



QUALITY NATURE - QUALITY HERITAGE - QUALITY LIFESTYLE

BUSINESS PAPER
EXTRAORDINARY COUNCIL MEETING
WEDNESDAY, 26 SEPTEMBER 2018

Notice is hereby given in accordance with the provisions of the *Local Government Act 1993*, and pursuant to Clause 2.3 of Council's Code of Meeting Practice that a **Extraordinary Council Meeting** will be held in the Tenterfield Shire Council Chamber, on **Wednesday, 26 September 2018** commencing at **9.30 am**.

Terry Dodds
Chief Executive

COMMUNITY CONSULTATION – PUBLIC ACCESS

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

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

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

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

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

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

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

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

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

CONFLICT OF INTERESTS

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

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

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

Remoteness

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

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

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

Relatives, Partners

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

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

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

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

No Interest in the Matter

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

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

Disclosure and participation in meetings

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

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

Participation in Meetings Despite Pecuniary Interest (S 452 Act)

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

Non-pecuniary Interests - Must be disclosed in meetings.

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

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

Disclosures to be Recorded (s 453 Act)

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

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## ORDER OF BUSINESS

1. Opening & Welcome
2. Civic Prayer & Acknowledgement of Country
3. Apologies
4. Disclosure & Declarations of Interest
5. Open Council Reports
  - Our Governance
6. Meeting Close

# AGENDA

## 1. OPENING & WELCOME

### 2. (A) OPENING PRAYER

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

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

### (B) ACKNOWLEDGEMENT OF COUNTRY

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

## 3. APOLOGIES

## 4. DISCLOSURES & DECLARATIONS OF INTEREST

## 5. OPEN COUNCIL REPORTS

### **OUR GOVERNANCE**

|                 |                                                                         |    |
|-----------------|-------------------------------------------------------------------------|----|
| (ITEM GOV70/18) | ELECTION OF THE MAYOR - 2018 TO 2020 .....                              | 5  |
| (ITEM GOV71/18) | ELECTION OF DEPUTY MAYOR - 2018 TO 2019 .....                           | 8  |
| (ITEM GOV72/18) | COUNCIL DELEGATES ON COMMITTEES, EXTERNAL<br>BOARDS & ASSOCIATIONS..... | 11 |
| (ITEM GOV73/18) | COUNCIL MEETING SCHEDULE - 2018/2019 .....                              | 15 |

## 6. MEETING CLOSED

|                      |                                             |
|----------------------|---------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>        |
| <b>Submitted by:</b> | Chief Executive                             |
| <b>Reference:</b>    | <b>ITEM GOV70/18</b>                        |
| <b>Subject:</b>      | <b>ELECTION OF THE MAYOR - 2018 TO 2020</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>         | Maintain strong relationships with all levels of Government and proactively seek involvement in decision making impacting our Shire and the New England Northwest Region. |
| <b>Delivery Plan Action:</b> | Provide sound and inclusive decisions using the Community Engagement Strategy to guide our interactions.                                                                  |

#### **SUMMARY**

The purpose of this report is for Council to elect the Mayor for the proceeding term, being from September 2018 to September 2020.

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

**That Ms Kerri Swain, as Returning Officer, call for nominations for the election of Mayor and Council determine the form of ballot to be used if so required.**

#### **BACKGROUND**

The *Local Government Amendment (Governance and Planning) Bill 2016* included amendments to the Act to change the term of Mayors elected by their Councillor peers from one year to two year terms (s230(1) LGA). Following the aforementioned changes to the Act, the upcoming Mayoral term will run from September 2018 to September 2020.

The Local Government Elections Regulation stipulates the General Manager (or a person appointed by the General Manager) is the Returning Officer. To this end, the General Manager has appointed Ms Kerri Swain, Principal, Jennings & Kneipp Lawyers.

#### **REPORT:**

In accordance with the *Local Government Act 1993 and Regulations*, nominations for Mayor must be in writing, signed by two Councillors and the nominee must consent in writing. The nomination and acceptance can be made prior to the meeting.

Any nominations prepared prior to the meeting must be handed to Returning Officer, Ms Kerri Swain in her capacity as Returning Officer for the election. A Nomination form is included as an addendum to this report.

If there is more than one candidate nominated, an election is necessary and Council must decide whether the election will be by:

- A Ordinary Ballot
- B Preferential Ballot, or
- C Open Voting

Our Governance No. 70 Cont...

The form of ballot should be determined after the calling of nominations, and the Returning Officer will call for a motion accordingly.

**An Ordinary Ballot is a secret ballot.**

If there are two candidates, the person receiving the higher number of votes is declared elected. Should there be three or more candidates, the candidate receiving the lowest number of votes is excluded and fresh votes are taken until one candidate remains. A cross (X) against the candidate whose nomination is being supported is all that is required when voting.

**A Preferential Ballot is a secret ballot and the system can only be adopted if there are more than two candidates.**

Voting is in order of preference, with votes being marked 1,2,3,4 etc. If a candidate receives more than half of the total votes, that person is declared elected. If not, the person with the lowest number of votes is excluded and their preferences are distributed. This procedure is followed until one candidate receives more than half of the total votes. They are then declared elected.

**Open Voting is by a show of hands.**

If there are two candidates, the person receiving the higher number of votes is declared elected. If there are more than two candidates, the person with the lowest number of votes is excluded and this procedure is repeated until one candidate receives a simple majority of the votes.

**COUNCIL IMPLICATIONS:**

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

N/A

**2. Policy and Regulation**

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

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

N/A

**4. Asset Management (AMS)**

N/A

**5. Workforce (WMS)**

N/A

**6. Legal and Risk Management**

Election procedures covered by the NSW Local Government Act 1993, NSW Local Government (General) Regulations 2005 and the Tenterfield Shire Council Code of Meeting Practice.

**7. Performance Measures**

N/A

**8. Project Management**

N/A

Our Governance No. 70 Cont...

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

|                               |                                                                                      |
|-------------------------------|--------------------------------------------------------------------------------------|
| Prepared by staff member:     | Terry Dodds, Chief Executive                                                         |
| Approved/Reviewed by Manager: | Terry Dodds, Chief Executive                                                         |
| Department:                   | Office of the Chief Executive                                                        |
| Attachments:                  | Nomination Form and envelope for return to the Returning Officer provided separately |



|                      |                                                |
|----------------------|------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>           |
| <b>Submitted by:</b> | Chief Executive                                |
| <b>Reference:</b>    | <b>ITEM GOV71/18</b>                           |
| <b>Subject:</b>      | <b>ELECTION OF DEPUTY MAYOR - 2018 TO 2019</b> |

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

|                      |                                                                                                                                                                           |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CSP Goal:</b>     | <b>Leadership</b> - LEAD 12 - We are a well engaged community that is actively involved in decision making processes and informed about services and activities.          |
| <b>CSP Strategy:</b> | Maintain strong relationships with all levels of Government and proactively seek involvement in decision making impacting our Shire and the New England Northwest Region. |
| <b>Delivery Plan</b> | Provide sound and inclusive decisions using the Community                                                                                                                 |
| <b>Action:</b>       | Engagement Strategy to guide our interactions.                                                                                                                            |

#### **SUMMARY**

The purpose of this report is for Council to elect the Deputy Mayor for the proceeding term, being from September 2018 to September 2019.

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

**That Ms Kerri Swain, as Returning Officer, call for nominations for the election of Deputy Mayor and Council determine the form of ballot to be used if so required.**

#### **BACKGROUND**

Amended Section 230 of the Local Government Act indicates that a Mayor elected by Councillors holds the Office of Mayor for two years, however Section 231 (2) of the Act with respect to Deputy Mayor indicates that "*the person may be elected for the Mayoral term or a shorter term*".

At the September 2017 Extraordinary Council Meeting, Council resolved that Cr Don Forbes be declared as Deputy Mayor for the next 12 months.

#### **REPORT:**

The Local Government Act does not specify the method of voting for the election of Deputy Mayor. Council may, therefore, fix its own procedure and it is suggested that this be in accordance with the Local Government Act 1993 and Regulation for the election of Mayor by Councillors.

In accordance with the *Local Government Act 1993 and Regulation*, nominations must be in writing, signed by two Councillors and the nominee must consent in writing. The nomination and acceptance can be made prior to the meeting.

Any nominations prepared prior to the meeting must be handed to Ms Kerri Swain in her capacity as Returning Officer for the election. A Nomination form is included as an addendum to this report.

If there is more than one candidate nominated, an election is necessary and Council must decide whether the election will be by:

Our Governance No. 71 Cont...

- A Ordinary Ballot
- B Preferential Ballot, or
- C Open Voting

The form of ballot should be determined after the calling of nominations, and the Returning Officer will call for a motion accordingly.

**An Ordinary Ballot is a secret ballot.**

If there are two candidates, the person receiving the higher number of votes is declared elected. Should there be three or more candidates, the candidate receiving the lowest number of votes is excluded and fresh votes are taken until one candidate remains. A cross (X) against the candidate whose nomination is being supported is all that is required when voting.

**A Preferential Ballot is a secret ballot and the system can only be adopted if there are more than two candidates.**

Voting is in order of preference, with votes being marked 1,2,3,4 etc. If a candidate receives more than half of the total votes, that person is declared elected. If not, the person with the lowest number of votes is excluded and their preferences are distributed. This procedure is followed until one candidate receives more than half of the total votes. They are then declared elected.

**Open Voting is by a show of hands.**

If there are two candidates, the person receiving the higher number of votes is declared elected. If there are more than two candidates, the person with the lowest number of votes is excluded and this procedure is repeated until one candidate receives a simple majority of the votes.

**COUNCIL IMPLICATIONS:**

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

N/A

**2. Policy and Regulation**

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

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

N/A

**4. Asset Management (AMS)**

N/A

**5. Workforce (WMS)**

N/A

**6. Legal and Risk Management**

Election procedures covered by the NSW Local Government Act 1993, NSW Local Government (General) Regulations 2005 and the Tenterfield Shire Council Code of Meeting Practice.

Our Governance No. 71 Cont...

**7. Performance Measures**

N/A

**8. Project Management**

N/A

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

|                               |                                                                                      |
|-------------------------------|--------------------------------------------------------------------------------------|
| Prepared by staff member:     | Terry Dodds, Chief Executive                                                         |
| Approved/Reviewed by Manager: | Terry Dodds, Chief Executive                                                         |
| Department:                   | Office of the Chief Executive                                                        |
| Attachments:                  | Nomination Form and envelope for return to the Returning Officer provided separately |

|                      |                                                                            |
|----------------------|----------------------------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>                                       |
| <b>Submitted by:</b> | Executive Assistant & Media                                                |
| <b>Reference:</b>    | <b>ITEM GOV72/18</b>                                                       |
| <b>Subject:</b>      | <b>COUNCIL DELEGATES ON COMMITTEES, EXTERNAL BOARDS &amp; ASSOCIATIONS</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>         | Maintain strong relationships with all levels of Government and proactively seek involvement in decision making impacting our Shire and the New England Northwest Region. |
| <b>Delivery Plan Action:</b> | Provide sound and inclusive decisions using the Community Engagement Strategy to guide our interactions.                                                                  |

### SUMMARY

The purpose of this report is to provide Council with the 2018-2019 Committee Register which outlines the specific purpose committees, external boards and organisations on which Council has representation. Councillor representation has been determined to coincide with the Council term so the 2018-2019 Committee Register serves as an update.

### OFFICER'S RECOMMENDATION:

- (1) That Council adopt the inclusion of a new Specific Purpose Committee, being the Tourism Advisory Committee;**
- (2) That Council determine the representation on external bodies, specific purpose committees and other associations as listed below for the proceeding twelve (12) months;**

|                                                                     | <b>Representation</b>                        | <b>Delegate/s 2018-2019</b>                                           |
|---------------------------------------------------------------------|----------------------------------------------|-----------------------------------------------------------------------|
| <b>Specific Purpose Committees</b>                                  |                                              |                                                                       |
| Audit & Risk Committee                                              | Mayor + 1 Councillor                         | Mayor, Cr Don Forbes                                                  |
| Donations Assessment Panel                                          | Mayor + 3 Councillors + 1 Reserve Councillor | Mayor, Cr Michael Petrie, Cr John Macnish + Vacant + Vacant Reserve   |
| Australia Day Awards Committee                                      | Mayor + 3 Councillors + 1 Reserve Councillor | Mayor, Cr Don Forbes, Cr John Macnish, Cr Greg Sauer + Vacant Reserve |
| Sir Henry Parkes Memorial School of Arts Joint Management Committee | Mayor + 1 Councillor                         | Mayor, Cr Greg Sauer                                                  |
| Tenterfield Saleyards Advisory Committee                            | Mayor + 2 Councillors                        | Mayor, Cr Don Forbes, Cr Michael Petrie                               |
| Aboriginal Advisory Committee                                       | Mayor + 1 Councillor                         | Mayor, Cr Bronwyn Petrie                                              |
| Heritage Advisory Committee                                         | Mayor + 2 Councillors                        | Mayor, Cr Brian Murray, Cr Bronwyn Petrie                             |
| Anzac Centenary Steering Committee                                  | Mayor + 1 Councillor                         | Mayor, Cr Don Forbes                                                  |
| Disability, Inclusion & Access Advisory Committee                   | 1 Councillor + 1 Alt Councillor              | Cr Don Forbes, Cr Gary Very (alt)                                     |
| Parks, Gardens & Open Space Advisory Committee                      | 2 Councillors                                | Cr Greg Sauer, Cr Brian Murray                                        |
| Arts & Culture Advisory Committee                                   | 2 Councillors                                | Cr Gary Verri, Cr Bronwyn Petrie                                      |
| Tourism Advisory Committee                                          | Mayor + 1 Councillor                         | Mayor + Vacant                                                        |

## Our Governance No. 72 Cont...

|                                                            |                                                   |                                                            |
|------------------------------------------------------------|---------------------------------------------------|------------------------------------------------------------|
| Legume to Woodenbong Road – Key Stakeholders Group         | Mayor + 1 Councillor                              | Mayor, Cr Gary Verri                                       |
| <b>External Boards, Committees &amp; Organisations</b>     |                                                   |                                                            |
| Country Mayors Association                                 | Mayor                                             | Mayor                                                      |
| Arts North West                                            | Nil                                               | Cr Verri – Board Member                                    |
| Border Region Organisation of Councils (BROC)              | Mayor + 1 Councillor                              | Mayor, Cr Brian Murray                                     |
| Northern Inland Regional Waste                             | Mayor + 1 Councillor                              | Mayor, Cr Bob Rogan                                        |
| North East Weight of Loads Group                           | 1 Councillor                                      | Cr Gary Verri                                              |
| Local Health Advisory Committee                            | Mayor                                             | Mayor                                                      |
| Tenterfield Shire Local Traffic Committee                  | Mayor + 2 Councillors                             | Mayor, Cr Gary Verri, Cr Tom Peters                        |
| Local Emergency Management Committee                       | Mayor + 1 Councillor                              | Mayor, Cr Michael Petrie                                   |
| Bushfire Management Committee                              | 1 Councillor                                      | Cr Tom Peters                                              |
| NSW RFS Service Level Agreement Liaison Committee          | Mayor + 1 Councillor                              | Mayor, Cr Tom Peters                                       |
| Australian Rural Roads Group                               | Nil                                               | Mayor P Petty – Board Member                               |
| Tenterfield Liquor Accord                                  | 1 Councillor                                      | Cr Don Forbes                                              |
| NSW Public Libraries Association                           | 1 Councillor                                      | Cr John Macnish                                            |
| Granite Borders Landcare Committee Inc                     | 1 Councillor                                      | Cr Bronwyn Petrie                                          |
| Northern Tablelands Regional Weeds Committee               | 1 Councillor                                      | Cr Tom Peters                                              |
| Murray Darling Association                                 | Mayor/and or Deputy Mayor + 1 Councillor          | Mayor, Deputy Mayor + Vacant                               |
| Tenterfield FM Radio Association                           | 1 Councillor                                      | Cr Tom Peters                                              |
| Community Safety Precinct Committee                        | Mayor                                             | Mayor                                                      |
| Southern Downs Regional Council Highway Taskforce Alliance | Mayor + 1 Councillor                              | Mayor, Cr Gary Verri                                       |
| Bruxner Way Joint Committee                                | Mayor                                             | Mayor                                                      |
| Joint Regional Planning Panels                             | Mayor, Deputy Mayor + 1 Councillor as alternative | Mayor, Deputy Mayor + Cr Greg Sauer (Alt)                  |
| National Timber Councils'                                  | 2 Councillors + 1 Councillor as alternative       | Cr Bronwyn Petrie, Cr Michael Petrie + Cr Gary Verri (Alt) |
| <b>Community Engagement Forums</b>                         |                                                   |                                                            |
| Our Society                                                | Mayor + 3 Councillors                             | Mayor, Cr Greg Sauer, Cr Brian Murray, Cr John Macnish     |
| Our Economy                                                | Mayor + 3 Councillors                             | Mayor, Cr Bob Rogan, Cr Michael Petrie, Cr Greg Sauer      |
| Our Environment                                            | Mayor + 3 Councillors                             | Mayor, Cr Gary Verri, Cr Bronwyn Petrie, Cr Tom Peters     |

**(2) That Council adopt the Committees Register 2018/2019 including updates to committee and external body representation.**

**(3) That Council endorse the timetable for the Community Engagement Forums as follows (subject to confirmation of venues):**

| Forum           | Location    | Date            | Time    |
|-----------------|-------------|-----------------|---------|
| Our Society     | Urbenville  | 3 December 2018 | 6.30 pm |
| Our Economy     | Mingoola    | 4 December 2018 | 7:00 pm |
| Our Environment | Tenterfield | 5 December 2018 | 6.30 pm |
| Our Society     | Drake       | 3 June 2019     | 6.30 pm |
| Our Environment | Legume      | 4 June 2019     | 7:00 pm |
| Our Economy     | Tenterfield | 5 June 2019     | 6.30 pm |

Our Governance No. 72 Cont...

## BACKGROUND

Council is required to determine annually the delegate/s that are to represent Council on external bodies and other community committees and panels.

## REPORT:

### ***Committees Register 2018/2019***

A new specific purpose committee, a Tourism Advisory Committee has been proposed which will require specific adoption by Council for inclusion in the 2018/2019 Committees Register.

The following committees and representation have previously been determined but not included in the Committees Register.

- Legume to Woodenbong Road – Key Stakeholders Group
- Murray Darling Association
- Southern Downs Regional Council Highway Taskforce Alliance
- Bruxner Way Joint Committee
- Joint Regional Planning Panels
- National Timber Councils' Association

The proposed Committees Register is at Attachment 1 (Booklet 1), however this will be updated should delegates change following the determination of representatives for all committees and external bodies for 2018/2019.

### ***Determination of Councillor Representation on Committees & External Bodies***

Council has previously determined that Councillor Representation and Delegates will be for the term of the Council although this is reconfirmed each year at the Extraordinary Council Meeting.

There are however, a number of representations below which require determination as per the table below:

|                                    | <b>Representation</b>                        | <b>Previous Delegate/s</b>                                            |
|------------------------------------|----------------------------------------------|-----------------------------------------------------------------------|
| <b>Specific Purpose Committees</b> |                                              |                                                                       |
| Donations Assessment Panel         | Mayor + 3 Councillors + 1 Reserve Councillor | Mayor, Cr Michael Petrie, Cr John Macnish + Vacant + Vacant Reserve   |
| Australia Day Awards Committee     | Mayor + 3 Councillors + 1 Reserve Councillor | Mayor, Cr Don Forbes, Cr John Macnish, Cr Greg Sauer + Vacant Reserve |
| New Tourism Advisory Committee     | Mayor + 1 Councillor                         | Mayor + Vacant                                                        |
| Murray Darling Association         | Mayor and/or Deputy Mayor + 1 Councillor     | Mayor, Deputy Mayor + Vacant                                          |

### ***Community Engagement Forums***

Community Engagement Forums were held in December 2017 and June 2018.

It is recommended that Community Engagement Forums be held twice annually in the evenings with the following suggested timetable (subject to confirmation of venues).

Our Governance No. 72 Cont...

| Forum           | Location    | Date            | Time    |
|-----------------|-------------|-----------------|---------|
| Our Society     | Urbenville  | 3 December 2018 | 6.30 pm |
| Our Economy     | Mingoola    | 4 December 2018 | 7.00 pm |
| Our Environment | Tenterfield | 6 December 2018 | 6.30 pm |
| Our Society     | Drake       | 3 June 2019     | 6.30 pm |
| Our Environment | Legume      | 4 June 2019     | 7.00 pm |
| Our Economy     | Tenterfield | 5 June 2019     | 6.30 pm |

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

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

**2. Policy and Regulation**

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

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

N/A

**4. Asset Management (AMS)**

N/A

**5. Workforce (WMS)**

N/A

**6. Legal and Risk Management**

N/A

**7. Performance Measures**

N/A

**8. Project Management**

N/A

**Terry Dodds**  
Chief Executive

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 1 (Booklet 1) 46  
 Proposed 2018-2019 Committees Pages  
 Register

|                      |                                             |
|----------------------|---------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>        |
| <b>Submitted by:</b> | Executive Assistant & Media                 |
| <b>Reference:</b>    | <b>ITEM GOV73/18</b>                        |
| <b>Subject:</b>      | <b>COUNCIL MEETING SCHEDULE - 2018/2019</b> |

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

|                      |                                                                                                                                                                           |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CSP Goal:</b>     | <b>Leadership</b> - LEAD 12 - We are a well engaged community that is actively involved in decision making processes and informed about services and activities.          |
| <b>CSP Strategy:</b> | Maintain strong relationships with all levels of Government and proactively seek involvement in decision making impacting our Shire and the New England Northwest Region. |
| <b>Delivery Plan</b> | Provide sound and inclusive decisions using the Community                                                                                                                 |
| <b>Action:</b>       | Engagement Strategy to guide our interactions.                                                                                                                            |

#### **SUMMARY**

The purpose of this report is for Council to determine the dates and locations for Council Meetings for the next 12 months, being from October 2018 to September 2019.

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

##### **That:**

- (1) Ordinary Council Meetings be held in each month of the calendar year with the exception of January 2019;**
- (2) Council Meetings be held on the fourth Wednesday of the meeting month commencing at 9.30 am, with the exception of December 2018 which will be held on the third Wednesday of the month; and**
- (3) Ordinary Council Meetings be held each month at the Council Chambers in Tenterfield with the exception of February 2019 (Wallangarra / Jennings) and August 2019 (Bolivia).**

#### **BACKGROUND**

In accordance with s365 of the NSW Local Government Act 1993, Council is required to meet at least ten (10) times per year, each time in a separate month.

#### **REPORT:**

The fixing of the time and date of meetings is a matter for Council to determine. In determining these matters, Council should consider the availability of Councillors and the convenience to the public.

Council currently meets at 9.30 am for the monthly Council Meeting and the current practice is for Council meetings to be conducted on the fourth Wednesday of each month, except January.

As the fourth Wednesday of the month in December 2018 falls within the Christmas holiday period, the Council Meeting in December should be held on the third Wednesday of the month.



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In recent periods Council has held one (1) Ordinary Meeting of Council in a rural area of the Shire each calendar year. Since 1996 there have been eight (8) rural locations where the Council has held Ordinary Council Meetings.

Considering that a Council term runs for four (4) years, it was recommended at the 2016 Extraordinary Meeting that Council increase the number of Ordinary Council Meetings held in rural locations to two (2) per year and that way the Council would be able to hold a meeting in every one of the eight (8) rural locations during the course of the Council term.

A request to hold a meeting at the Bolivia Hall has been received from the Bolivia Progress Association. According to our available records, no meeting has been held at Bolivia in the period since 1996. Although the August 2018 meeting was held at Mingoola (C Ward), the railway line delineates the boundaries of B and C Wards with the large rural community of Bolivia covered in both Wards. The last meeting in B Ward was at Drake in March 2015.

Taking into consideration the schedule of rural meetings proposed at the 2016 Extraordinary Meeting, viz:

2017 – Torrington (February) and Urbenville (August – actually held February 2018)  
 2018 - Mingoola (August) and Jennings/Wallangarra  
 2019 – Liston and Steinbrook  
 2020 – Legume and Drake

It is now recommended that the following schedule of rural meetings to 2020 be held as follows:

2019 – Jennings/Wallangarra (February), Bolivia (August)  
 2020 – Liston (February) and Steinbrook (August)

### ***Meetings for 2018/2019***

| <b>Month</b>   | <b>Time/Date</b>                 | <b>Location</b>                     |
|----------------|----------------------------------|-------------------------------------|
| October 2018   | 9.30 am – 24 October 18          | Council Chambers                    |
| November 2018  | 9.30 am – 28 November 18         | Council Chambers                    |
| December 2018  | 9.30 am – 19 December 18         | Council Chambers                    |
| January 2019   | No Meeting                       |                                     |
| February 2019  | 9.30 am (EDST)<br>27 February 19 | Jennings/Wallangarra<br>(Venue TBC) |
| March 2019     | 9.30 am – 27 March 19            | Council Chambers                    |
| April 2019     | 9.30 am – 24 April 19            | Council Chambers                    |
| May 2019       | 9.30 am – 22 May 19              | Council Chambers                    |
| June 2019      | 9.30 am – 26 June 19             | Council Chambers                    |
| July 2019      | 9.30 am – 24 July 19             | Council Chambers                    |
| August 2019    | 9.30 am – 28 August 19           | Bolivia Community Hall              |
| September 2019 | 9.30 am – 25 September 19        | Council Chambers                    |

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### **COUNCIL IMPLICATIONS:**

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

Holding meetings in rural locations spread throughout the Shire increases the in-person accessibility to Council Meetings for communities that are geographically dispersed from Tenterfield.

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

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

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

N/A

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

N/A

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

N/A

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

N/A

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

N/A

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

N/A

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

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** Council Meetings held outside of Tenterfield - 1996 to present **1** Page

**LIST OF MEETINGS HELD IN VILLAGES/HALLS IN THE SHIRE**

|               |                      |
|---------------|----------------------|
| November 1996 | Urbenville           |
| November 1997 | Liston               |
| October 1998  | Legume               |
| May 2000      | Drake                |
| May 2001      | Legume               |
| April 2002    | Urbenville           |
| March 2003    | Mingoola             |
| November 2004 | Steinbrook           |
| February 2005 | Torrington           |
| March 2006    | Legume               |
| April 2007    | Drake                |
| 2008          | Nil                  |
| April 2009    | Urbenville           |
| July 2009     | Mingoola             |
| February 2010 | Wallangarra/Jennings |
| March 2011    | Torrington           |
| March 2012    | Liston               |
| March 2013    | Urbenville           |
| March 2014    | Legume               |
| March 2015    | Drake                |
| March 2016    | Steinbrook           |
| February 2017 | Torrington           |
| February 2018 | Urbenville           |
| August 2018   | Mingoola             |