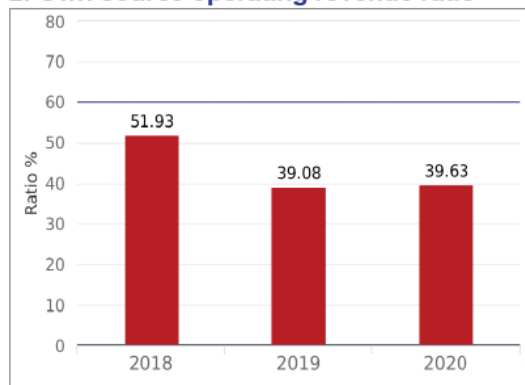
While still a positive result, the reduction in this ratio is indicative of reduced income from water consumption fees due to the drought, increased testing and treatment costs due to the water quality issues as a result of bushfires, additional costs associated with water augmentation to secure Tenterfield's water supply for the future (eg bores) and additional costs associated with COVID-19.

Benchmark: — > 0.00%

Source of benchmark: Code of Accounting Practice and Financial Reporting #28

- Ratio achieves benchmark
- Ratio is outside benchmark

**2. Own source operating revenue ratio**



**Purpose of own source operating revenue ratio**

This ratio measures fiscal flexibility. It is the degree of reliance on external funding sources such as operating grants and contributions.

**Commentary on 2019/20 result**

**2019/20 ratio 39.63%**

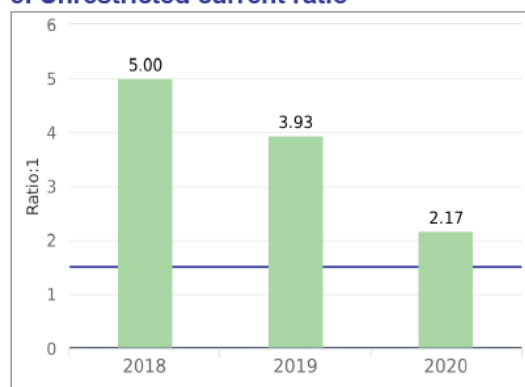
Due to the efforts of Council to attract external grant funding for water infrastructure, roads and bridges, this ratio remains low. Council believes that the benefit to the community from attracting grants outweighs any concerns about the lowering of this ratio.

Benchmark: — > 60.00%

Source of benchmark: Code of Accounting Practice and Financial Reporting #28

- Ratio achieves benchmark
- Ratio is outside benchmark

**3. Unrestricted current ratio**



**Purpose of unrestricted current ratio**

To assess the adequacy of working capital and its ability to satisfy obligations in the short term for the unrestricted activities of Council.

**Commentary on 2019/20 result**

**2019/20 ratio 2.17x**

This ratio is above the required benchmark.

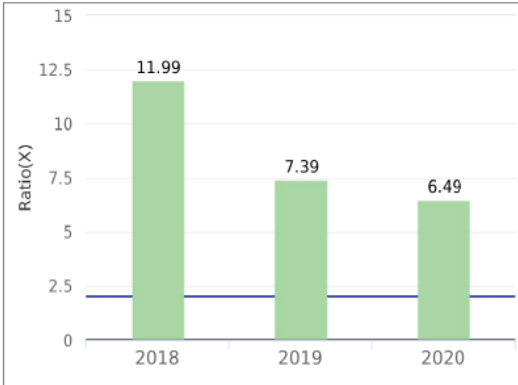
Benchmark: — > 1.50x

Source of benchmark: Code of Accounting Practice and Financial Reporting #28

- Ratio achieves benchmark
- Ratio is outside benchmark

Our Governance No. 90 Cont...

**4. Debt service cover ratio**



**Purpose of debt service cover ratio**

This ratio measures the availability of operating cash to service debt including interest, principal and lease payments

**Commentary on 2019/20 result**

**2019/20 ratio 6.49x**

No significant variance.

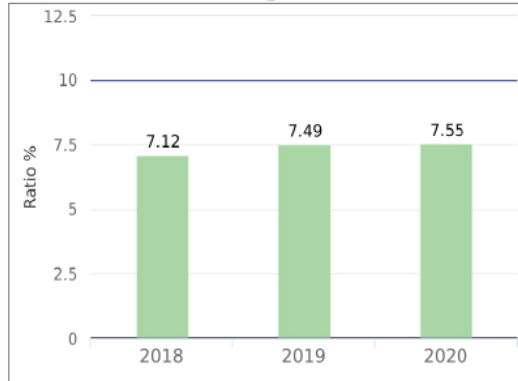
Benchmark: — > 2.00x

Ratio achieves benchmark

Source of benchmark: Code of Accounting Practice and Financial Reporting #28

Ratio is outside benchmark

**5. Rates, annual charges, interest and extra charges outstanding percentage**



**Purpose of rates, annual charges, interest and extra charges outstanding**

To assess the impact of uncollected rates and annual charges on Council's liquidity and the adequacy of recovery efforts.

**Commentary on 2019/20 result**

**2019/20 ratio 7.55%**

No significant variance. Council deferred the sale of land for unpaid rates which was due to occur in 2019/20 and as a result this ratio did not reduce. This will be rectified in 2020/21 when the sale of land for unpaid rates occurs.

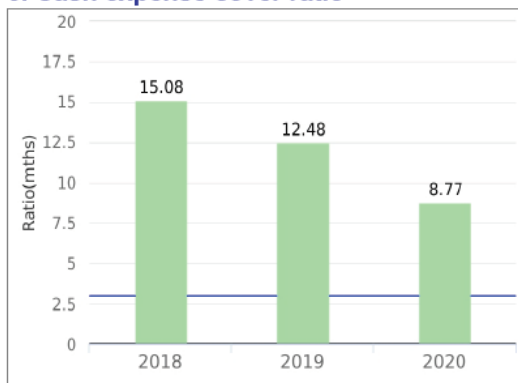
Benchmark: — < 10.00%

Ratio achieves benchmark

Source of benchmark: Code of Accounting Practice and Financial Reporting #28

Ratio is outside benchmark

**6. Cash expense cover ratio**



**Purpose of cash expense cover ratio**

This liquidity ratio indicates the number of months a Council can continue paying for its immediate expenses without additional cash inflow.

**Commentary on 2019/20 result**

**2019/20 ratio 8.77 mths**

This ratio is still well above the required benchmark.

Benchmark: — > 3.00mths

Ratio achieves benchmark

Source of benchmark: Code of Accounting Practice and Financial Reporting #28

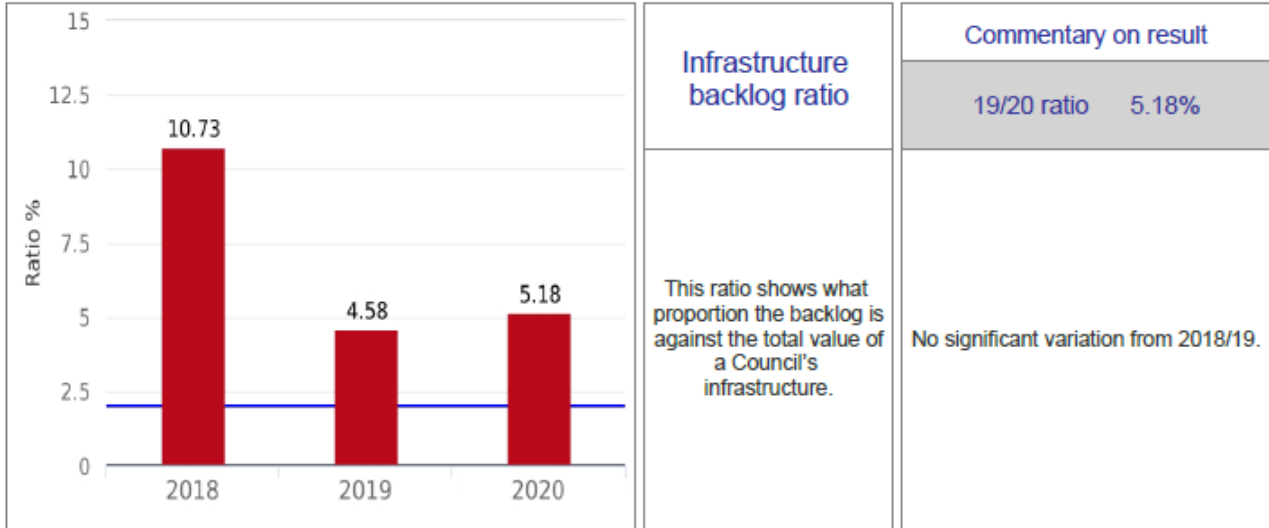
Ratio is outside benchmark

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As well as in the following graphs of the capital financial ratios:

It should be noted that the following information comes from the Special Schedule on the Report on Infrastructure Assets contained within the Financial Statements which are unaudited:

**Infrastructure backlog ratio**



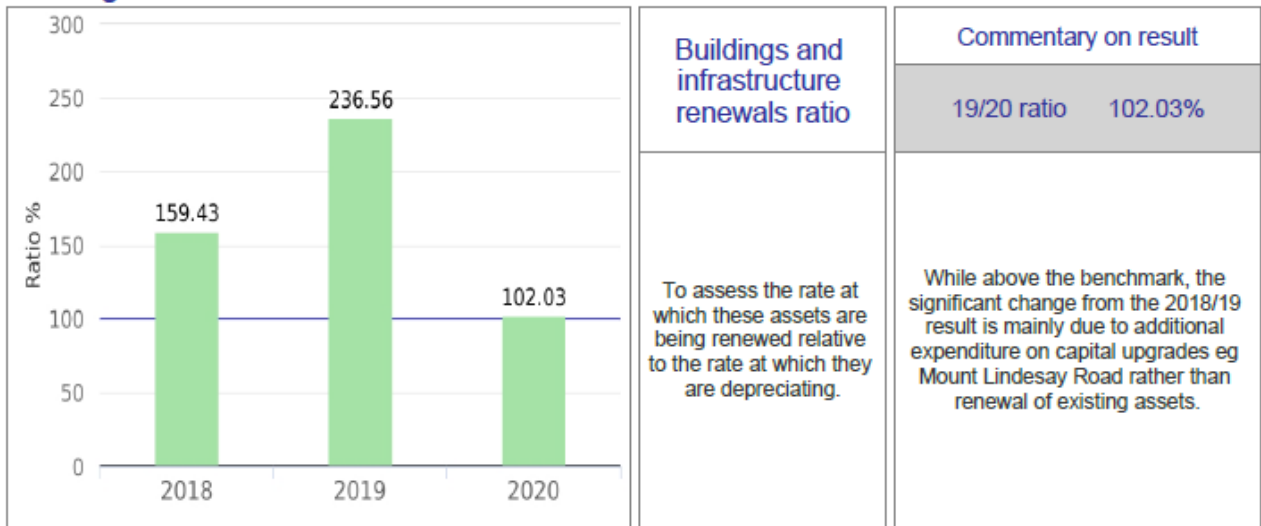
Benchmark: — < 2.00%

Ratio achieves benchmark

Source of benchmark: Code of Accounting Practice and Financial Reporting #28

Ratio is outside benchmark

**Buildings and infrastructure renewals ratio**



Benchmark: — >= 100.00%

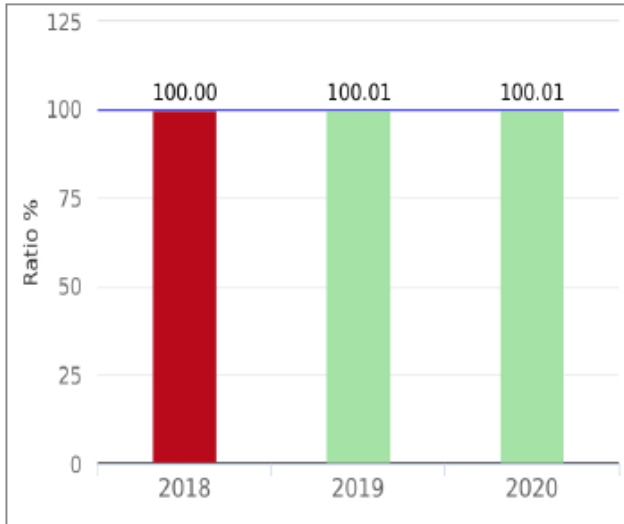
Ratio achieves benchmark

Source of benchmark: Code of Accounting Practice and Financial Reporting #28

Ratio is outside benchmark

Our Governance No. 90 Cont...

**Asset maintenance ratio**



| Asset maintenance ratio | Commentary on result                                                                                                                                                    |             |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
|                         | <p>Compares actual vs. required annual asset maintenance. A ratio above 1.0 indicates Council is investing enough funds to stop the infrastructure backlog growing.</p> | 19/20 ratio |
| On target.              |                                                                                                                                                                         |             |

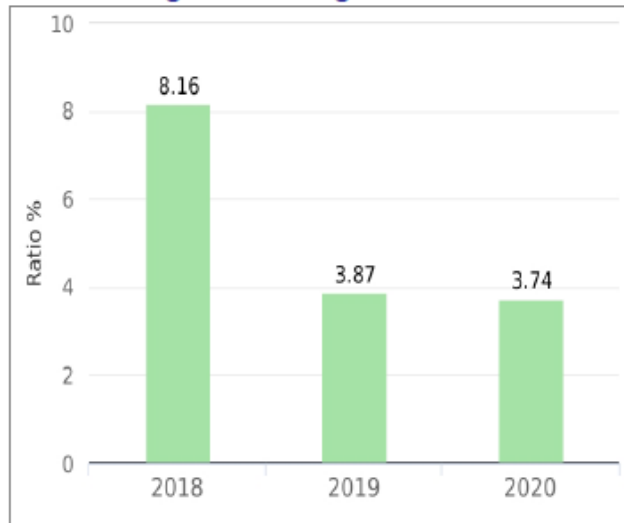
Benchmark: — > 100.00%

Ratio achieves benchmark

Source of benchmark: Code of Accounting Practice and Financial Reporting #28

Ratio is outside benchmark

**Cost to bring assets to agreed service level**



| Cost to bring assets to agreed service level       | Commentary on result                                                                                                                                             |             |
|----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
|                                                    | <p>This ratio provides a snapshot of the proportion of outstanding renewal works compared to the total value of assets under Council's care and stewardship.</p> | 19/20 ratio |
| This continues to trend in a favourable direction. |                                                                                                                                                                  |             |

Audit representatives have confirmed their presence at the November Ordinary Council Meeting via video conference in order to provide an overview of Council's financial position and to answer any questions that Councillors may have in regard to the Audited Financial Statements.

**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.



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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.

## **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 Waste, Water and Bridge infrastructure remains high on Council's list of priorities.

## **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.

**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> Tenterfield Shire Council Audited Financial Statements 2019-2020 are available in the Annual Report 2019-2020 at Attachment 4 (Attachment Booklet 3) |

|                      |                                                           |
|----------------------|-----------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>              |
| <b>Submitted by:</b> | Manager Finance & Technology                              |
| <b>Reference:</b>    | <b>ITEM GOV91/20</b>                                      |
| <b>Subject:</b>      | <b>QUARTERLY BUDGET REVIEW STATEMENT - SEPTEMBER 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 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 a Quarterly Budget Review Statement in accordance with Regulation 203 of the Local Government (General) Regulation 2005 (the Regulation).

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

**Adopts the September 2020 Quarterly Budget Review Statement and recommendations therein that:**

- a) **No additional operating or capital expenditure outside of the recommendations in this review be approved by Council unless they are offset by other savings (eg with roads for example, resheeting, with a plan to reduce maintenance costs) or grant funded and even then only where there will be no additional operating costs as a result of the expenditure ie if capital related expenditure, it should be for the replacement of existing assets only, not new assets.**
- b) **As part of Council's new Asset Management System implementation and asset revaluation processes for 2020/21, a thorough review of depreciation be undertaken to ascertain if depreciation expenditure can be reduced and that further discussions be held with the State Government re them taking back some roads from Council;**
- c) **That correspondence be sent to the Australian Accounting Standards Board re the issue of having to recognise some grant income in a different accounting period to when the expenditure will be incurred;**
- d) **That the issue of rate pegging and cost shifting be raised again in appropriate forums; and**
- e) **That a plan be developed to increase operational income and further reduce operational expenditure that as per previous discussions and**

Our Governance No. 91 Cont...

**comments in the Monthly Operational Report, such a plan may include a special rates variation request with a view to returning Council's operating position to surplus.**

## **BACKGROUND**

Regulation 203 of the Regulation states that:

- (1) Not later than two months after the end of each quarter (except the June quarter), the Responsible Accounting Officer of a Council must prepare and submit to the Council a Budget Review Statement that shows, by reference to the estimate of income and expenditure set out in the statement of the Council's Revenue Policy included in the Operational Plan for the relevant year, a revised estimate of the income and expenditure for that year.
- (2) A Budget Review Statement must include or be accompanied by:
  - (a) a report as to whether or not the Responsible Accounting Officer believes that the statement indicates that the financial position of the Council is satisfactory, having regard to the original estimate of income and expenditure, and
  - (b) if that position is unsatisfactory, recommendations for remedial action.
- (3) A Budget Review Statement must also include any information required by the Code to be included in such a statement.

The Code referred to is the Code of Accounting Practice and Financial Reporting. While earlier versions of the Code had an appendix that listed minimum requirements, these were removed a few years ago as they are of no relevance to the financial statements (which is the main purpose of the Code).

In the absence of any instructions in the Code, the Quarterly Budget Review Statement publication issued in 2010 by the then Division of Local Government, NSW Department of Premier and Cabinet has been used as a guide to the preparation of this Quarterly Budget Review.

The quarterly review should act as a barometer of Council's financial health during the year and it is also a means by which Councillors can ensure that Council remains on track to meet its objectives, targets and outcomes as set out in its Operational Plan.

## **REPORT:**

The original budget adopted by Council indicated that the Net Operating Surplus at the end of the 2020/21 financial year was expected to be \$17,515,687 (including Capital Grants and Contributions). This was based on budgeted total operating revenue of \$40,253,761 and budgeted total operating expenditure of \$22,738,074.

In the September 2020 quarterly budget review, the net effect of changes made has resulted in a decrease of \$1.650M from the projected surplus of the original budget, to result in a projected Net Operating Deficit of **(\$1,375M)**. The Operating Surplus is now \$37.056M when capital grants and contributions are included.

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The Operating Performance Ratio is an example of demonstrating whether Council is making an operating surplus or deficit and can be expressed including or excluding Capital income. Both are included in this quarters' report.

The Operating Performance Ratio (excluding Capital income) is defined as:

Total Continuing Operating Revenue (excluding Capital grants and contributions) –  
Operating Expenses

---

Total Continuing Operating Revenue

Council originally budgeted for a positive Operating Ratio (surplus) both including and excluding Capital income of 43.51% percent and 1.19% percent respectively. This has changed in the September 2020 Quarterly Budget Review to 58.73% and -5.57% respectively.

**Comment by the Responsible Accounting Officer:**

While I have indicated that the projected financial position as at 30 June 2021 is unsatisfactory, the main reason for the worsened result is due to timing differences between when grant funding has been received versus when it is scheduled to be spent.

Having said that, it is fair to say that Council's depreciation costs have increased substantially over the past few years as new infrastructure has been built on the back of a significant increase in grant funds and other costs have increased or revenue decreased too as a result of the drought and fires. The rate peg and cost shifting from the State to Councils has also had an impact on Council's bottom line.

Council cut budgets significantly as part of the 2020/21 budget process but it is clear that more needs to be done and as required under the act I have proposed some remedial actions including that:

- a) No additional operating or capital expenditure outside of the recommendations in this review be approved by Council unless they are offset by other savings (eg with roads for example, resheeting, with a plan to reduce maintenance costs) or grant funded and even then only where there will be no additional operating costs as a result of the expenditure ie if capital related expenditure, it should be for the replacement of existing assets only, not new assets.
- b) As part of Council's new Asset Management System implementation and asset revaluation processes for 2020/21, a thorough review of depreciation be undertaken to ascertain if depreciation expenditure can be reduced and that further discussions be held with the State Government re them taking back some roads from Council;
- c) That correspondence be sent to the Australian Accounting Standards Board re the issue of having to recognise some grant income in a different accounting period to when the expenditure will be incurred;
- d) That the issue of rate pegging and cost shifting be raised again in appropriate forums; and
- e) That a plan be developed to increase operational income and further reduce operational expenditure that as per previous discussions and comments in the

Our Governance No. 91 Cont...

Monthly Operational Report, such a plan may include a special rates variation request with a view to returning Council's operating position to surplus.

While the above may not return the operating position to surplus by 30 June 2021, the aim is to continue to ensure the sustainability of Council in the longer term.

### **Water Fund**

Based on the Original Budget, the Water Fund had been expected to make a surplus of \$189,070 excluding capital grants and contributions, however based on figures to the end of September 2020, this surplus has decreased slightly to \$172,213. It should be noted that as at 30 September, the Water Fund was effectively borrowing cash from the General Fund pending the receipt of outstanding amounts from the Drought Augmentation works (this funding has since been received in October).

### **Cash and Investment Review:**

The cash and investment review provides an estimate of the current internal and external restrictions on Council's invested funds. These are not fully determined until the end of the Financial Year and these figures have been updated in the September Quarterly Budget Review to reflect updates that were made in the Financial Statements as at 30 June 2020.

The report also includes a reconciliation of Council's cash and investments on hand as at 30 September 2020.

This report also requires a statement in respect of whether all investments are in accordance with the requirements of Section 625 of the Local Government Act 1993, the accompanying Regulation and Council's Investments Policy. This statement, in combination with the monthly investment report, ensures that Council is complying with these statutory, regulatory and policy requirements.

Further, a declaration as to the preparation of bank reconciliations is also required. Bank reconciliations occur on a daily basis with a full reconciliation performed on a monthly basis. The full reconciliation for the September 2020 quarter occurred on 1 October 2020.

### **Capital Budget Review:**

The Capital Budget Review format allows Council to analyse any additional Capital expenditure to be incurred in the current financial year and the extent to which monies have already been expended. The report also indicates how Council is to fund the Capital expenditure for the year.

This review proposes to increase Capital Works Expenditure by \$28.8 million in this review, mainly due to grant projects carried-forward from the 2019/20 financial year, as well additional Council-funded works (the majority of which were planned 2019/20 projects which were either not begun or incomplete in that year).

### **Contracts:**

The Reporting Framework requires the identification of contracts entered into in the preceding quarter, which exceed specified expenditure limits. The limit for reporting contracts in the QBRs is one percent (1%) of revenue from continuing operations, or \$50,000, whichever is less.

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### **Consultancy and Legal Expenses:**

The current expenditure to 30 September 2020 on qualifying consultancies and legal fees are identified in the QBRs and this expenditure is budgeted for and, given the size and nature of Council's operations, is considered reasonable.

### **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 is important for Council to note that the adoption of this budget review approves the variations identified in the attached report and that the cumulative effect of the budget variations should be considered when reviewing this budget.

The September Quarterly Budget Review has seen the Operating Surplus be revised to \$37.056M (including capital grants) and **(\$1,375M)** (excluding capital grants).

As indicated the deficit excluding capital grants is not a satisfactory outcome in my view and therefore remedial action has been proposed in accordance with the Local Government Act,

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

Nil.

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

Nil.

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

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

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

The impact of the recommended budget variations on Council's main key performance indicator is detailed in the Quarterly Budget Review Statement. Due to year end accounting adjustments other performance ratios won't be available until the audited financial statements are completed.

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

Nil.

**Kylie Smith**  
Chief Corporate Officer

Our Governance No. 91 Cont...

|                               |                                                              |            |
|-------------------------------|--------------------------------------------------------------|------------|
| Prepared by staff member:     | Paul Della; Jessica Wild                                     |            |
| Approved/Reviewed by Manager: | Kylie Smith, Chief Corporate Officer                         |            |
| Department:                   | Office of the Chief Corporate Officer                        |            |
| Attachments:                  | <b>1</b> Quarterly Budget Review<br>Statement September 2020 | 9<br>Pages |

**Tenterfield Shire Council**

**Budget review for the quarter ended - 30 September 2020**

**Report by Responsible Accounting Officer**

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005.

*It is my opinion that the Quarterly Budget Review Statement for the Tenterfield Shire Council for the quarter ended 30 September 2020 indicates that Council's projected financial position at 30 June 2021 will be unsatisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.*

*Under Regulation 203 (2) of the Local Government Act, I am required to suggest recommendations for remedial action.*

*To that end, I recommend that:*

- 1) No additional operating or capital expenditure outside of the recommendations in this review be approved by Council unless it is offset by other savings (eg with roads for example, resheeting with a plan to reduce maintenance costs) or grant funded and even then only where there will be no additional operating costs as a result of the expenditure ie if capital related expenditure, it should be for the replacement of existing assets only not new assets.*
- 2) As part of Council's New Asset Management System implementation and asset revaluation processes for 2020/21, a thorough review of depreciation be undertaken to ascertain if depreciation expenditure can be reduced and that further discussions be held with the State Government re them taking back some roads from Council.*
- 3) That correspondence be sent to the Australian Accounting Standards Board re the issue of having to recognise some grant income in a different accounting period to when the expenditure will be incurred.*
- 4) That the issue of rate pegging and cost shifting be raised again in appropriate forums.*
- 5) That a plan be developed to increase operational income and further reduce operational expenditure recognising that as per previous discussions and comments in the Monthly Operational Report, such a plan may include a Special Rates Variation request with a view to returning Council's operating position to surplus.*

Signed: Paul Della

Date: 13/11/2020

Responsible Accounting Officer



| <b>Tenterfield Shire Council</b>                                 |                 |                     |                |                |                |
|------------------------------------------------------------------|-----------------|---------------------|----------------|----------------|----------------|
| <b>Budget Statement for the year ended - 30 September 2020</b>   |                 |                     |                |                |                |
| <b>Income and Expenditure Review by Function</b>                 |                 |                     |                |                |                |
|                                                                  | Original Budget | Recommended Changes |                | PROJECTED      | ACTUAL         |
|                                                                  | 2020/21         | September           | REVISIED       | year end       | YTD            |
|                                                                  |                 | Review              | Budget         | Result         | as at 30/09/20 |
|                                                                  | \$'000          | \$'000              | \$'000         | \$'000         | \$'000         |
| <b>Income</b>                                                    |                 |                     |                |                |                |
| - Civic Office                                                   | -               | -                   | -              | -              | -              |
| - Organisational Leadership                                      | -               | -                   | -              | -              | -              |
| - Community Development                                          | 7               | (1)                 | 6              | 6              | 1              |
| - Economic Growth and Tourism                                    | 38              | 957                 | 995            | 995            | 82             |
| - Theatre and Museum Complex                                     | 184             | -                   | 184            | 184            | (14)           |
| - Library Services                                               | 88              | -                   | 88             | 88             | 1              |
| - Workforce Development                                          | 69              | (14)                | 55             | 55             | 30             |
| - Emergency Services                                             | 136             | 143                 | 279            | 279            | 143            |
| - Finance and Technology                                         | 8,534           | -                   | 8,534          | 8,534          | 4,985          |
| - Corporate and Governance                                       | 2               | -                   | 2              | 2              | -              |
| - Environmental Management                                       | 43              | 387                 | 430            | 430            | 388            |
| - Livestock Saleyards                                            | 130             | -                   | 130            | 130            | 33             |
| - Parks, Gardens and Open Spaces                                 | 261             | 52                  | 313            | 313            | (46)           |
| - Planning and Regulation                                        | 298             | 673                 | 971            | 971            | 247            |
| - Buildings and Amenities                                        | 205             | 1,580               | 1,785          | 1,785          | 707            |
| - Swimming Complex                                               | 200             | 20                  | 220            | 220            | 20             |
| - Asset Management and Resourcing                                | 160             | -                   | 160            | 160            | 1              |
| - Commercial Works                                               | 145             | -                   | 145            | 145            | 25             |
| - Plant, Fleet and Equipment                                     | 185             | -                   | 185            | 185            | 21             |
| - Transportation Network                                         | 21,409          | 8,485               | 29,894         | 29,894         | 1,958          |
| - Waste Management                                               | 2,707           | 53                  | 2,760          | 2,760          | 2,534          |
| - Water Supply                                                   | 2,764           | 10,504              | 13,268         | 13,268         | 1,479          |
| - Sewerage Service                                               | 2,618           | -                   | 2,618          | 2,618          | 2,408          |
| - Stormwater & Drainage                                          | 73              | -                   | 73             | 73             | 71             |
| <b>Total Income including Capital Grants &amp; Contributions</b> | <b>40,256</b>   | <b>22,839</b>       | <b>63,095</b>  | <b>63,095</b>  | <b>15,074</b>  |
| <b>Expenses</b>                                                  |                 |                     |                |                |                |
| - Civic Office                                                   | 366             | -                   | 366            | 366            | 105            |
| - Organisational Leadership                                      | 1,004           | -                   | 1,004          | 1,004          | 214            |
| - Community Development                                          | 98              | 103                 | 201            | 201            | 98             |
| - Economic Growth and Tourism                                    | 533             | 1,424               | 1,957          | 1,957          | 255            |
| - Theatre and Museum Complex                                     | 311             | (17)                | 294            | 294            | 46             |
| - Library Services                                               | 484             | -                   | 484            | 484            | 96             |
| - Workforce Development                                          | 872             | -                   | 872            | 872            | 129            |
| - Emergency Services                                             | 532             | 136                 | 668            | 668            | 159            |
| - Finance and Technology                                         | 416             | 500                 | 916            | 916            | 788            |
| - Corporate and Governance                                       | 706             | -                   | 706            | 706            | 148            |
| - Environmental Management                                       | 292             | 428                 | 720            | 720            | 67             |
| - Livestock Saleyards                                            | 185             | -                   | 185            | 185            | 17             |
| - Parks, Gardens and Open Spaces                                 | 922             | 162                 | 1,084          | 1,084          | 260            |
| - Planning and Regulation                                        | 531             | 82                  | 613            | 613            | 107            |
| - Buildings and Amenities                                        | 1,052           | 176                 | 1,228          | 1,228          | 285            |
| - Swimming Complex                                               | 221             | -                   | 221            | 221            | 41             |
| - Asset Management and Resourcing                                | 866             | -                   | 866            | 866            | 148            |
| - Commercial Works                                               | 112             | -                   | 112            | 112            | 22             |
| - Plant, Fleet and Equipment                                     | (482)           | (43)                | (525)          | (525)          | (355)          |
| - Transportation Network                                         | 7,278           | 226                 | 7,504          | 7,504          | 720            |
| - Waste Management                                               | 2,078           | 5                   | 2,083          | 2,083          | 411            |
| - Water Supply                                                   | 2,455           | 118                 | 2,573          | 2,573          | 401            |
| - Sewerage Service                                               | 1,807           | -                   | 1,807          | 1,807          | 248            |
| - Stormwater & Drainage                                          | 100             | -                   | 100            | 100            | -              |
| <b>Total Expenses</b>                                            | <b>22,739</b>   | <b>3,300</b>        | <b>26,039</b>  | <b>26,039</b>  | <b>4,410</b>   |
| <b>Total Surplus/ (Deficit)</b>                                  | <b>17,517</b>   | <b>19,539</b>       | <b>37,056</b>  | <b>37,056</b>  | <b>10,664</b>  |
| Capital Grants and Contributions                                 | 17,242          | 21,189              | 38,431         | 38,431         | 4,088          |
| <b>Net Operating Result (excluding Capital Grants)</b>           | <b>275</b>      | <b>(1,650)</b>      | <b>(1,375)</b> | <b>(1,375)</b> | <b>6,576</b>   |
| <b>Operating Ratio (including Capital Income)</b>                | <b>43.51%</b>   |                     | <b>58.73%</b>  | <b>58.73%</b>  | <b>70.74%</b>  |
| <b>Operating Ratio (excluding Capital Income)</b>                | <b>1.19%</b>    |                     | <b>-5.57%</b>  | <b>-5.57%</b>  | <b>59.86%</b>  |

**Notes:**

ORIGINAL Budget +/- approved budget changes in previous quarters = REVISED Budget  
 REVISED Budget +/- recommended changes this quarter = PROJECTED year end result

| Budget Variations - Explanations                             |               |                                                                                                                                                                                                                                                                                                                                                                                          |
|--------------------------------------------------------------|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Recommended Income Variations this Quarter                   | (000's)       | Explanation:                                                                                                                                                                                                                                                                                                                                                                             |
| - Community Development                                      | (1)           | Mental Health month grant -\$500                                                                                                                                                                                                                                                                                                                                                         |
| - Economic Growth and Tourism                                | 957           | Small Business Month grant \$2,000; RTBR Art installations<br>Tenterfield Creek grant \$75,000; RTBR Peter Allen Festival<br>\$20,000; Drought Extension Main Street Heritage \$700,000; Post<br>Office Painting \$100,000; Drake Resource Centre \$60,000                                                                                                                               |
| - Workforce Development                                      | (14)          | Removed Workers Comp rebates -\$13,260 & -\$5,000. Addition<br>Training Reimbursement \$2,500; Covid Reimbursement \$1,310.                                                                                                                                                                                                                                                              |
| - Emergency Services                                         | 143           | Emergency Services Levy OLG Grant \$143,443                                                                                                                                                                                                                                                                                                                                              |
| - Environmental Management                                   | 387           | C/F: Communities Combating Weeds grant \$386,556                                                                                                                                                                                                                                                                                                                                         |
| - Parks, Gardens and Open Space                              | 52            | Creek Corridors grant \$16,250; SCCF Tenterfield Town Centre<br>\$20,306; Shirley Park Cricket Nets \$13,684                                                                                                                                                                                                                                                                             |
| - Planning and Regulation                                    | 673           | SCCF Vibrant & Connected Villages \$533,072. New: Wilsons<br>Downfall Cemetery \$40,000; Shire Entry Signs \$100,000                                                                                                                                                                                                                                                                     |
| - Buildings & Amenities                                      | 1,580         | C/F: Drought Stimulus Package Bolivia Hall \$100,000 & Memorial<br>Hall \$440,000 & Pioneer Cottage \$180,000; SCCF Memorial Hall<br>\$811,230 & Toilet Blocks Urbenville/Legume \$71,075. Removed<br>income from Welburn Lane house -\$21,840                                                                                                                                           |
| - Swimming Complex                                           | 20            | Shade Structure grant \$20,000                                                                                                                                                                                                                                                                                                                                                           |
| - Transportation Network                                     | 8,485         | Bridge Load grant \$16,367; Boonoo Boonoo bridge \$1,214,272;<br>Urbenville Main St \$160,000; Drake Footpath \$20,000; LRCI<br>\$1,044,335; Tooloom Rd \$3,998,201; Stimulus Safety Mt Lindesay<br>\$788,000; Emu Cr Bridge \$793,906; Deepwater bridge -\$143,677;<br>Kangaroo Ck bridge -\$145,044; Bridge Interim \$30,529; Beaury Ck<br>bridge \$710,504;                           |
| - Waste Management                                           | 53            | Boonoo Boonoo Environmental improvements grant \$11,500;<br>Tomrington WTS Conversion grant \$41,381                                                                                                                                                                                                                                                                                     |
| - Water Supply                                               | 10,504        | Urbenville Flood Study grant \$101,143; WTP state grant<br>\$7,000,000; WTP federal grant \$2,645,000; Drought Augmentation<br>grant \$793,476; reduce Tenterfield Flood Warning System grant -<br>\$35,319                                                                                                                                                                              |
| <b>Total Recommended Income Variations this Quarter</b>      | <b>22,839</b> |                                                                                                                                                                                                                                                                                                                                                                                          |
| Recommended Expenditure Variations this Quarter              | (000's)       | Explanation:                                                                                                                                                                                                                                                                                                                                                                             |
| - Community Development                                      | 103           | C/F: Clinton Duroux Memorial grant \$3,788; Bushfire Resilience<br>grant to village groups \$100,000. Reduced Mental Health Month -<br>\$500.                                                                                                                                                                                                                                            |
| - Economic Growth and Tourism                                | 1,424         | C/F: National Bushfire Grant \$369,027; national Bushfire Grant<br>(Signs Tanks) \$6,000; Bushfire Resilience grant \$150,000. New:<br>Small Business month grant \$2,000; RTBR Peter Allen Festival<br>\$20,000; Drought Extension Main Street Heritage \$700,000; Post<br>Office Painting \$100,000; Drake Resource Centre \$60,000.<br>Transferred wages budget from Theatre \$17,500 |
| - Theatre and Museum Complex                                 | (17)          | Transferred wages budget to Tourism -\$17,500                                                                                                                                                                                                                                                                                                                                            |
| - Emergency Services                                         | 136           | Increase to ESL \$135,799 (offset by grant received above)                                                                                                                                                                                                                                                                                                                               |
| - Finance and Technology                                     | 500           | C/F: Bushfire grant rates credit \$500,000                                                                                                                                                                                                                                                                                                                                               |
| - Environmental Management                                   | 428           | C/F: Communities weed grant \$388,556; Knapweed grant \$41,677                                                                                                                                                                                                                                                                                                                           |
| - Parks, Gardens and Open Spaces                             | 162           | C/F: Creek Corridors grant \$47,815; Bushfire grant tree removal<br>\$114,336                                                                                                                                                                                                                                                                                                            |
| - Planning and Regulation                                    | 82            | C/F: Heritage Fund \$14,127; Heritage Coordinator \$3,930; Local<br>Heritage grant \$23,474. New: Wilson's Downfall Cemetery \$40000                                                                                                                                                                                                                                                     |
| - Buildings and Amenities                                    | 176           | C/F: Crown Lands grant \$37,185; Drought Stimulus Package Bolivia<br>Hall \$100,000. Move \$11,000 budget to SCCF Urbenville toilets<br>(pump station); Relocate Band Hall \$50K                                                                                                                                                                                                         |
| - Plant, Fleet and Equipment                                 | (43)          | Loss on Disposal of Plant Assets -\$43,297 (Caterpillar grader -<br>Gain on sale)                                                                                                                                                                                                                                                                                                        |
| - Transportation Network                                     | 226           | Bridge Load grant \$86,367; Formalise Road Reserves \$140,000<br>(per Council resolutions Drake Streets & McLeod's Creek Rd)                                                                                                                                                                                                                                                             |
| - Waste Management                                           | 5             | Recycling Education \$5,000                                                                                                                                                                                                                                                                                                                                                              |
| - Water Supply                                               | 118           | Urbenville Flood Study grant \$118,000;                                                                                                                                                                                                                                                                                                                                                  |
| <b>Total Recommended Expenditure Variations this Quarter</b> | <b>3,300</b>  |                                                                                                                                                                                                                                                                                                                                                                                          |

This document forms part of Tenterfield Shire Council's Quarterly Budget Review Statement for the quarter ended 30 September 2020 and should be read in conjunction with other documents in the QBR.

| Capital Budget Review                                          |                         |                                      |                |                      |
|----------------------------------------------------------------|-------------------------|--------------------------------------|----------------|----------------------|
|                                                                | Original Budget 2020/21 | RECOMMENDED Changes September Review | REVISED Budget | ACTUAL YTD September |
|                                                                | \$'000                  | \$'000                               | \$'000         | \$'000               |
| <b>Capital Funding</b>                                         |                         |                                      |                |                      |
| Rates and other untied funding                                 | 1,155                   | 3,239                                | 4,394          | -                    |
| Capital Grants & Contributions                                 | 17,242                  | 21,189                               | 38,431         | 4,088                |
| <b>External Restrictions</b>                                   |                         |                                      |                |                      |
| - Specific Purpose Unexpended Grants (included in liabilities) | -                       | 509                                  | 509            | 509                  |
| - Unspent LIRS Loan Funds (included in liabilities)            | -                       | 19                                   | 19             | 19                   |
| - Developer Contributions                                      | 39                      | -                                    | 39             | 36                   |
| - Specific Purpose Unexpended Grants                           | -                       | 1,075                                | 1,075          | 1,075                |
| - Water Supplies                                               | 422                     | 243                                  | 665            | 665                  |
| - Sewerage Services                                            | 1,078                   | 164                                  | 1,242          | 1,242                |
| - Domestic Waste Management                                    | -                       | 377                                  | 377            | 377                  |
| - Stormwater Management                                        | 130                     | 100                                  | 230            | 230                  |
| - Brunner Way Redwidening (RMS)                                | -                       | 57                                   | 57             | 57                   |
| <b>Internal restrictions</b>                                   |                         |                                      |                |                      |
| - Plant & Vehicle Replacement                                  | 3,282                   | 1,732                                | 5,014          | 5,014                |
| <b>Other Capital Funding Sources e.g.</b>                      |                         |                                      |                |                      |
| - Loans                                                        | 3,664                   | -                                    | 3,664          | -                    |
| Income from sale of assets                                     | 2,421                   | 82                                   | 2,503          | 153                  |
| <b>Total Capital Funding</b>                                   | <b>29,433</b>           | <b>28,786</b>                        | <b>58,219</b>  | <b>13,465</b>        |
| <b>Capital Expenditure</b>                                     |                         |                                      |                |                      |
| <b>Now Assets</b>                                              |                         |                                      |                |                      |
| <b>CHIEF EXECUTIVE OFFICE</b>                                  |                         |                                      |                |                      |
| - Civic Office                                                 | -                       | -                                    | -              | -                    |
| - Organisational Leadership                                    | -                       | -                                    | -              | -                    |
| - Community Development                                        | -                       | -                                    | -              | -                    |
| - Economic Growth and Tourism                                  | -                       | 145                                  | 145            | -                    |
| - Theatre and Museum Complex                                   | 2                       | -                                    | 2              | -                    |
| - Library Services                                             | -                       | -                                    | -              | -                    |
| - Workforce Development                                        | -                       | 10                                   | 10             | -                    |
| - Emergency Services                                           | -                       | -                                    | -              | -                    |
| <b>CHIEF CORPORATE OFFICE</b>                                  |                         |                                      |                |                      |
| - Finance and Technology                                       | -                       | -                                    | -              | -                    |
| - Corporate and Governance                                     | -                       | -                                    | -              | -                    |
| - Environmental Management                                     | -                       | -                                    | -              | -                    |
| - Livestock Saleyards                                          | -                       | -                                    | -              | -                    |
| - Parks, Gardens and Open Spaces                               | 35                      | 200                                  | 235            | 5                    |
| - Planning and Regulation                                      | -                       | -                                    | -              | -                    |
| - Buildings and Amenities                                      | -                       | -                                    | -              | -                    |
| - Swimming Complex                                             | -                       | 40                                   | 40             | -                    |
| <b>CHIEF OPERATING OFFICE</b>                                  |                         |                                      |                |                      |
| - Asset Management and Resourcing                              | -                       | -                                    | -              | -                    |
| - Commercial Works                                             | -                       | -                                    | -              | -                    |
| - Plant, Fleet and Equipment                                   | -                       | -                                    | -              | -                    |
| - Transportation Network                                       | -                       | -                                    | -              | -                    |
| - Waste Management                                             | 763                     | 284                                  | 1,047          | 53                   |
| - Water Supply                                                 | -                       | 918                                  | 918            | 340                  |
| - Sewerage Service                                             | 50                      | -                                    | 50             | -                    |
| - Stormwater & Drainage                                        | -                       | -                                    | -              | -                    |
| <b>Renewals (Replacement)</b>                                  |                         |                                      |                |                      |
| <b>CHIEF EXECUTIVE OFFICE</b>                                  |                         |                                      |                |                      |
| - Civic Office                                                 | -                       | 1                                    | 1              | 1                    |
| - Organisational Leadership                                    | -                       | -                                    | -              | -                    |
| - Community Development                                        | -                       | -                                    | -              | -                    |
| - Economic Growth and Tourism                                  | -                       | 44                                   | 44             | -                    |
| - Theatre and Museum Complex                                   | 13                      | 13                                   | 26             | 8                    |
| - Library Services                                             | 41                      | 18                                   | 59             | 4                    |
| - Workforce Development                                        | -                       | -                                    | -              | -                    |
| - Emergency Services                                           | -                       | 158                                  | 158            | -                    |
| <b>CHIEF CORPORATE OFFICE</b>                                  |                         |                                      |                |                      |
| - Finance and Technology                                       | 380                     | -                                    | 380            | 69                   |
| - Corporate and Governance                                     | -                       | -                                    | -              | -                    |
| - Environmental Management                                     | -                       | 4                                    | 4              | -                    |
| - Livestock Saleyards                                          | -                       | 158                                  | 158            | -                    |
| - Parks, Gardens and Open Spaces                               | 125                     | 141                                  | 266            | 80                   |
| - Planning and Regulation                                      | -                       | 633                                  | 633            | 68                   |
| - Buildings and Amenities                                      | 330                     | 2,872                                | 3,202          | 775                  |
| - Swimming Complex                                             | 200                     | 18                                   | 218            | 18                   |
| <b>CHIEF OPERATING OFFICE</b>                                  |                         |                                      |                |                      |
| - Asset Management and Resourcing                              | 150                     | 103                                  | 253            | 25                   |
| - Commercial Works                                             | -                       | -                                    | -              | -                    |
| - Plant, Fleet and Equipment                                   | 3,282                   | 1,732                                | 5,014          | 182                  |
| - Transportation Network                                       | 20,885                  | 11,223                               | 32,108         | 2,996                |
| - Waste Management                                             | 747                     | 198                                  | 945            | 3                    |
| - Water Supply                                                 | 502                     | 9,609                                | 10,111         | 105                  |
| - Sewerage Service                                             | 1,028                   | 164                                  | 1,192          | 21                   |
| - Stormwater & Drainage                                        | 130                     | 100                                  | 230            | 2                    |
| Loan Repayments (principal)                                    | 770                     | -                                    | 770            | 114                  |
| <b>Total Capital Expenditure</b>                               | <b>29,433</b>           | <b>28,786</b>                        | <b>58,219</b>  | <b>4,869</b>         |

\* Some restricted cash is finalised as part of the end of year Financial Statement Process.

**Recommended changes to revised budget**

**Include:**

- an explanation for recommended changes and any impact on Council's original management / operational plan, delivery program or LTFFP,
- any impacts of YTD expenditure on recommended changes to the budget

**NOTE:** Explanations are to be in plain English and in a style easily understood by readers of non-financial information. This narrative is important in understanding why budget changes are necessary.

| <b>Proposed Expenditure Variations</b>        | <b>(000's)</b> | <b>Explanation</b>                                                                                                                                                                                                                                                         |
|-----------------------------------------------|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>New Assets</b>                             |                |                                                                                                                                                                                                                                                                            |
| - Economic Growth and Tourism                 | 145            | RTBR Art Installations Tenterfield Creek \$145,000                                                                                                                                                                                                                         |
| - Workforce Development                       | 10             | Workforce IT program \$10,000                                                                                                                                                                                                                                              |
| - Parks, Gardens and Open Spaces              | 200            | C/F: Cemetery expansion prep \$36,555; Rotary park shade cover \$99,420; Hockey park exercise area \$63,789                                                                                                                                                                |
| - Swimming Complex                            | 40             | Shade Structure over BBQ \$40,000 (50% grant funded)                                                                                                                                                                                                                       |
| - Waste Management                            | 284            | Torrington WTS conversion grant \$119,872. C/F: Tip Shops \$14,986; Green Waste Hungry Bin \$9,598. Revote: Mungoola Open Transfer Station \$70,000; Torrington Convert to Transfer Station \$70,000                                                                       |
| - Water Supply                                | 918            | C/F: Drought augmentation bores \$917,809                                                                                                                                                                                                                                  |
| <b>Total New Asset Budget Adjustments</b>     | <b>1,597</b>   |                                                                                                                                                                                                                                                                            |
| <b>Renewal Assets</b>                         |                |                                                                                                                                                                                                                                                                            |
| - Civic Office                                | 1              | iPad replacement for Mayor \$755                                                                                                                                                                                                                                           |
| - Economic Growth and Tourism                 | 44             | VIC refurbishment masterplan \$34,000, Tourism signage northern region \$10,000                                                                                                                                                                                            |
| - Theatre and Museum Complex                  | 13             | Update Theatre lighting \$5,000; SOA Exterior & Windows \$7,795                                                                                                                                                                                                            |
| - Library Services                            | 18             | C/F: Library Priority grants 17/18 - 19/20 \$17,851                                                                                                                                                                                                                        |
| - Emergency Services                          | 158            | C/F: Emergency Centre grant \$157,944                                                                                                                                                                                                                                      |
| - Environmental Management                    | 4              | Covid19 Pound grant \$4,000                                                                                                                                                                                                                                                |
| - Livestock Saleyards                         | 158            | Revote: Improvements to Loading Ramps & Traffic Facilities \$158,000                                                                                                                                                                                                       |
| - Parks, Gardens and Open Spaces              | 141            | C/F: Shirley Park amenities SRV \$52,403; Town Centre SCCF \$20,306, Shirley Park cricket nets \$68,418                                                                                                                                                                    |
| - Planning and Regulation                     | 633            | C/F: Vibrant & Connected villages SCCF \$533,072. New: Shire Entry Signs \$100,000                                                                                                                                                                                         |
| - Buildings and Amenities                     | 2,872          | C/F: Admin refurb \$1,225,136; Memorial Hall SCCF \$811,678 plus \$77,000 Council funds; Memorial Hall drought grant \$440,000; Pioneer Cottage drought grant \$180,000; Toilets Urbenville & Liston SCCF \$138,239                                                        |
| - Swimming Complex                            | 18             | C/F: Masterplan \$14,300; Pump \$3,966                                                                                                                                                                                                                                     |
| - Asset Management and Resourcing             | 103            | C/F: Tenterfield depot \$20,172; Urbenville depot \$82,492. \$10,000 budget reallocated from Tenterfield Depot WHS Initiatives to Urbenville Depot WHS Initiatives.                                                                                                        |
| - Plant, Fleet and Equipment                  | 1,732          | Plant & fleet renewals                                                                                                                                                                                                                                                     |
| - Transportation Network                      | 11,223         | Roads, bridges & causeways renewals - grant funded projects                                                                                                                                                                                                                |
| - Waste Management                            | 198            | Boonoo Boonoo Environmental improvements grant \$31,700. C/F: WTS Groundwater Bores \$76,401. Revote: Torrington Access Road \$75,000; New Pump Combination \$15,000.                                                                                                      |
| - Water Supply                                | 9,609          | Water treatment plant \$9,490,153. New: Mapping Improvements \$20,000. Revote: Urbenville Mains \$5,000; Urbenville WTP upgrade \$20,000; Scada renewal \$23,237; Urbenville Intake Pipe \$28,000; Jennings Mains \$22,657                                                 |
| - Sewerage Service                            | 164            | C/F: Scada System upgrade \$57,226. Revote: Dehydrator replacement \$30,000; STP road & drainage \$9,000; Urbenville geotube \$12,251; Renewal Pond Capacity \$14,995; Urbenville STP pad \$8,000; Urbenville surface aerator \$14,000. New: Mapping Improvements \$20,000 |
| - Stormwater & Drainage                       | 100            | Revote: Rouse St Design & Investigation \$100,000                                                                                                                                                                                                                          |
| <b>Total Renewal Asset Budget Adjustments</b> | <b>27,189</b>  |                                                                                                                                                                                                                                                                            |
| <b>Total Proposed Expenditure Variations</b>  | <b>28,786</b>  |                                                                                                                                                                                                                                                                            |

This document forms part of Tenterfield Shire Council's Quarterly Budget Review Statement for the quarter ended 30 September 2020 and should be read in conjunction with other documents in the QBR.

| Budget Statement for the year ended - 30 September 2020             |                                                                                 |                                                                           |                              |                                                      |                                         |
|---------------------------------------------------------------------|---------------------------------------------------------------------------------|---------------------------------------------------------------------------|------------------------------|------------------------------------------------------|-----------------------------------------|
| Cash and Investment Review                                          |                                                                                 |                                                                           |                              |                                                      |                                         |
|                                                                     | Opening Balance<br>30/06/2020<br>from Audited<br>Financial Statements<br>\$'000 | RECOMMENDED<br>changes (September)<br>for Council<br>Resolution<br>\$'000 | REVISED<br>Balance<br>\$'000 | PROJECTED<br>year end<br>Result<br>2020/21<br>\$'000 | Closing Balance<br>30/09/2020<br>\$'000 |
| <b>Externally restricted</b>                                        |                                                                                 |                                                                           |                              |                                                      |                                         |
| <i>Specific Purpose Unexpended Grants (included in liabilities)</i> | 921                                                                             | (921)                                                                     | -                            | -                                                    | 654                                     |
| <i>Unspent LIRS Loan Funds (included in liabilities)</i>            | 19                                                                              | (19)                                                                      | -                            | -                                                    | 19                                      |
| <i>Developer Contributions - General Fund</i>                       | -                                                                               | -                                                                         | -                            | 28                                                   | 28                                      |
| <i>Developer Contributions - Water Fund</i>                         | -                                                                               | -                                                                         | -                            | 3                                                    | 3                                       |
| <i>Developer Contributions - Sewer Fund</i>                         | -                                                                               | -                                                                         | -                            | 3                                                    | 3                                       |
| <i>Developer Contributions - Waste Fund</i>                         | -                                                                               | -                                                                         | -                            | 2                                                    | 2                                       |
| <i>Developer Contributions - Stormwater Fund</i>                    | -                                                                               | -                                                                         | -                            | -                                                    | -                                       |
| <i>Specific Purpose Unexpended Grants</i>                           | 2,575                                                                           | (2,444)                                                                   | 131                          | 131                                                  | 1,204                                   |
| <i>Water Supplies</i>                                               | 1,030                                                                           | (260)                                                                     | 770                          | 1,647                                                | (602)                                   |
| <i>Sewerage Services</i>                                            | 3,528                                                                           | (164)                                                                     | 3,363                        | 3,509                                                | 4,260                                   |
| <i>Domestic Waste Management</i>                                    | 2,949                                                                           | (382)                                                                     | 2,568                        | 2,363                                                | 3,595                                   |
| <i>Stormwater Management</i>                                        | 990                                                                             | (100)                                                                     | 890                          | 832                                                  | 1,019                                   |
| <i>Bruxner Way Rewidening (RMS)</i>                                 | 57                                                                              | (57)                                                                      | -                            | -                                                    | 48                                      |
| <i>RMS Contributions</i>                                            | -                                                                               | -                                                                         | -                            | -                                                    | -                                       |
| <b>Total Externally restricted</b>                                  | <b>12,069</b>                                                                   | <b>(4,347)</b>                                                            | <b>7,722</b>                 | <b>8,518</b>                                         | <b>10,233</b>                           |
| <b>Internally restricted</b>                                        |                                                                                 |                                                                           |                              |                                                      |                                         |
| <i>Plant &amp; Vehicle Replacement</i>                              | 2,333                                                                           | (1,650)                                                                   | 683                          | 683                                                  | 1,036                                   |
| <i>Employees Leave Entitlements</i>                                 | 461                                                                             | -                                                                         | 461                          | 461                                                  | 461                                     |
| <i>International Town Partnerships</i>                              | 10                                                                              | -                                                                         | 10                           | 10                                                   | 10                                      |
| <i>Special Projects</i>                                             | 120                                                                             | -                                                                         | 120                          | 120                                                  | 120                                     |
| <b>Total Internally restricted</b>                                  | <b>2,924</b>                                                                    | <b>(1,650)</b>                                                            | <b>1,274</b>                 | <b>1,274</b>                                         | <b>1,627</b>                            |
| <b>Total Restricted</b>                                             | <b>14,993</b>                                                                   | <b>(5,997)</b>                                                            | <b>8,996</b>                 | <b>9,792</b>                                         | <b>11,860</b>                           |
| <b>Available Cash (Unrestricted Funds)</b>                          | <b>73</b>                                                                       | <b>(73)</b>                                                               | <b>-</b>                     | <b>-</b>                                             | <b>-</b>                                |
| <b>Total Cash and Investments</b>                                   | <b>15,066</b>                                                                   | <b>(6,070)</b>                                                            | <b>8,996</b>                 | <b>9,792</b>                                         | <b>11,860</b>                           |

Notes:

The available cash position excludes restricted funds. External restrictions are funds that must be spent for a specific purpose and cannot be used by council for general operations. Internal restrictions are funds that council has determined will be used for a specific future purpose. Internal and external restrictions are not determined fully until after year end.

ORIGINAL Budget +/- approved budget changes in previous quarters = REVISED Budget  
 REVISED Budget +/- recommended changes this quarter = PROJECTED year end result

**Comment on Cash and Investments Position**

Some restricted cash is finalised as part of the end of year Financial Statement Process.

Council's Cash and Investments are performing within anticipated parameters.

**Recommended Changes to Revised Budget**

**Include:**

- an explanation for recommended changes and any impact on Council's original management plan / operational plan, delivery program or LIFP,
- any impacts of YTD expenditure on recommended changes to the budget

All changes required are in respect of the variations detailed in both the Capital budget and the Income and Expenditure Review

**Certification regarding Investments and Bank Reconciliations**

**Investments**

It is hereby certified that all investments listed below have made in accordance with the requirements of the Local Government Act 1993, (Section 625), the companion Regulations and Council's Investment Policy.

**Cash**

Bank reconciliations occur on a daily basis with a full reconciliation performed on a monthly basis. The full reconciliation for the September quarter occurred on 1 October 2020.

**Cash Book Reconciliation**

\$

|                                                          |                     |
|----------------------------------------------------------|---------------------|
| Operating Cash balance as at 30 September 2020           | 4,173,529.64        |
| Trust Account Cash balance as at 30 September 2020       | 313,266.50          |
| <b>Total Cash (Not Invested) as at 30 September 2020</b> | <b>4,486,796.34</b> |

**Reconciliation**

The YTD total Cash and investments has been reconciled with funds invested and cash at bank:

| Financial Institution             |                      |     | Interest |
|-----------------------------------|----------------------|-----|----------|
| National Australia Bank           | 3,000,000.00         | AA- | 0.40%    |
| Commonwealth Bank                 | 3,000,000.00         | AA- | 1.54%    |
| Commonwealth Bank (At Call)       | 1,373,687.40         | AA- | 1.00%    |
| <b>TOTAL INVESTMENTS</b>          | <b>7,373,687.40</b>  |     |          |
| <b>TOTAL CASH ON HAND</b>         | <b>4,486,796.34</b>  |     |          |
| <b>TOTAL CASH AND INVESTMENTS</b> | <b>11,860,483.74</b> |     |          |

This document forms part of Temerloh Shire Council's Quarterly Budget Review Statement for the quarter ended 30 September 2020 and should be read in conjunction with other documents in the QBR.

| Tenterfield Shire Council                               |                                                                                                |                   |                   |                      |                |
|---------------------------------------------------------|------------------------------------------------------------------------------------------------|-------------------|-------------------|----------------------|----------------|
| Budget review for the quarter ended - 30 September 2020 |                                                                                                |                   |                   |                      |                |
| Contracts                                               |                                                                                                |                   |                   |                      |                |
| Contractor                                              | Contract detail & purpose                                                                      | Contract value \$ | Commencement date | Duration of contract | Budgeted (Y/N) |
| BJS Constructions                                       | Emergency Operations Centre & Admin Building Refurbishment                                     | 1,251,675         | 7/04/2020         | 30/12/2020           | Y              |
| BJS Constructions                                       | SCCF2-1023 Tenterfield Memorial Hall Sporting Complex                                          | 592,669           | 13/08/2020        | 30/10/2020           | Y              |
| BJS Constructions                                       | Memorial Hall Internal Acoustic, Ventilation & Insulation Treatment                            | 440,000           | 13/08/2020        | Ongoing              | Y              |
| BJS Constructions                                       | Tenterfield Depot Administration Building Refurbishment                                        | 306,266           | 5/03/2020         | 1/08/2020            | Y              |
| Starena Aust. Pty Ltd                                   | Memorial Hall - Retractable Platform & Apollo Seating                                          | 237,060           | 3/06/2020         | 30/10/2020           | Y              |
| A Cut Above Tenterfield                                 | Bushfire Recovery Grant - Dead Tree Removal                                                    | 80,000            | 25/08/2020        | Ongoing              | Y              |
| Armsign Pty Ltd                                         | SCCF Village Entry Signs                                                                       | 173,254           | 19/05/2020        | 30/10/2020           | Y              |
| Peter Sullivan                                          | Shirley Park Amenities Building - Interior                                                     | 123,973           | 7/04/2020         | 30/08/2020           | Y              |
| Incorporate Space                                       | Tenterfield Depot Administration Building - Office Fitout                                      | 59,767            | 16/03/2020        | 1/08/2020            | Y              |
| Dash Integrated Systems Pty Ltd                         | Emergency Operations Centre & Admin Building Refurbishment - Security Access Integrated System | 53,565            | 3/04/2020         | 30/12/2020           | Y              |
| RPS Australia East Pty Ltd                              | Strategic Heritage Inventory Review                                                            | 54,017            | 7/08/2019         | 27/04/2020           | Y              |
| RMP & Associates Pty Ltd                                | TSC War Memorial Baths Master Plan & Feasibility Study                                         | 52,000            | 6/02/2020         | 20/08/2020           | Y              |
| Mr N W Grogan                                           | Communities Combating Pests & Weed Impacts During Drought Program - Biosecurity Management     | 200,000           | 1/12/2019         | Ongoing              | Y              |
| Mr W N Johnson                                          | Communities Combating Pests & Weed Impacts During Drought Program - Biosecurity Management     | 133,040           | 1/12/2019         | Ongoing              | Y              |
| Invasive Plant & Animal Services                        | Communities Combating Pests & Weed Impacts During Drought Program - Biosecurity Management     | 57,326            | 1/12/2019         | Ongoing              | Y              |
| R & B Christie                                          | Communities Combating Pests & Weed Impacts During Drought Program - Biosecurity Management     | 88,403            | 1/12/2019         | Ongoing              | Y              |

**Notes**

1. Minimum reporting level is 1% of estimated income from continuing operations or \$50,000 whichever is the lesser.
2. Contracts to be listed are those entered into during the quarter and have yet to be fully performed (excluding contractors that are on Council's preferred supplier list).
3. Contracts for employment are not required to be included.
4. Where a contract for services etc was not included in the budget, an explanation is to be given (or reference made to an explanation in another Budget Review Statement).

This document forms part of Tenterfield Shire Council's Quarterly Budget Review Statement for the quarter ended 30 September 2020 and should be read in conjunction with other documents in the QBR.

**Tenterfield Shire Council**

**Budget review for the quarter ended - 30 September 2020**

**Consultancy and Legal Fees**

| <b>Expense</b> | <b>Expenditure YTD<br/>\$'000</b> | <b>Budgeted<br/>(Y/N)</b> |
|----------------|-----------------------------------|---------------------------|
| Consultancies  | <u>7,711</u>                      | <u>Y</u>                  |
| Legal Fees     | <u>3,281</u>                      | <u>Y</u>                  |

Definition of consultant:

A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision-making by management. Generally it is the advisory nature of the work that differentiates a consultant from other contractors.

**NOTES:**

\* Both Legal Fees and Consultancy fees are in line with expectations. A large proportion of the legal fees are recoverable.



|                      |                                                              |
|----------------------|--------------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>                 |
| <b>Submitted by:</b> | Manager Finance & Technology                                 |
| <b>Reference:</b>    | <b>ITEM GOV92/20</b>                                         |
| <b>Subject:</b>      | <b>FINANCE &amp; ACCOUNTS - PERIOD ENDED 31 OCTOBER 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 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 October 2020.**

#### **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 October 2020.

Cash Book Balances on this date were as follows:-

|                        |                |        |
|------------------------|----------------|--------|
| General (Consolidated) | \$5,046,731.04 | Credit |
| General Trust          | \$ 313,266.50  | Credit |

##### (b) Summary of Investments

Our Governance No. 92 Cont...

The attachment to this report is a certified schedule of all Council's investments as at 31 October 2020 showing the various invested amounts and applicable interest rates.

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

For the month of October 2020 no concessions were granted under Council's Concealed Water Leakage Concession Policy.

### **COUNCIL IMPLICATIONS:**

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

Nil.

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

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

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

Nil.

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

Nil.

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

Nil.

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

Nil.

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

Nil.

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

Nil.

**Kylie Smith**  
Chief Corporate Officer

|                               |                                                  |
|-------------------------------|--------------------------------------------------|
| Prepared by staff member:     | Paul Della; Jessica Wild                         |
| Approved/Reviewed by Manager: | Kylie Smith, Chief Corporate Officer             |
| Department:                   | Office of the Chief Corporate Officer            |
| Attachments:                  | <b>1</b> Investment Report as at 31 October 2020 |

1  
Page

**TENTERFIELD SHIRE COUNCIL - SUMMARY OF INVESTMENTS 31 OCTOBER 2020**

| Financial Institution            | Issuer Rating | Investment Term | Maturity Date | Interest Rate | Amount              | Percentage Exposure |
|----------------------------------|---------------|-----------------|---------------|---------------|---------------------|---------------------|
| NAB                              | AA-           | 60 Days         | 25/Dec/20     | 0.35%         | 3,000,000.00        | 32.00%              |
| <b>TOTAL NAB INVESTMENTS</b>     |               |                 |               |               | <b>3,000,000.00</b> | <b>32.00%</b>       |
| Commonwealth Bank                | AA-           | At Call         |               | 0.25%         | 1,373,969.66        | 14.66%              |
| Commonwealth Bank                | AA-           | 2 Months        | 30/Nov/20     | 0.54%         | 3,000,000.00        | 32.00%              |
| <b>TOTAL CBA INVESTMENTS</b>     |               |                 |               |               | <b>4,373,969.66</b> | <b>46.66%</b>       |
| Westpac                          | AA-           | 3 Months        | 29/Jan/21     | 0.42%         | 2,000,000.00        | 21.34%              |
| <b>TOTAL WESTPAC INVESTMENTS</b> |               |                 |               |               | <b>2,000,000.00</b> | <b>21.34%</b>       |
| <b>INVESTMENTS TOTAL</b>         |               |                 |               |               | <b>9,373,969.66</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.

\_\_\_\_\_  
**Responsible Accounting Officer**

**By:**

\_\_\_\_\_  
P. Della

\* Except as highlighted in the associated Council Report.

|                      |                                                         |
|----------------------|---------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>            |
| <b>Submitted by:</b> | Manager Finance & Technology                            |
| <b>Reference:</b>    | <b>ITEM GOV93/20</b>                                    |
| <b>Subject:</b>      | <b>CAPITAL EXPENDITURE REPORT AS AT 31 OCTOBER 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 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 October 2020.**

#### **BACKGROUND**

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

#### **REPORT:**

The carry-forward budgets for capital projects not completed in 2019/20 will be presented in the first Quarterly Budget Review. These projects account for the most significant capital expenditure variances at this stage of the financial year, which is to be expected.

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 future 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

Our Governance No. 93 Cont...

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

Nil.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

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

Prepared by staff member:

Paul Della; Jessica Wild

Approved/Reviewed by Manager:

Kylie Smith, Chief Corporate Officer

Department:

Office of the Chief Corporate Officer

Attachments:

**1** Attachment 15 (Attachment  
Booklet 6) - Capital Expenditure  
as at 31 October 2020

**3**  
**Pages**

**(ITEM RC28/20) REPORT OF COMMITTEES & DELEGATES - COUNTRY MAYORS' ASSOCIATION - MEETINGS OF 6 NOVEMBER 2020**

---

**REPORT BY:** Noelene Hyde

Mayor Peter Petty and Chief Executive Terry Dodds attended the following meetings of the Country Mayors' Association in Sydney on Friday, 6 November 2020.

- Annual General Meeting
- General Meeting

Minutes of the meetings are attached to this report.

**RECOMMENDATION**

**That Council receive and note the reports from the Country Mayor's Association meetings of 6 November 2020.**

**ATTACHMENTS**

- |          |                                  |         |
|----------|----------------------------------|---------|
| <b>1</b> | Minutes - Annual General Meeting | 4 Pages |
| <b>2</b> | Minutes - General Meeting        | 7 Pages |



# Country Mayors Association

## of NEW SOUTH WALES

**Chairperson:** Cr Ken Keith  
PO Box 337 Parkes NSW 2870  
02 6861 2333  
ABN 92 803 490 533

## AGM MINUTES

### ANNUAL GENERAL MEETING

FRIDAY, 6 NOVEMBER 2020, COCKLE BAY ROOM, INTERNATIONAL CONVENTION CENTRE,  
SYDNEY

The meeting opened at 9.05 a.m.

#### 1. ATTENDANCE:

Armidale Regional Council, Mr Viv May, Administrator  
Armidale Regional Council, Mr John Rayner, Acting CEO  
Berrigan Shire Council, Cr Matthew Hannan, Mayor  
Bland Shire Council, Cr Brian Monaghan, Mayor  
Blayney Shire Council, Cr Scott Ferguson, Mayor  
Blayney Shire Council, Ms Rebecca Ryan, General Manager  
Broken Hill City Council, Cr Darriea Turley, Mayor  
Cabonne Shire Council, Cr Kevin Beatty, Mayor  
Cabonne Shire Council, Mr Brad Burns, General Manager  
Coffs Harbour City Council, Cr Denise Knight, Mayor  
Coffs Harbour City Council, Cr George Cecato, Deputy Mayor  
Coffs Harbour City Council, Mr Stephen McGrath  
Coolamon Shire Council, Cr Bruce Hutcheon, Deputy Mayor  
Coolamon Shire Council, Mr Tony Donoghue, General Manager  
Cootamundra-Gundagai Regional Council, Cr Abb McAlister Mayor  
Cootamundra-Gundagai Regional Council, Mr Phil McMurray, General Manager  
Dubbo Regional Council, Cr Ben Shields, Mayor  
Dungog Shire Council, Cr John Connors, Mayor  
Dungog Shire Council, Mr Gareth Curtis, General Manager  
Eurobodalla shire Council, Cr Liz Innes, Mayor  
Forbes Shire Council, Cr Phyllis Miller, Mayor  
Forbes Shire Council, Cr Chris Roylance, Deputy Mayor  
Forbes Shire Council, Mr Steve Loane, General Manager  
Glen Innes Shire Council, Cr Carol Sparkes, Mayor  
Gunnedah Shire Council, Cr Jamie Chaffey, Mayor  
Gwydir Shire Council, Cr John Coulton, Mayor  
Gwydir, Shire Council, Mr Max Eastcott, General Manager  
Hay Shire Council, Cr Jenny Dwyer, Mayor  
Hay Shire Council, Mr David Webb, General Manager  
Kempsey Shire Council, Cr Liz Campbell, Mayor  
Kempsey Shire Council, Mr Craig Milburn, General Manager

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Leeton Shire Council, Cr Paul Maytom , Mayor  
Leeton Shire Council, Ms Jackie Kruger, General Manager  
Lithgow City Council, Cr Wayne McAndrew, Deputy Mayor  
Lithgow City Council, Mr Craig Butler, General Manager  
Liverpool Plains Shire Council, Cr Doug Hawkins, Mayor  
Liverpool Plains Shire Council, Ms Joanna Sangster, General Manager  
Moree Plains Shire Council, Cr Katrina Humphries, Mayor  
Murray River Council, Cr Christopher Bilkey, Mayor  
Murray River Council, Cr Nikki Cohen Deputy Mayor  
Murray River Council, Mr Des Bilske, General Manager  
Narrabri Shire Council, Cr Ron Campbell, Mayor  
Narrabri Shire Council, Mr Stewart Todd, General Manager  
Oberon Council, Cr Kathy Sajowitz, Mayor  
Oberon Council, Mr Gary Wallace, General Manager  
Orange City Council, Cr Reg Kidd, Mayor  
Parkes Shire Council, Cr Ken Keith, Mayor  
Queanbeyan-Palerang Regional Council, Mr Tim Overall, Mayor  
Shoalhaven City Council, Cr Amanda Findley, Mayor  
Singleton Council, Cr Sue Moore, Mayor  
Singleton Shire Council, Mr Jason Linnane, General Manager  
Temora Shire Council, Cr Rick Firman, Mayor  
Temora Shire Council, Mr Garry Lavelle, General Manager  
Tenterfield Shire Council, Cr Peter Petty, Mayor  
Tenterfield Shire Council, Mr Terry Dodds, General Manager  
Uralla Shire Council, Cr Michael Pearce, Mayor  
Uralla Shire Council, Ms Kate Jessop, General Manager  
Warren Shire Council, Milton Quigley, Mayor  
Warren Shire Council, Mr Rolly Lawford, Divisional Manager Engineering Services  
Warrumbungle Shire Council, Cr Ambrose Doolan, Mayor  
Warrumbungle Shire Council, Mr Roger Bailey, General Manager  
LGNSW, President, Cr Linda Scott

**APOLOGIES:**  
As read

**2. ADOPTION OF MINUTES OF PREVIOUS MEETING:**

RESOLVED that the minutes of the Annual General Meeting held on 1 November 2019 be accepted as a true and accurate record (Singleton Shire Council /Tenterfield Shire Council).

**3. Chairman's Report**

Chairperson Cr Katrina Humphries outlined how she enjoyed being Chair for the past four years and thanked everybody for their support during her terms

RESOLVED That the Chairman's report be received and noted (Moree Plains Shire Council /Tenterfield Shire Council)

**4. Secretaries Report – Financial Report**

RESOLVED That the financial reports for the 2019/20 year as tabled be accepted (Moree Plains Shire Council Council/ Glen Innes Severn Council)

Page 3



**5. Returning Officer**

RESOLVED That the Returning Officer for the conduct of the elections be Mr Allan Burgess (Gwydir Shire Council / Gunnedah Shire Council)

The Chairperson Cr Katrina Humphries vacated the chair

**7. Election of Office Bearers**

**7.1 Chairperson**

The Returning Officer advised that he had received one nomination in writing for Cr Ken Keith, Parkes Shire Council, who was nominated by Uralla Shire Council and Kempsey Shire Council. The Returning Officer called for any further nominations for the position of Chairperson. No other nominations were received. As there was only one nomination the Returning Officer declared Cr Ken Keith elected Chairman for the 2020/21 year

**7.2 Vice Chairperson**

The Returning Officer advised that he had received one nomination in writing for Cr Michael Pearce, Mayor, Uralla Shire Council who was nominated by Parkes Shire Council and Temora Shire Council. The Returning Officer called for any further nominations for the position of Vice Chairperson. No other nominations were received. As there was only one nomination the Returning Officer declared Cr Michael Pearce elected as Deputy Chairperson for the 2020/21 year

**7.3 Secretary/Public Officer**

RESOLVED That Mr Kent Boyd General Manager Parkes Shire Council, be appointed Secretary/Public Officer (Parkes Shire Council / Uralla Shire Council)

**7.4 Executive**

Nominations for the six positions on the Executive were called for. Nominations were received for Cr Sue Moore Singleton Council, Cr Carol Sparks, Glen Innes Severn Council, Cr Liz Campbell, Kempsey Shire Council, Cr Rick Firman Temora Shire Council, Cr Kathy Sajowitz, Oberon Council, Cr Amanda Findley, Shoalhaven City Council, Cr Jamie Chaffey Gunnedah Shire Council and Cr Peter Petty, Tenterfield Shire Council

RESOLVED That the method of election be by ordinary ballot (Parkes Shire Council/ Uralla Shire Council)

The Chairman Cr Ken Keith took up the position of chairman  
Cr Keith thanked Cr Humphries on her four years as Chairman and for the work she did to promote Country Mayors as a voice of rural communities

**8. SETTING OF ANNUAL MEMBERSHIP FEES**

RESOLVED That the fees for the 2020/21 year remain at \$750 for Councils with a population of 10,000 and over, and Councils with a population of less than 10,000 paying 75% \$562.50 (Tenterfield Shire Council / Uralla Shire Council)

**8. Secretariat**

RESOLVED That Allan Burgess trading as Alkanat Consulting be appointed the Secretariat (Orange City Council / Dubbo Regional Council)

**9. Meeting dates for 2021**

RESOLVED that the meeting dates for 2021 be 5 March, 28 May, 6 August and 5 November ( Temora Shire Council / Forbes Shire Council)

**10. Executive**

To allow the counting of votes the AGM was adjourned at 9.35am  
The AGM was resumed at 10.31am

Following the count of the votes by the Returning Officer and Cr Linda Scott, President LGNSW the Returning Officer declared the following delegates elected to the Executive for the 2019/20 year

- Cr Jamie Chaffey, Gunnedah Shire Council
- Cr Sue Moore, Singleton Council
- Cr Peter Petty, Tenterfield Shire Council.
- Cr Kathy Sajowitz, Oberon Council
- Cr Liz Campbell, Kempsey Shire Council
- Cr Rick Firman Temora Shire Council

There being no further business the meeting closed at 10.32 am.

Cr Ken Keith  
Chairman Country Mayor's Association of NSW



# Country Mayors Association of NEW SOUTH WALES

**Chairperson:** Cr Ken Keith  
PO Box 337 Parkes NSW 2870  
02 6861 2333  
ABN 92 803 490 533

## MINUTES

### GENERAL MEETING

FRIDAY, 6 NOVEMBER 2020 COCKLE BAY ROOM, INTERNATIONAL CONVENTION CENTRE,  
SYDNEY

The meeting opened at 10.55 a.m.

#### 1 ATTENDANCE:

Armidale Regional Council, Mr Viv May, Administrator  
Armidale Regional Council, Mr John Rayner, Acting CEO  
Berrigan Shire Council, Cr Matthew Hannan, Mayor  
Bland Shire Council, Cr Brian Monaghan, Mayor  
Blayney Shire Council, Cr Scott Ferguson, Mayor  
Blayney Shire Council, Ms Rebecca Ryan, General Manager  
Broken Hill City Council, Cr Darriea Turley, Mayor  
Cabonne Shire Council, Cr Kevin Beatty, Mayor  
Cabonne Shire Council, Mr Brad Burns, General Manager  
Coffs Harbour City Council, Cr Denise Knight, Mayor  
Coffs Harbour City Council, Cr George Cecato, Deputy Mayor  
Coffs Harbour City Council, Mr Stephen McGrath  
Coolamon Shire Council, Cr Bruce Hutcheon, Deputy Mayor  
Coolamon Shire Council, Mr Tony Donoghue, General Manager  
Cootamundra-Gundagai Regional Council, Cr Abb McAlister Mayor  
Cootamundra-Gundagai Regional Council, Mr Phil McMurray, General Manager  
Dubbo Regional Council, Cr Ben Shields, Mayor  
Dungog Shire Council, Cr John Connors, Mayor  
Dungog Shire Council, Mr Gareth Curtis, General Manager  
Eurobodalla shire Council, Cr Liz Innes, Mayor  
Forbes Shire Council, Cr Phyllis Miller, Mayor  
Forbes Shire Council, Cr Chris Roylance, Deputy Mayor  
Forbes Shire Council, Mr Steve Loane, General Manager  
Glen Innes Shire Council, Cr Carol Sparkes, Mayor  
Gunnedah Shire Council, Cr Jamie Chaffey, Mayor  
Gwydir Shire Council, Cr John Coulton, Mayor  
Gwydir, Shire Council, Mr Max Eastcott, General Manager  
Hay Shire Council, Cr Jenny Dwyer, Mayor

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Hay Shire Council, Mr David Webb, General Manager  
Kempsey Shire Council, Cr Liz Campbell, Mayor  
Kempsey Shire Council, Mr Craig Milburn, General Manager  
Leeton Shire Council, Cr Paul Maytom, Mayor  
Leeton Shire Council, Ms Jackie Kruger, General Manager  
Lithgow City Council, Cr Wayne McAndrew, Deputy Mayor  
Lithgow City Council, Mr Craig Butler, General Manager  
Liverpool Plains Shire Council, Cr Doug Hawkins, Mayor  
Liverpool Plains Shire Council, Ms Joanna Sangster, General Manager  
Moree Plains Shire Council, Cr Katrina Humphries, Mayor  
Murray River Council, Cr Christopher Bilkey, Mayor  
Murray River Council, Cr Nikki Cohen Deputy Mayor  
Murray River Council, Mr Des Bilske, General Manager  
Narrabri Shire Council, Cr Ron Campbell, Mayor  
Narrabri Shire Council, Mr Stewart Todd, General Manager  
Oberon Council, Cr Kathy Sajowitz, Mayor  
Oberon Council, Mr Gary Wallace, General Manager  
Orange City Council, Cr Reg Kidd, Mayor  
Parkes Shire Council, Cr Ken Keith, Mayor  
Queanbeyan-Palerang Regional Council, Mr Tim Overall, Mayor  
Shoalhaven City Council, Cr Amanda Findley, Mayor  
Singleton Council, Cr Sue Moore, Mayor  
Singleton Shire Council, Mr Jason Linnane, General Manager  
Temora Shire Council, Cr Rick Firman, Mayor  
Temora Shire Council, Mr Garry Lavelle, General Manager  
Tenterfield Shire Council, Cr Peter Petty, Mayor  
Tenterfield Shire Council, Mr Terry Dodds, General Manager  
Uralla Shire Council, Cr Michael Pearce, Mayor  
Uralla Shire Council, Ms Kate Jessop, General Manager  
Warren Shire Council, Milton Quigley, Mayor  
Warren Shire Council, Mr Rolly Lawford, Divisional Manager Engineering Services  
Warrumbungle Shire Council, Cr Ambrose Doolan, Mayor  
Warrumbungle Shire Council, Mr Roger Bailey, General Manager  
LGNSW, President, Cr Linda Scott

**APOLOGIES:**

As submitted

**SPECIAL GUESTS:**

Professor, Mary O'Kane, NSW Independent Bushfire Inquiry  
Peter Duncan AM, Member Independent Panel for the Road Classification Review and Transfer  
Hon Mick Veitch MLC, Shadow Minister for Industry and Trade, Rural Roads, Rural Affairs and Western NSW

**2. ADOPTION OF MINUTES OF PREVIOUS MEETING:**

RESOLVED that the minutes of the General Meeting held on 6 March 2020 be accepted as a true and accurate record (Singleton Council / Queanbeyan-Palerang Regional Council)

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**3. Professor, Mary O’Kane, NSW Independent Bushfire Inquiry**

The NSW Bush Fire Inquiry Report by Dave Owens APM and Professor Mary O’Kane has worked to understand what happened during the 2019-20 bush fire season and how it was different to seasons that have come before, and to make 76 recommendations for future improvements to how NSW plans and prepares for, and responds to, bush fires. The season showed us what damage megafires can do, and how dangerous they can be for communities and firefighters. It is clear that we should expect fire seasons like 2019-20, or potentially worse, to happen again. The 2019-20 bush fire season challenged conventional assumptions. For example, it appears that the extreme dryness of forested regions over large continuous areas was the determining factor in the size of the fires. When taken together with the weather conditions experienced, the fires became extreme, burning through forests and across bare earth. This season also challenged assumptions about how we fight fires. We need to know much more about bush fire suppression methods and how effective they are, especially in the face of megafires like these.

There are important firefighting enhancements needed – more emphasis on getting fires out early; improved backburning protocols, training and information around heavy plant use; the right mix of aerial firefighting assets; and increased aerial night firefighting. There is also a need for improved telecommunications. We need to push available technologies harder, especially fire science, remote sensing, data science and artificial intelligence to equip us better to understand what happens during a bush fire and respond more quickly. Central to the way forward must be improving local preparedness and resilience.

Independent Planning Commission recommendations to continue and Minister has issued a statement of expectation regarding determinations. The Commission will be meeting elected officials and management.

**4. CR LINDA SCOTT, PRESIDENT, LGNSW**

Cr Scott provided a brief on the work of LGNSW and outlined opportunities for further collaboration (Copy Attached)

**5. Membership**

RESOLVED that Richmond Valley Council be admitted as a member of the Association (Singleton Council/ Tenterfield Shire Council)

**6. CORRESPONDENCE**

Outward

- (a) The Hon Brad Hazzard, Minister for Health and Medical Research requesting an update on forensic pathology provision in regional areas
- (b) Ms Susan Madden, Board Member, Murray Darling Basin Authority. thanking her for her presentation to the 6 March meeting
- (c) Lindsay White Hilary Johnson, Directors, Commonwealth Environmental Water office, thanking them for their presentations to the 6 March meeting

*Page 4*

- (d) The Hon Melinda Pavey MP, Minister for Water, Property and Housing, thanking her for her presentation to the 6 March meeting
- (e) Cr R W Sheaffe, Mayor, Hay Shire, advising that his Councils application for membership was successful
- (f) Ms Theresa Corbin, Chief Executive Officer, Australian Communications Consumer Action Network thanking her for her presentation to the 6 March meeting
- (g) Mr Rob Rogers AFSM, Deputy Commissioner, NSW Rural Fire Services, thanking him for his presentation to the 6 March meeting
- (h) Hon Jennifer Gardner, Chairperson, NSW Local Government Grants Commission, thanking her for her presentation to the 6 March meeting
- (i) Mr David Harris, Chief Executive Officer, NSW Water, thanking him for his presentation to the 6 March meeting
- (j) The Hon John Barilaro MP, Deputy Premier, Minister for Regional New South Wales, Industry and Trade, regarding the necessity to have rail crossings of State Highways at grade in respect to the Inland Rail
- (k) The Hon Michael McCormack MP, Deputy Prime Minister, Minister for Infrastructure and Transport and Regional Development, regarding the necessity to have rail crossings of State Highways at grade in respect to the Inland Rail
- (l) Cr Bruce Miller, Chair of Board Local Government Super, asking for the Board to assist rural communities by allowing a two year moratorium on the payment of additional contributions to the Defined Benefit Plan
- (m) Mr David Smith, Chief Executive Officer, Local Government Super, asking for the Board to assist rural communities by allowing a two year moratorium on the payment of additional contributions to the Defined Benefit Plan
- (n) The Hon Mark Coulton MP, Minister for Regional Services, Decentralisation and Local Government, Assistant Trade and Investment Minister, requesting a review of the Financial Assistance Grants criteria to include disability factors for natural disasters such as drought and bush fires
- (o) The Hon Shelley Hancock MP, Minister for Local Government, requesting a review of the Financial Assistance Grants criteria to include disability factors for natural disasters such as drought and bush fires
- (p) The Hon Shelley Hancock MP, Minister for Local Government, requesting a reply to our letter dated 3 June 2019 regarding Waste to Energy
- (q) Ms Felicity Gemmell-Smith, Special Education Programs Manager, GP Synergy, advising that Country Mayors is encouraging members to nominate a staff member as a contact for potential rural doctors
- (r) Ms Margaret Crawford, Auditor General, NSW, Re Accounting Requirements of RFS Assets

Inward

- (a) Ms Theresa Corbin, Chief Executive Officer, Australian Communications Consumer Action Network Re membership of the Rural Regional and Remote Communications Coalition
- (b) The Hon Ben Franklin MLC, Parliamentary Secretary for Energy and the Arts Re the replacement of private electricity poles
- (c) Mr Phil Stockwell, Chief Executive Officer, Local Government Super, Re Defined Benefits Contribution
- (d) Ms Anne Skewers, Deputy Secretary, Crown Lands, Planning Industry and Environment Re Local Land Agreements

- (e) Mr Rob Rogers AFSM, Commissioner, NSW Rural Fire Service, thanking Country Mayors for their appreciation of the Service
- (f) The Hon Shelley Hancock MP, Minister for Local Government, regarding contributions to the Defined Benefits Scheme
- (g) The Hon Shelley Hancock MP, Minister for Local Government, regarding Waste to Energy
- (h) Margaret Crawford, Auditor New South Wales, regarding Reporting of Rural Fire Service assets

NOTED

**7. FINANCIAL REPORT**

RESOLVED that the financial reports for the last quarter were tabled and accepted (Uralla Shire Council / Bland Shire Council)

**8. Peter Duncan AM, Member Independent Panel for the Road Classification Review and Transfer and Commissioner of the independent Planning Commission**

In February 2019 the Minister made a commitment to initiate the Road Classification Review and to transfer up to 15,000km of Regional Road to State management. The panel was appointed and the draft Terms of Reference released for Council feedback in February 2020. The Terms of Reference and information paper was released in June 2020 with consultation in July/August 2020. Deadline for nominations on all roads proposed for priority and non-priority reclassification and/ or transfer was September 2020. Priority submissions are open to the end of 2020. Submissions for the full round open in March 2021 and close in May 2021 with a final report to the Minister in July 2021. In the next week the Panel will open the priority submission process and priority assessment framework based on six key principles of Future Transport 2056 - Customer focused, Successful places, A strong economy, Safety and performance, Accessible services and Sustainable, and three primary outcomes - lighten the load on regional councils net better off position for councils, Support regional employment, Support state-wide network improvements. The assessment framework will show how these will be aligned and measured.

**9. Hon Mick Veitch MLC, Shadow Minister for Industry and Trade, Rural Roads, Rural Affairs and Western NSW**

Mr Veitch outlined his experiences of touring regional NSW as the Shadow Minister and meeting with locals. Local Government is at the forefront of their local economies and changes should not find councils worse off financially. Quarterly reports by the Government are to be provided to the Upper House. Cost of Council election issues will be referred to the Shadow Minister for Local Government. Some councils want to revert back from amalgamations and a report on the real cost of amalgamations is available. A National Food, Fibre and Security Plan needs to be implemented.

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10. **Distribution of NSW Electoral Districts**  
RESOLVED that the Association support Leeton Shire Councils submission to the NSW Electoral Commission on the Redistribution of NSW Electoral Districts (Leeton Shire Council/Gunnedah Shire Council)
11. **Rural Fire Service Assets**  
RESOLVED that the Association continue to follow up the advice of the Auditor General that at the end of the 2019/20 reporting cycle the Office will review the technical arguments (Tenterfield Shire Council/Kempsey Shire Council)
12. **Destruction of CMA Files**  
RESOLVED that That the Country Mayors Files to 2010 held by Coffs Harbour City Council be disposed of by Coffs Harbour City Council (Singleton Council/ Forbes Shire Council)
13. **IPART Review of Local Government Rating System**  
RESOLVED that the Association support Bland Shire Councils submission to the Minister for Local Government to not have legislated recommendation 34 of the 2016 IPART Review of the NSW Local Government Rating System (Bland Shire Council/Blaney Shire Council)
14. **Emergency Management Reform**  
RESOLVED That the Association support Eurobodalla Shire Councils submission to the Royal Commission into National Natural Disasters-Local Government and natural disasters (Eurobodalla Shire Council/Tenterfield Shire Council)
15. **Federal Government Policy on Water Security**  
RESOLVED that Country Mayors
  - (a) Advocate to the Australian Government to increase their funding and involvement in the provision of secure water supply for towns and cities across regional Australia.
  - (b) Advocate to the NSW Government to waive NSW Government costs associated with essential water infrastructure (Eurobodalla Shire Council/Leeton Shire Council)
16. **Enquiry into Rural Health**  
RESOLVED that Association prepare a submission to the Enquiry into Rural Health and the Minister for Health be invited to the next meeting of Country Mayors (Leeton Shire Council/Gunnedah Shire Council)
17. **Local Government Exclusion from National Cabinet**  
RESOLVED that Country Mayors lobbies the Prime Minister to have Local Government represented on the National Cabinet with membership from ALGA Leeton Shire Council/Forbes Shire Council)
18. **Insurance Companies Assisting Families Affected by Fires**  
RESOLVED that Country Mayors advocate
  - (a) to the Commonwealth to extend rental relief to bushfire affected individuals and families who lost their primary dwelling in the 2019/20 bushfires and that are



now renting temporary accommodation through their insurance policy where in most cases cover will increase after 12 months

- (b) to insurance companies and the Insurance Council of Australia to extend the 12 month period of rental assistance available to those residents who have lost their primary dwelling in the 2019/20 bushfires (Shoalhaven City Council/Broken Hill City Council)

**19. Next Meeting**

Sydney Airport Corporation be invited to the next meeting

There being no further business the meeting closed at 12.58pm.

Cr Ken Keith  
Chairman Country Mayor's Association of NSW

|                      |                                                    |
|----------------------|----------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>               |
| <b>Submitted by:</b> | Executive Assistant & Media                        |
| <b>Reference:</b>    | <b>ITEM RES10/20</b>                               |
| <b>Subject:</b>      | <b>COUNCIL RESOLUTION REGISTER - NOVEMBER 2020</b> |

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**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.        |

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**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 November 2020.**

**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 16 (Attachment Booklet 6) - Resolution Register November 2020 | 31 Pages |