



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

**BUSINESS PAPER**  
**ORDINARY COUNCIL MEETING**  
**WEDNESDAY, 28 JULY 2021**

Notice is hereby given in accordance with the provisions of the *Local Government Act 1993*, and pursuant to Clause 3.3 of Council's Code of Meeting Practice that an **Ordinary Council Meeting** will be held in the Tenterfield Shire Council Chamber, on **Wednesday 28 July 2021** commencing at **9.30 am**.

Daryl Buckingham  
**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 Jukembal, Kamilaroi and Bundjalung nations and extend that respect to other Aboriginal people present."*

### 3. APOLOGIES

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|-----------------|-----------------------------|--|
| (ITEM ECO14/21) | LIGHT VEHICLE SUPPLY TENDER |  |
|-----------------|-----------------------------|--|

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

### **17. 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 MIN20/21) CONFIRMATION OF PREVIOUS MINUTES**

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**REPORT BY:** Elizabeth Melling

**RECOMMENDATION**

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

- **Ordinary Council Meeting – 23 June 2021**

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

**ATTACHMENTS**

- 1** Ordinary Council Minutes - 23 June 2021 13 Pages

# MINUTES



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

## **MINUTES OF ORDINARY COUNCIL MEETING WEDNESDAY, 23 JUNE 2021**

MINUTES OF THE **Ordinary Council Meeting** OF TENTERFIELD SHIRE held at the RSL Pavilion, rear of Memorial Hall, Tenterfield on Wednesday, 23 June 2021 commencing at 9.32 am.

**ATTENDANCE**

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

**ALSO IN ATTENDANCE**

Acting Chief Corporate Officer (Paul Della)  
Acting Executive Assistant & Media (Elizabeth Melling)  
Director Engineering (Fiona Keneally)  
Manager Customer Service, Governance & Records (Erika Bursford)

*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 Jukembal, Kamilaroi and Bundjalung Nations and extend that respect to other Aboriginal people present.*

**APOLOGIES**

**124/21** **Resolved** that the apology of Mayor, Peter Petty be received and accepted.

(Gary Verri/Tom Peters)

**Motion Carried**

**DISCLOSURE & DECLARATIONS OF INTEREST**

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

| <b>Name</b>   | <b>Type</b>                         | <b>Item</b>                                                                                              |
|---------------|-------------------------------------|----------------------------------------------------------------------------------------------------------|
| Cr Greg Sauer | Less than Significant Non Pecuniary | ITEM GOV46/21 - Monthly Operational Report - May 2021<br>ITEM COM15/21- Attract, Connect, Stay - Project |
|               |                                     |                                                                                                          |

**(ITEM MIN11/21) CONFIRMATION OF PREVIOUS MINUTES**

**125/21** **Resolved** that the Minutes of the following meetings of Tenterfield Shire Council, as typed and circulated, be confirmed and signed as a true record of the proceedings of these meetings inclusive of the following amendments:

- Ordinary Council Meeting held on 19 May 2021 to include an amendment on page 5, Resolution 105/21, Point 2 to read as: "Northern Border Walk - \$90,000, including toilet block \$42,000."
- Extraordinary Council Meeting – 31 May 2021
- Extraordinary Council Meeting – 8 June 2021

(Bob Rogan/Michael Petrie)

**Motion Carried**

**TABLING OF DOCUMENTS**

Nil

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

**MOTION – TENTERFIELD HOSPITAL**

**126/21** **Resolved** that the Tenterfield Shire Council contact Local Member, Janelle Saffin MP to request the Health Minister to implement an urgent independent investigation of the management of the Tenterfield Hospital, including interviews with all staff who have resigned in the last three years.

(Bronwyn Petrie/John Macnish)

**Motion Carried**

**(ITEM COM15/21) ATTRACT CONNECT STAY - PROJECT**

**SUMMARY**

The purpose of this report is to seek Council's in principle support for the Attract, Connect, Stay Project.

**127/21** **Resolved** that the Addendum Agenda relating to ITEMCOM15/21 – To provide in principle support for the submission of an Expression of Interest for the Attract, Connect, Stay Project – be received and accepted.

(Gary Verri/Brian Murray)

**Motion Carried**

**COMMUNITY CONSULTATION (PUBLIC ACCESS)**

Nil

**MAYOR MINUTE**

Nil

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

**128/21** **Resolved** that the following items be considered in the Confidential Section of the meeting:

- Item ECO11/21 – Hire of Civil Services, Plant and Equipment Tender RFT 05-20/21

(Bronwyn Petrie/Tom Peters)

**Motion Carried**

**OPEN COUNCIL REPORTS**

**OUR COMMUNITY**

Manager Asset & Program Planning, David Counsell entered the meeting, the time being 9.44 am.

**(ITEM COM14/21) TRAFFIC COMMITTEE RECOMMENDATIONS**

**SUMMARY**

The purpose of this report is to present recommendations made by the Local Traffic Committee at the meeting held 10 June 2021.

**RECOMMENDATION**

That with reference to the Local Traffic Committee recommendations of 10 June 2021, that Council adopt the following:

- (1) RILEY STREET LOAD LIMIT - remove the "tadpole" island blisters road calming device from Riley Street.
- (2) TIMBER BRIDGES LOAD LIMITS REVIEW
  - the removal of all remaining load limits on timber bridges currently funded for replacement once they have been completed;
  - the removal of any remaining speed humps on bridge approaches;
  - the removal of permanent speed restrictions on timber bridges with the exception of the installation of temporary speed restrictions for bridges under bridgeworks;
  - the installation of Advisory Speeds in conjunction with Bridge warning signs only local Council Roads where necessary at the discretion of the Council Director of Infrastructure.
- (3) 2 WILD SOULS MEADERY SIGNAGE REQUEST – TORRINGTON
  - 1 x sign in Torrington village underneath existing sign for 'Gilligan's Lane' indicating distance to turnoff (i.e. 200m).
  - 1 x sign at Stannum indicating their location via Torrington Road.

**AMENDMENT**

- CHANGE (3) TSC to investigate introducing a "signposting policy" for the Shire.

- TSC to provide "Torrington" town directional guide signs and suggest the business owner investigate options for signage, as managed by the DA process on private lands for advertising signs on their or another property.

(Michael Petrie/Bob Rogan)

**Amendment Carried**

**129/21** **Resolved** that with reference to the Local Traffic Committee recommendations of 10 June 2021, that Council adopt the following:

- (1) RILEY STREET LOAD LIMIT - remove the "tadpole" island blisters road calming device from Riley Street.
- (2) TIMBER BRIDGES LOAD LIMITS REVIEW
  - the removal of all remaining load limits on timber bridges currently funded for replacement once they have been completed;
  - the removal of any remaining speed humps on bridge approaches;
  - the removal of permanent speed restrictions on timber bridges with the exception of the installation of temporary speed restrictions for bridges under bridgeworks;
  - the installation of Advisory Speeds in conjunction with Bridge warning signs only local Council Roads where necessary at the discretion of the Council Director of Infrastructure.
- (3) TSC to investigate introducing a "signposting policy" for the Shire.
  - TSC to provide "Torrington" town directional guide signs and suggest the business owner investigate options for signage, as managed by the DA process on private lands for advertising signs on their or another property.

(Michael Petrie/Bob Rogan)

**Motion Carried**

**(ITEM COM15/21) ATTRACT CONNECT STAY**

**SUMMARY**

The purpose of this report is to seek Council's in principle support for the Attract, Connect, Stay Project.

**130/21** **Resolved** that Council provide in principle support for the submission of an Expression of Interest for the Attract, Connect, Stay Project.

(Michael Petrie/Bob Rogan)

**Motion Carried**

*Manager Planning and Development Services, Tamai Davidson entered the meeting, the time being 9.55 am.*

**OUR ECONOMY**

Nil

**OUR ENVIRONMENT**

**(ITEM ENV9/21) SHORT TERM RENTAL ACCOMMODATION (STRA)**

**SUMMARY**

The NSW Government has introduced a new statewide regulatory framework for short term rental accommodation (STRA) which includes a new planning framework, fire safety standards and a new Government run register. The framework will allow for tourist accommodation in private homes to occur without the need for development consent from Council under certain circumstances. Council will not undertake inspections or issue approvals for STRA that meet the criteria.

The new policy takes effect on 1 November 2021. Until this time Council is the regulator of STRA in line with the STRA Code of Conduct.

**131/21 Resolved** that Council:

- (1) Receive and note the information; and
- (2) Publicise the new planning framework on Council's website and in Your Local News.

(Bronwyn Petrie/Brian Murray)

**Motion Carried**

**(ITEM ENV10/21) DEVELOPMENT APPLICATION 2021.064  
SUBDIVISION (BOUNDARY ADJUSTMENT) RILEY STREET/BANKSIA  
DRIVE TENTERFIELD**

**SUMMARY**

The purpose of this report is to present to Council Development Application 2021.064 for a 2 Lot Subdivision (Boundary Adjustment) with a Recommendation for approval subject to conditions. The Report is presented to Council under the provisions of Council's Policy 'Limit of Delegated Authority in dealing with Development Applications and Complying Development Certificates.' In accordance with the Policy an Assessment Report and Recommendation has been prepared by a town planner external to Council, the Report can be found at Attachment 1.

**132/21 Resolved** that Council approve Development Application 2021.064 for a 2 Lot Subdivision (boundary adjustment) of Lots 1, 10 and 14 DP 1155323 subject to the conditions contained in the Draft Consent (Attachment 2).

(John Macnish/Bob Rogan)

**Motion Carried Unanimously**

*Manager Planning and Development Services, Tamai Davidson left the meeting, the time being 10.00 am.*



**(ITEM ENV11/21) TENTERFIELD SHIRE - SALEYARDS MANAGEMENT PLAN**

**SUMMARY**

The purpose of this report is to adopt the Tenterfield Shire Council Draft Saleyards Management Plan. This Plan is to provide management of Council's Saleyards including establishment of a framework to guide planning, construction, operation, maintenance, renewal and replacement of infrastructure essential for the Tenterfield Shire Council to provide services to the community.

**133/21 Resolved that:**

- (1) The Tenterfield Shire Council Draft Saleyards Management Plan be placed on public consultation for 28 days; and
- (2) If no submissions are received by the public on this Policy that it be adopted at the end of the public consultation period; or
- (3) If submissions are received from the public on this policy that submissions be presented at a Council meeting for discussion prior to adopting the Policy.

(Bronwyn Petrie/John Macnish)

**Motion Carried**

*Manager Water & Waste, Gillian Marchant entered the meeting, the time being 10.17 am.*

**(ITEM ENV12/21) WATER & WASTE- UPDATE OF POLICIES**

**SUMMARY**

The purpose of this report is for Council to review and adopt the listed policies aligned with Water & Waste.

**134/21 Resolved that Council adopt the updated Construction Over & Adjacent Stormwater, Sewer and Water Mains Policy.**

(Michael Petrie/Gary Verri)

**Motion Carried**

*Manager Water & Waste, Gillian Marchant left the meeting, the time being 10.20 am.*

**(ITEM ENV13/21) SUPPORT FOR A MORITORIUM ON MINING IN AREAS AFFECTING THE CLARENCE RIVER CATCHMENT**

**SUMMARY**

The Report presents correspondence received from the Mayor of Clarence Valley Council, Jim Simmons, requesting support for their stand opposing future mining in the Clarence River Catchment following a petition signed by 10,000 local



residents. The Mayor further asks that Council pass resolutions to oppose mining in areas affecting the Clarence River Catchment.

**135/21** **Resolved** that Council does not support the Clarence Valley Council in its following motion - items (1) thru to, and including (5), and excepting item number (6):

- (1) Note that at the Council meeting on November 24 Council resolved inter alia to "oppose mining in the Clarence River Catchment and to seek the support of both state and federal governments to impose a moratorium on further mining exploration licences and to cancel existing licences."
- (2) Acknowledge that this motion does not affect existing mines or quarry operations;
- (3) Thank the Hon. John Barilaro for his response on behalf of the Minister for Energy and Environment, Hon. Matt Kean MP and advising that Council was not seeking an explanation of the process of developing mining in the Clarence River Catchment but was advising the state government of its strong opposition to mining in the Clarence River Catchment;
- (4) Advise Hon. John Barilaro that the council, representing the community's strong opposition to such mining, is asking for the Clarence River Catchment to be scheduled in the relevant environmental, planning and mining legislation as a no-go zone for minerals mining due to the Catchment's almost unique natural and cultural values, many of which depend on the Clarence River and its tributaries, and which support essential and valuable industries which contribute to the local economy as well providing drinking water for the Clarence Valley (51,000 + residents) and Coffs Harbour City Council (76,000 + residents) and water for local agricultural industries;
- (5) Write to the Premier of New South Wales, the Hon. Gladys Berejiklian advising her of Council's resolution and seeking her support for a moratorium on mining in the Clarence River Catchment; and
- (6) Write to Clarence Valley Council to advise of Council's resolution.

(Gary Verri/John Macnish)

**Motion Carried Unanimously**

**SUSPENSION OF STANDING ORDERS**

**136/21** **Resolved** that Standing Orders be suspended.

(Gary Verri/John Macnish)

**Motion Carried**

*The Meeting adjourned for Morning Tea, the time being 10.35 am.*

*The Meeting reconvened with the same members present, the time being 10.50 am.*

**RESUMPTION OF STANDING ORDERS**

**137/21** **Resolved** that Standing Orders be resumed.

(Brian Murray/Bob Rogan)

**Motion Carried**

**OUR GOVERNANCE**

**(ITEM GOV45/21) CHIEF EXECUTIVE APPOINTMENT AND DELEGATION OF AUTHORITIES**

**SUMMARY**

The purpose of this report is to accept the recommendation of the Council as a whole as to the appointment of Mr Daryl Buckingham, as Chief Executive Officer of Tenterfield Shire Council. Also to ratify his Five (5) year performance-based Contract delegating his Authorities.

**138/21** **Resolved** that Council:

- (1) Formally revoke the delegations applied to the position of Chief Executive assigned to the Chief Corporate Officer, Kylie Smith currently acting in the position of Acting Chief Executive Officer, from close of business 18 July 2021; and
- (2) Formally appoint Mr. Daryl Buckingham to the position of Chief Executive Officer (General Manager) of Tenterfield Shire Council from 19 July 2021 onwards in accordance with the signed Senior Staff Contract; and
- (3) Formally ratify the five year performance-based contract in accordance with the standard contract of employment as required by the Office of Local Government for General Managers in NSW; and
- (4) Delegates to the Chief Executive Officer (General Manager) the appropriate authorities and functions under the NSW Local Government Act 1993 Section 377 also in accordance with the Instrument of Delegation to the Chief Executive Officer (General Manager) attached to this report.

(Michael Petrie/Tom Peters)

**Motion Carried**

**(ITEM GOV46/21) MONTHLY OPERATIONAL REPORT - MAY 2021**

**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.

**139/21** **Resolved** that Council receives and notes the status of the Monthly Operational Report for May 2021.

(Brian Murray/Michael Petrie)

**Motion Carried**

*Acting Manager Finance & Technology, Jessica Wild entered the meeting, the time being 11.08 am.*

**(ITEM GOV47/21) FINANCE & ACCOUNTS - PERIOD ENDED 31 MAY 2021**

**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.

- 140/21** **Resolved** that Council receive and note the Finance and Accounts Report for the period ended 31 May 2021.

(Gary Verri/Brian Murray)

**Motion Carried**

**(ITEM GOV48/21) CAPITAL EXPENDITURE REPORT AS AT 31 MAY 2021**

**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.

- 141/21** **Resolved** that Council receive and note the Capital Expenditure Report for the period ended 31 May 2021.

(Bronwyn Petrie/Michael Petrie)

**Motion Carried**

*Acting Manager Finance & Technology, Jessica Wild left the meeting, the time being 11.13 am.*

**REPORTS OF DELEGATES & COMMITTEES**

**(ITEM RC15/21) REPORTS OF COMMITTEES & DELEGATES - TENTERFIELD SHIRE LOCAL TRAFFIC COMMITTEE MEETING - 10 JUNE 2021**

- 142/21** **Resolved** that the report of the Tenterfield Shire Local Traffic Committee meeting of Thursday, 10 June 2021 be received and noted.

(Tom Peters/Brian Murray)

**Motion Carried**

Director Infrastructure, Fiona Keneally left the meeting and did not return, the time being 11.21 am.

Cr John Macnish left the meeting, the time being 11.24 am and re-entered the meeting, the time being 11.25 am. Cr Macnish did not vote on this motion.

**(ITEM RC16/21) REPORT OF COMMITTEES & DELEGATES - COUNTRY MAYORS' ASSOCIATION - MEETING OF 28 MAY 2021**

- 143/21** **Resolved** that Council receive and note the report from the Country Mayor's Association meeting of 28 May 2021.

(Gary Verri/Brian Murray)

**Motion Carried**

**(ITEM RC17/21) REPORTS OF COMMITTEES & DELEGATES - BORDER REGIONAL ORGANISATION OF COUNCILS (BROC) - 14 MAY 2021**

- 144/21** **Resolved** that the report of the Border Regional Organisation of Councils (BROC) meeting Friday, 14 May 2021 be received and noted.

(Michael Petrie/Brian Murray)

**Motion Carried**

**(ITEM RC18/21) REPORTS OF COMMITTEES & DELEGATES - MURRAY DARLING ASSOCIATION INC**

- 145/21** **Resolved** that the report from Councillor Greg Sauer for attending the Murray Darling Association Meeting held in Wentworth – 16 to 19 May 2021 be received and noted.

(Greg Sauer/Bob Rogan)

**Motion Carried**

**(ITEM RC19/21) REPORTS OF COMMITTEES & DELEGATES - MURRAY DARLING ASSOCIATION INC**

- 146/21** **Resolved** that Council receive and note the minutes for May 2021 for the Murray Darling Association Inc (Region 11).

(Michael Petrie/Bronwyn Petrie)

**Motion Carried**

**NOTICES OF MOTION**

Nil

**RESOLUTION REGISTER**

**(ITEM RES5/21) COUNCIL RESOLUTION REGISTER - JUNE 2021**

**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.

**147/21** **Resolved** that Council notes the status of the Council Resolution Register to June 2021.

(Gary Verri/Brian Murray)

**Motion Carried**

**SUSPENSION OF STANDING ORDERS - CONFIDENTIAL BUSINESS**

**148/21** **Resolved** that Standing Orders be suspended and:

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

(Gary Verri/Brian Murray)

**Motion Carried**

*The recording device was turned off and the meeting moved into closed committee, the time being 11.51 am.*

**(ITEM ECO11/21) HIRE OF CIVIL SERVICES, PLANT AND EQUIPMENT  
TENDER RFT 05-20/21**

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

**SUMMARY**

The purpose of this report is to provide Council with a report and recommendation on the tender evaluation associated with the Hire of Civil Services, Plant and Equipment - Tender 05-20/21.

**149/21** **Resolved** that Council:

- (1) Accept all submitted tenders as a panel of preferred suppliers for Hire of Civil Services, Plant and Equipment.

(Bronwyn Petrie/Michael Petrie)

**Motion Carried**

**RESUMPTION OF STANDING ORDERS**

**150/21** **Resolved** that the meeting move out of Closed Committee and Standing Orders be resumed.

(Bronwyn Petrie/Gary Verri)

**Motion Carried**

*The meeting moved out of Closed Committee and the recording device turned on, the time being 11.54 am*

*The Acting Mayor read the resolution as resolved by Council whilst in Closed Committee.*

*The Councillors stood and held a minutes silence in memory of past Councillor Phill Yates who passed away recently.*

**MEETING CLOSED**

There being no further business the Deputy Mayor declared the meeting closed at 11.55 pm.

.....  
Councillor Greg Sauer  
Deputy Mayor/Chairperson



|                      |                                                            |
|----------------------|------------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>               |
| <b>Submitted by:</b> | Acting Chief Corporate Officer                             |
| <b>Reference:</b>    | <b>ITEM COM16/21</b>                                       |
| <b>Subject:</b>      | <b>COMMUNITY DONATIONS AND CONTRIBUTIONS POLICY REVIEW</b> |

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

|                             |                                                                                                                     |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------|
| <b>CSP Goal:</b>            | <b>Community</b> - COMM 1 - Tenterfield Shire is a vibrant, welcoming and safe community.                           |
| <b>CSP Strategy:</b>        | Develop major cultural and community events and festivals in partnership with the community and other stakeholders. |
| <b>CSP Delivery Program</b> | Enrich the community by supporting a variety of diverse cultural events and activities.                             |

#### **SUMMARY**

The purpose of this report is to provide an update to Council's Community Donations and Contributions Policy.

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

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

- (1) Place the revised Community Donations and Contributions Policy out for public consultation for 28 days; and**
- (2) If no submissions are received from the public on this Policy that it be adopted at the end of the public consultation period; or**
- (3) If submissions are received from the public on this Policy that submissions be presented at a Council meeting for discussion prior to adopting the policy.**

#### **BACKGROUND**

Council allocates a level of funding each year as adopted in each year's Annual Budget and Operational Plan for Community Donations and Contributions.

Community groups can apply for these Donations and Contributions, as per the Policy. Traditionally however, a number of organisations have received funding each year.

The Parks and Gardens Committee raised the idea of having a tidy village's type concept based on the successful Tidy Town's competition. This then morphed into receiving Applications under the Community Donations Framework from Village Progress Associations for amounts up to \$1,000 per annum for beautification projects.

#### **REPORT:**

The updates to the Policy reflect the custom and practice of certain organisations and events receiving regular funding and are also now reflective of the allocation of \$1,000 to each Village Progress Association for the purpose of village beautification – subject to Council approval of the project.

Our Community No. 16 Cont...

**COUNCIL IMPLICATIONS:**

- 1. Community Engagement / Communication (per engagement strategy)**  
The revised Policy will be put on display for Public Consultation for 28 Days.
- 2. Policy and Regulation**  
As per the revised Policy.
- 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                                              |         |
| Approved/Reviewed by Manager: | Kylie Smith, Chief Corporate Officer                    |         |
| Department:                   | Office of the Chief Corporate Officer                   |         |
| Attachments:                  | <b>1</b> Community Donations/Contributions Draft Policy | 7 Pages |





## COMMUNITY DONATIONS/CONTRIBUTIONS

### Summary:

The purpose of this policy is to provide clear direction on the provision of Tenterfield Shire Council donations and contributions to the community.

|                                 |                                              |
|---------------------------------|----------------------------------------------|
| <b>Policy Number</b>            | 1.031                                        |
| <b>File Number</b>              | N/A                                          |
| <b>Document version</b>         | V8.0                                         |
| <b>Adoption Date</b>            | 28 July 2021                                 |
| <b>Approved By</b>              | Council                                      |
| <b>Endorsed By</b>              | Executive Management Team                    |
| <b>Minute Number</b>            | TBD                                          |
| <b>Consultation Period</b>      | 28 Days                                      |
| <b>Review Due Date</b>          | July 2024 – 3 years                          |
| <b>Department</b>               | Office of Chief Executive                    |
| <b>Policy Custodian</b>         | Chief Executive                              |
| <b>Superseded Documents</b>     | Policy 1.031 – Version 6.0                   |
| <b>Related Legislation</b>      | Section 356 <i>Local Government Act 1993</i> |
| <b>Delegations of Authority</b> | Chief Executive                              |

### 1. Overview

Section 356 of the Local Government Act 1993 allows Council to grant financial assistance for the purpose of exercising its functions.

The purpose of this policy is to allow Tenterfield Shire Council to:

- consider requests for Donations and Contributions from Community Bodies following adoption of the Operational Plan, and
- to allocate funds to organisations, on merit, within the funds available.

### 2. Policy Principles

The role of a Local Government authority as a philanthropic corporate citizen is to identify a suitable budget for the support of community based activities that would not otherwise be funded. The principle of this policy is to set a framework for the provision of community donations and contributions when such funds are available for Council to disperse.

**3. Policy Objectives**

The Community Donations/Contributions policy objective is to provide a level of community support through funding community donations and contributions for activities that would not otherwise be funded.

**4. Policy Statement**

The Council, in preparing the Operational Plan Budget for the ensuing Financial Period, shall allocate an amount to be available to meet requests from community bodies for donations or contributions.

After adoption of the Operational Plan Budget, Council will call for applications from Local Voluntary/Community Organisations for contributions/donations. No requests for donations/contributions will be considered throughout the year.

Individual applications will be for a maximum amount of \$4,000.00.

Unless special circumstances exist as determined by the Mayor and Chief Executive, Council's policy is not to contribute to charitable appeals. Clause 211 (3) of the *Local Government (General) Regulation 2005* states that "all such approvals and votes lapse at the end of a Council's financial year".

Council will automatically contribute/donate to the following community groups/organisations for the projects listed below without the requirement for an application.

| No. | Organisation                             | Project                                            | Amount<br>\$ |
|-----|------------------------------------------|----------------------------------------------------|--------------|
| 1   | Drake Primary School                     | Presentation Night                                 | 150          |
| 2   | Jennings Public School                   | Presentation Night                                 | 150          |
| 3   | Mingoola Public School                   | Presentation Night                                 | 150          |
| 4   | St Joseph's Convent School               | Presentation Night                                 | 150          |
| 5   | Sir Henry Parkes Memorial Primary School | Presentation Night                                 | 150          |
| 6   | Tenterfield High School                  | Presentation Night                                 | 150          |
| 7   | Urbenville Public School                 | Presentation Night                                 | 150          |
| 8   | Woodenbong Public School                 | Presentation Night                                 | 150          |
| 9   | TAFE                                     | Presentation Night                                 | 150          |
| 10  | Drake Primary School                     | Learn to Swim - Contribution to                    | 550          |
| 11  | Urbenville Public School                 | Learn to Swim - Contribution to                    | 550          |
| 12  | Westpac Helicopter Service               | Helicopter Rescue Service - Annual Contribution    | 2,000        |
| 13  | Tabulam SES                              | Upper Clarence Art Exhibition                      | 500          |
| 14  | Liston Hall Committee                    | Annual contribution to assist with operating costs | 500          |

|    |                                  |                                                    |          |
|----|----------------------------------|----------------------------------------------------|----------|
| 15 | Bolivia Hall Committee           | Annual contribution to assist with operating costs | 500      |
| 16 | Legume Hall Committee            | Annual contribution to assist with operating costs | 500      |
| 17 | Drake Hall Committee             | Annual contribution to assist with operating costs | 500      |
| 18 | Urbenville Hall Committee        | Annual contribution to assist with operating costs | 500      |
| 19 | Steinbrook Hall Committee        | Annual contribution to assist with operating costs | 500      |
| 20 | Sunnyside Hall Committee         | Annual contribution to assist with operating costs | 500      |
| 21 | Mingoola Hall Committee          | Annual contribution to assist with operating costs | 500      |
| 22 | Torrington Hall Committee        | Annual contribution to assist with operating costs | 500      |
| 23 | Tenterfield Highlander Pipe Band | Annual contribution to assist with operating costs | 500      |
|    |                                  | Sub-Total                                          | \$10,050 |

In addition to the above standing grants and contributions, each year Council will receive applications under the Community Donations Framework from Village Progress Associations for amounts up to \$1,000 per annum for beautification projects. These Village Progress Associations are located at:

- Urbenville
- Legume
- Liston
- Jennings
- Drake
- Mingoola
- Torrington

Each Village Progress Association must apply and outline the project they wish to undertake and this will need to be approved by Council. An acquittal of the funds will need to be provided once the project is completed.

## **5. Scope**

The following assessment guidelines are to be used to assist in assessing each application for community donations and contributions. Applications must meet all of the following eligibility and exclusion guidelines.

To be eligible for funding through the Community Donations/Contributions program, applicants must:

1. Apply via the appropriate online or hard copy application form.
2. Demonstrate how funds will be used for the purpose of exercising Council's functions.
3. Financial analysis of the proposal supported by estimates/quotes.
4. Is there a safety or health aspect?
5. Is it a proven attraction or community benefit?
6. It is voluntary and is there a matching contribution (it can be in-kind) equivalent to 50% (minimum)? *\*\* Please note Definition in Section 7\*\**
7. Is the project for the well-being of the Shire Community?
8. Will it have continuing support from the majority of the Shire Community?
9. Current financial status of organisation applying for funding (latest statements).

Applications **will not** be accepted from the following recipients:

- Commercial or profit-making enterprises or projects (with the exception of commercial events via the Community Strategic Plan/Operational Plan;
- Individuals;
- Political parties;
- Government Departments.

Applications **will not** be accepted for the following purposes:

- General fundraising activities;
- General shortfalls in funding by Government Departments;
- Completed or retrospective activities/projects; or
- Duplication of existing services.

Any financial assistance granted to offset or subsidise Council fees or charges must be consistent with the requirements of s610E and s610F of the *Local Government Act 1993*. (See Appendix A)

## **6. Accountability, Roles & Responsibility**

### **Elected Council**

Council will nominate an Assessment Panel comprising:

- the Mayor;
- three (3) Councillors, and
- one (1) Councillor as reserve in the event that a member of the Panel is unavailable on the date selected for allocation of funds.

## **7. Definitions**

### ***In-Kind Support***

Applications for some contributions/donations may seek to access, at no cost to the grantee, Council plant and equipment, or staff time and other resources. This "in-kind" support may not involve a direct cash component but still has financial consequences and budgetary implications.

In-Kind support may include (but is not limited to): preparation of traffic control plans, site plans, survey, design, review of environmental factors, or formwork; provision of traffic control, road closures or special clean-up for events, including waste collection; staff support for community event planning and set up; provision of temporary fencing; physical construction, earthworks or maintenance works at a project site involving Council plant and/or labour.

- For the purposes of assessing these applications, Council will first establish the in-kind cost and then decide the application;
- For approved applications, the value of the in-kind support will be recognised as a contribution under the community contributions/donations budget, to offset the budget allocation from which the works were provided.

## **8. Related Documents, Standards & Guidelines**

Nil.

## **9. Version Control & Change History**

| <b>Version</b> | <b>Date</b> | <b>Modified by</b> | <b>Details</b> |
|----------------|-------------|--------------------|----------------|
|----------------|-------------|--------------------|----------------|

|      |          |         |                                              |
|------|----------|---------|----------------------------------------------|
| V1.0 | 27/04/00 | Council | Adoption of Original Policy (Res No. 334/00) |
| V2.0 | 24/10/03 | Council | Revised Policy Adopted (Res No. 582/03)      |
| V3.0 | 26/09/12 | Council | Revised Policy Adopted (Res No. 383/12)      |
| V4.0 | 24/06/15 | Council | Revised Policy Adopted (Res No. 190/15)      |
| V5.0 | 23/08/17 | Council | Revised Policy Adopted (Res No. 168/17)      |
| V6.0 | 28/02/18 | Council | Revised Policy Adopted (Res No. 17/18)       |
| V7.0 | 28/08/20 | Council | Revised Policy Adopted (Res No. 169/20)      |
|      |          |         |                                              |
|      |          |         |                                              |

**APPENDIX A**

**LOCAL GOVERNMENT ACT 1993 No 30**

**Chapter 15, Part 10, Division 3**

**610E Council may waive or reduce fees**

- (1) A council may waive payment of, or reduce, a fee (whether expressed as an actual or a maximum amount) in a particular case if the council is satisfied that the case falls within a category of hardship or any other category in respect of which the council has determined payment should be so waived or reduced.
- (2) However, a council must not determine a category of cases under this section until it has given public notice of the proposed category in the same way as it is required to give public notice of the amount of a proposed fee under section 610F(2) or (3).

**610F Public notice of fees**

- (1) A council must not determine the amount of a fee until it has given public notice of the fee in accordance with this section and has considered any submission duly made to it during the period of public notice.
- (2) Public notice of the amount of a proposed fee must be given (in accordance with section 405) in the draft operational plan for the year in which the fee is to be made.
- (3) However, if, after the date on which the operational plan commences –
  - (a) A new service is provided, or the nature or extent of an existing service is changed, or
  - (b) The regulations in accordance with which the fee is determined are amended,

The council must give public notice (in accordance with section 705) for at least 28 days of the fee proposed for the new or changed service or the fee determined in accordance with the amended regulations.

- (4) This section does not apply to a fee determined by a council for an application made in a filming proposal, if that fee is consistent with a scale of structure of fees set out in an applicable filming protocol.

\* \* \*



|                      |                                                           |
|----------------------|-----------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>                      |
| <b>Submitted by:</b> | Acting Tourism & Marketing Manager                        |
| <b>Reference:</b>    | <b>ITEM COM17/21</b>                                      |
| <b>Subject:</b>      | <b>GRANT FUNDING UPDATE RE: 2021 PETER ALLEN FESTIVAL</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 provide an update on information in relation to the funding from Regional Tourism Bushfire Recovery Grant program where Council received from grant applicant 'Destination Network Country & Outback NSW' to fund the Peter Allen Festival.

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

**That Council note the change in delivery partner from the Tenterfield Chamber of Tourism, Industry & Business to The Cuskelly College of Music to plan and execute the 2021 Peter Allen Festival to be held 5-7 November 2021.**

#### **BACKGROUND**

In 2020, the Peter Allen Festival was successful in obtaining \$20,000 funding from the Regional Tourism Bushfire Recovery Grant program (Stream 2), with an end date of 30 November 2021. The purpose of this program is to provide funding for events, concerts, festivals or other visitor attractions and initiatives in fire-affected regions to assist the recovery effort. The aim is to support initiatives that celebrate what's unique about that local community to give international and domestic visitors a reason to visit and return, bringing the economic benefits of tourism, but also providing the community with a positive focus in the wake of the bushfires. Tenterfield Shire Council's funding proposal in partnership with Destination Network Country & Outback NSW (the applicant) for \$20,000 for the Peter Allen Festival was successful, seeing Tenterfield Shire Council receive the pre-event Milestone 1 payment of \$10,000. The remaining \$10,000 will be paid post-event.

#### **REPORT:**

To enable the event to take place, these funds need to be allocated to an event organiser. Initially, the Tenterfield Chamber of Tourism, Industry & Business showed interest in organising and executing the event. However, they have since informed Council that they are no longer in a position to do so. Since then, consultation with the Tenterfield Autumn Festival Committee and The Cuskelly College of Music has taken place to determine which event organiser is best-placed to plan and execute the Peter Allen Festival. As a result, The Cuskelly College of Music has been identified as best-placed to deliver the festival.

The event was initially planned to take place in 2020, however, a date change was approved for the event to take place in 2021. Should The Cuskelly College of Music be issued the funds, the event is proposed to take place from 5-7 November 2021. The



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funding would be used to support event marketing, insurance, festival production, management, and Peter Allen Legacy Project, including performance production, entertainment/musicians, venue hire, food vendors, legacy project associated costs.

### **COUNCIL IMPLICATIONS:**

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

Community engagement has been undertaken with the Tenterfield Chamber of Tourism, Industry & Business, the Tenterfield Autumn Festival Committee, and The Cuskelly College of Music.

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

- Tenterfield Shire Council's Strategic Plan
- Regional Tourism Bushfire Recovery Guidelines

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

Nil

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

Nil

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

Nil

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

Must comply with Council's Legal and Risk Management Policy

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

Performance measures pertain to the grant delivery and outcomes matching the grant criteria. Acquittal also to demonstrate compliance with expenditure.

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

An agreement to be completed with The Cuskelly College of Music prior to the allocation of funding and commencement of work.

**Kylie Smith**  
**Acting Chief Executive**

|                               |                                           |
|-------------------------------|-------------------------------------------|
| Prepared by staff member:     | Emma Johnson                              |
| Approved/Reviewed by Manager: | Kylie Smith, Acting Chief Executive       |
| Department:                   | Office of the Chief Executive             |
| Attachments:                  | There are no attachments for this report. |

|                      |                                                      |
|----------------------|------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>         |
| <b>Submitted by:</b> | Corporate Administration Officer                     |
| <b>Reference:</b>    | <b>ITEM COM18/21</b>                                 |
| <b>Subject:</b>      | <b>BLACK SUMMER BUSHFIRE RECOVERY GRANTS PROGRAM</b> |

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

|                             |                                                                                                                                                    |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CSP Goal:</b>            | <b>Community</b> - COMM 4 - The community is welcoming, friendly, and inclusive where diverse backgrounds are respected and celebrated.            |
| <b>CSP Strategy:</b>        | The individual unique qualities and strong sense of local identity of Tenterfield Shires towns and villages is respected, recognised and promoted. |
| <b>CSP Delivery Program</b> | Promote the liveability of Tenterfield Shire as a place to live, work and invest.                                                                  |

#### **SUMMARY**

The purpose of this Report is to provide Council with the opportunity to propose projects for grant funds under the Black Summer Bushfire Recovery Grants Program.

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

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

##### **(1) Endorse the five (5) Projects listed below for Application:**

- **Redevelopment of the Bruxner Park toilet and access - \$550,000;**
- **Jubullum Village Youth Park - \$550,000;**
- **Upgrades to Jubilee Park and installation of an outdoor basketball court \$280,000;**
- **Pool equipment upgrades - \$300,000; and**
- **Dead tree removal within Tenterfield Shire - \$170,000.**

##### **(2) Council support Angry Bull Trails Application by applying for the balance of funding under the Black Summer Bushfire Recovery Grants Program, with Council funding a dedicated grant writer to assist the Angry Bull Trails to apply for the remaining \$2.6 million allocated under this fund;**

##### **(3) Should Angry Bull Trails Ltd advise that they are not willing to submit an Application with the support provided, staff may apply for items identified in the Operational Plan or previously resolved by Council, in line with resources to develop the Applications e.g. Drake Drainage Project.**

#### **BACKGROUND**

On Wednesday 21 July 2021 there was a Council Workshop held regarding proposed projects and allocation of expenditure to the funding program.

Our Community No. 18 Cont...

The Black Summer Bushfire Program grant intended outcomes are to empower local communities to address local bushfire recovery priorities, including through creation of jobs, sustainable infrastructure and community investment targeted at the specific needs of the community and to rebuild and grow the economy of the local communities impacted by the bushfires.

This grant funding opens on 22 July 2021 and closes 2 September 2021 and the funding has been made available through the National Recovery and Resilience Agency. Successful applicants will be announced by the end of 2021 - projects must be completed by 31 March 2024.

### **REPORT:**

A funding envelope has been allocated to each eligible local government area (LGA) to ensure all LGA's have the opportunity to receive funding. Tenterfield Shire Council has been placed under category 1 for funding up to \$4.5 million - this has been determined by the impact of bushfires on the local government area. The highest ranked projects in each LGA will be recommended for funding until funds are exhausted. Projects may not receive the full grant amount requested.

The projects within this fund must address one or more of the following kinds of recovery or resilience needs:

- Social recovery and resilience
- Economic recovery and resilience
- Recovery and resilience of the built environment

The Projects must satisfy one or more of the criteria (please refer to page 8 of the Grant Opportunity Guidelines – Black Summary Bushfire Recovery Grants Program - Attachment 1 (Attachment Booklet 1) in order to receive the funding.

In the Council workshop that was held on Wednesday, it was discussed that Council recognise the importance of Angry Bulls Trails Ltd and would show support through the number of limited applications that Council would apply for in this funding, presenting Angry Bull Trails Ltd the opportunity to apply for an amount for Stage 1, without the competition of Council Applications.

Five (5) projects have been allocated for Council to apply under the Black Summer Bushfire Recovery Grant Program Funding in the total amount of \$1,850,000 out of the \$4.5 million that has been allocated to the Local Government Area. These projects are:

- Redevelopment of the Bruxner Park Toilet and access - \$550,000;
- Jubullum Village Youth Park - \$550,000;
- Upgrades to Jubilee Park and installation of an outdoor basketball court - \$280,000;
- Pool equipment upgrades - \$300,000; and
- Dead Tree removal within Tenterfield Shire - \$170,000.

### **COUNCIL IMPLICATIONS:**

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

There has been a council workshop to discuss the particular funding stream inclusions informed by many community engagement sessions over the past 2 years.

Our Community No. 18 Cont...

## **2. Policy and Regulation**

- Tenterfield Shire Council Strategic Plan
- Tenterfield Shire Council, Disability Inclusion Action Plan

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

Council will need to ensure that there is adequate budget for all proposed projects and be aware that acceptance of further funding for projects may impact our ability to deliver these projects and existing projects set out in the Operational Plan.

Black Summer Bushfire Recovery Grant Program – will be up to 100 per cent of eligible project expenditure.

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

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

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

There is a significant increase in administration of these grants and additional project staffing may require to facilitate these funds.

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

In making the recommendation, consideration has been given for the ability to deliver projects within exiting resource allocations and the impact of the COVID-19 outbreaks.

For all projects that are proposed to be located within Crown Land Reserves, the Native Title Act 1993 and Aboriginal Land Rights Act 1983 provide rights and interests to Aboriginal and Torres Strait Islander peoples.

Native Title and Aboriginal Land Claim searches will need to be conducted. The project will also need to be assessed against an approved Plan of Management. A determination of the impact of each these will need to be completed prior to any work commencing on any successful applications.

Native Title implications will need to be assessed by Councils Native Title Manager.

There is a risk that negotiations may be required with Aboriginal peoples before the projects can proceed.

There is also a risk that compensation may be payable should the works proceed. The level of compensation (if any) is not able to be determined at this stage.

## **7. Performance Measures**

Performance measures pertain to the grant delivery and outcomes matching the grant criteria. Acquittal also to demonstrate compliance with expenditure.

## **8. Project Management**

Projects prioritised for submission will be developed independently by staff or by the organisation lodging their submission.

Our Community No. 18 Cont...

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

|                               |                                                                                                                   |             |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------|-------------|
| Prepared by staff member:     | Jodie Condrick                                                                                                    |             |
| Approved/Reviewed by Manager: | Kylie Smith, Chief Corporate Officer                                                                              |             |
| Department:                   | Office of the Chief Corporate Officer                                                                             |             |
| Attachments:                  | <b>1</b> Attachment 1 (Attachment Booklet<br>1) Black Summer Bushfire<br>Recovery Grant Opportunity<br>Guidelines | 32<br>Pages |

|                      |                                                                                |
|----------------------|--------------------------------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>                                           |
| <b>Submitted by:</b> | Community Development Officer                                                  |
| <b>Reference:</b>    | <b>ITEM ECO12/21</b>                                                           |
| <b>Subject:</b>      | <b>PARTNERSHIP AGREEMENT BETWEEN SERVICE NSW AND TENTERFIELD SHIRE COUNCIL</b> |

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

|                             |                                                                                                                                                                |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CSP Goal:</b>            | <b>Economy</b> - ECON 6 - Tenterfield Shires economic base is robust, growing and supports the creation of a variety of employment and business opportunities. |
| <b>CSP Strategy:</b>        | Implement tools to simplify development processes and encourage quality commercial, industrial and residential development.                                    |
| <b>CSP Delivery Program</b> | Provide for and facilitate future economic growth throughout the Shire.                                                                                        |

#### **WSUMMARY**

The purpose of this Report is to seek Councils support for the renewal of the Partnership Agreement between Tenterfield Shire Council and Service NSW.

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

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

- (1) Council delegates Authority to the Chief Executive to enter into an Agreement with Service NSW; and**
- (2) Any necessary documents to be authorised for execution under the Common Seal of Council.**

#### **BACKGROUND**

Council currently has an agreement in place with Service NSW to promote and provide access to NSW Government information and services to better assist business owners to support the local economy.

#### **REPORT:**

Service NSW for Business provides free, personalised support to small business owners, to help them understand industry regulations, to guide them through transactions and to access support.

The services provided to business owners include:

- Business Concierges offering over-the-phone, email face-to-face support and case management.
- As online Business Profile to make it faster and easier for business owners to transact with NSW Government.
- Guidance and support for small business owners impacted by natural disasters or emerging issues to access a range of Government stimulus, support and information.
- Online business information hubs including how-to-guides to help business owners understand key tasks and the support available when starting and running a business in NSW.

Our Economy No. 12 Cont...

A new Partnership Agreement is to build awareness of specialist advice services available, to ensure Council staff can direct enquiries to these services and provide applicants with the skills to be better informed and researched prior to lodging any applications. Please see Attachment 3 (Attachment Booklet 1) – Partnership Agreement between Service NSW and the Local Government (Tenterfield Shire Council).

For Tenterfield Shire Council, the process is to endorse the proposed recommendations and to inform Service NSW when this endorsement has occurred.

### **COUNCIL IMPLICATIONS:**

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

Consultation with Acting Chief Executive Kylie Smith.

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

- Council would still undertake all assessments as per appropriate legislation.

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

This program is at no cost to Tenterfield Shire Council to participate. Support material, training and advice is provided by Service NSW for Business at no cost. Implementation of the program should lead to reduced processing times and costs relating to applications to Council.

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

Nil

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

Nil

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

Nil

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

By Tenterfield Shire Council supporting this initiative, the local business community and potential business investors can have some confidence that Tenterfield Shire Council is supportive of small business and is actively trying to reduce the costs associated with small business startup.

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

Nil

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

Prepared by staff member: Rebekah Kelly  
Approved/Reviewed by Manager: Daryl Buckingham, Chief Executive  
Department: Office of the Chief Executive

Our Economy No. 12 Cont...

Attachments:

- |          |                                                                                                              |          |
|----------|--------------------------------------------------------------------------------------------------------------|----------|
| <b>1</b> | Attachment 2 (Attachment Booklet 1) - Tenterfield Shire Council Agreement with Service NSW - Final July 2021 | 19 Pages |
|----------|--------------------------------------------------------------------------------------------------------------|----------|



|                      |                                             |
|----------------------|---------------------------------------------|
| <b>Department:</b>   | <b>Engineering Department</b>               |
| <b>Submitted by:</b> | Manager Asset & Program Planning            |
| <b>Reference:</b>    | <b>ITEM ECO13/21</b>                        |
| <b>Subject:</b>      | <b>ROAD ASSET MANAGEMENT PLAN JULY 2021</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**

This Report presents the revision of the Road Asset Management Plan.

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

**That Council note the Report and adopt the Road Asset Management Plan July 2021.**

#### **BACKGROUND**

Council's current Road Network Management Plan May 2013 has been revised as the Road Asset Management Plan and placed on public display for submissions for two separate periods in 2020 and 2021. This Report summarises submissions to the document and recommends the updated Plan be adopted.

#### **REPORT:**

The Road Asset Management Plan guides the management of the road network across the Shire. The Road Asset Management Plan (previously the Road Network Management Plan) has been displayed for public submissions to the Plan. The amendments from original Plan included updated references to Government authorities and the addition of sections relating to existing Council Engineering Policies of Dust Abatement, Gutter Crossings, Kerb and Gutter Corner Lot Contributions, Kerb and Gutter Granite Gutters, Maintenance of Nature Strips & Road Verges, Standard Drawings and Road Naming. The Plan also amends the rural road classifications with the inclusion of the Category E for lower order roads with the description for categories adjusted to allow for the this category.

Submissions received from the public from the exhibition of the document in 2021 include;

1. Memorial Dedication of Park in Legume (Legume Progress Association).

Subsequent to the recent passing of long term local Legume resident and store keeper, Lyn Elmer, some members of the community have suggested that the Park (opposite the Store) be named in her honour as a permanent memorial to

## Our Economy No. 13 Cont...

her. Lyn was regularly seen picking up rubbish and keeping this area tidy over the years.

*(Engineering comment - The intentions of this request are noted and quite commendable for the local community. The area referred as a Park is not a formal parcel of land and lies within the road reserve of Mt Lindesay Road. Naming of the area is therefore not applicable, however the Association could consider an application for a roadside memorial under Council's Policy 2.180).*

## 2. Liston – Resident - 25 April 2021.

I suggest

A. the 5 officer recommended inclusions should be noted, NOT be included in the attachment seeking adoption, especially "Liston village - Construct pathway along Mt Lindesay Rd".

B. The report PAMP attachment needs to be clearly water-marked that it is an aspirational document, especially for any extension outside Tenterfield Town.

C. That RMS/TfNSW be asked to accept responsibility for all PAMP risk/insurance costs and additional direct funding to cover not only the full grant, but also sufficient to cover maintenance and depreciation, before any works are adopted/approved by council.

D. The inferred extension of the apparent change to major works, policy and TSC budgets, via item #4 Asset Management, namely "the funding of any major works, while improving access and mobility, should also aim to reduce Council's ongoing maintenance budget through the use of long life materials such as concrete paving and Ramps." should be explicitly removed.

E. the PAMP report officer recommendations would be more appropriate if they reflected those in the following agenda report "Road Asset Management Plan", namely; note submissions, put revised plan back for public exhibition, report again after new submission period closes before any council approval/adoption.

Comments

(I). there is no supporting information for the 5 PAMP officer inclusions, even as to exactly what length, width, slope or which side of the nominated roads the officer/s is referring to. Eg both sides between the Liston village signs or ??? Who knows?

(ii). The Recommendation for Liston pathway, changes from "investigate" in the document, to "construct" in the officer recommendation inclusions. This is a significant potential increase in scope, risk, short and long term cost, additional preliminary major works, particularly for a small rural village.

(iii) the recommendations for Drake and Urbenville at least define the length by reference to cross street names.

(iv) As Liston Village sits across quite a steep hill, I'm interested in how the recommending officer/s think TSC is going to meet disability access, appropriate drainage and vehicle parking options, when ratepayers can clearly see TSC isn't managing existing drainage & maintenance of Mt Lindesay Rd, Liston village.

## Our Economy No. 13 Cont...

(v) it isn't clear just how much each of these reports have cost in officer/contractor/consultant time, nor how much it will cost IF further investigation is undertaken for all rural villages so any report is better evidenced.

(vi). If RMS didn't provide a pathway "hierarchy", like exists for the road network, perhaps TSC should implement their own. Eg pedestrian volumes, location near high disabled facilities, public transport options etc. TSC can not afford to implement pathways across the Shire of a standard which may (or may not) be affordable in Tenterfield Town. Where visitors are prioritised this should be in the tourism budget.

(vii). It isn't clear to what extent the recommendations in this report (and the content of the attachment) is mandatory for TSC and which infrastructure standard or quality of material is able to be managed within TSC resources.

(viii). I'm not sure how the comments in report section 2 Policy & Regulation and section 6 legal and risk management are supported, when it is clear there is no financial alignment, and there will be financial and legal implications.

(ix). It isn't clear if the Liston village pathway will lead to "no-where" or if it is the full length along both sides of Mt Lindesay Rd between the new "invisible" village signs & if TSC will be improving drainage, gully crossings, pedestrian crossings to get from one side/end to the other, signage etc. Based on prior experience, this is unlikely.

(x). It isn't clear if the multi agency traffic committee has considered these documents.

It is a wonderful aspiration that "all members of the community, including visitors to the region, are able to use the shire facilities with suitable access", however as per the comment in report s 4- "...there are no funds for major works available, any upgrades to the network through new work would increase the depreciation expense to Council finances."

It is also a wonderful aspiration that TSC should be doing works to reduce obesity, reduce pollution, reduce greenhouse gases, etc. There are other NSW agencies with primary responsibility and they should be funding these increased standards, not TSC.

It is getting very important that officers recognise that passers by may never come this way again and recommendations such as this are paid for by ratepayers not visitors. Ratepayers, especially those with adjoining properties need to be directly consulted before significant works, with "long tails" such as this expansion outside Tenterfield Town, are put in writing. Ratepayers across TSC will face increased rates to cover officer recommendations for pathways, even if it is restricted to Tenterfield Town.

It is interesting that in THIS instance feedback to a public exhibition document automatically gets added to the report for council adoption via an officers recommendation inclusion, rather than being part of a summary of feedback or noted.

## Our Economy No. 13 Cont...

I notice that the next agenda report takes a very different approach. Noting the submissions, not extending major work from investigate to construct; putting the document back for public submissions.

The pedestrian council of Australia, referred in the report, is a lobby group. It is not a NSW government agency, setting policy. It isn't clear how much of this content relates to official NSW State policy and how much is the wish list of a lobby group, however well intentioned.

Urbenville is officially a NSW "town". It is not a village. See Gnb.Nsw.Gov.au for NSW legal place names. Urbenville has many more pedestrians than TSC rural villages.

Did Jennings, Ruby Creek and other villages larger than Liston Village get consulted.

I suggest, it would be more appropriate to keep the Liston village road verges tidy, as currently happens with regular volunteer mowing and TSC delivered compacted road base where eroded, keeping pedestrian access suitable for a small rural village. Pedestrians tend to walk the main south eastern block.

With the driveway, which TSC policy unnecessarily forced us to get installed & pay for at 5118 Mt Lindesay Rd, any formed concrete pathway would have a skateboard jump in the middle of the downhill course, if the fall of the land even met current access standards. Better to keep things slower and more natural. Those living on the village tend to wear rural appropriate walking shoes, not our town versions.

The main recent difficulties seem to arise when TSC doesn't have all the equipment available at the time work is done in Liston ( Eg roller, bitumen truck, whacker packer, quality road base) and previously existing spoon drains deteriorate, especially with normal rainfall.

With Liston village straddling a blind hill, we need the existing road verge to be available as safe vehicle exit routes, from Mt Lindesay Rd, especially when oncoming traffic doesn't slow or straddles the centre line.

*(Engineering comment - A number of the issues mentioned relate more to the Pedestrian Access Mobility Plan rather than the Road Asset Management Plan, however there are some areas of cross relativity. Council has already commenced investigation of Mt Lindesay Road through Liston in consultation with the Local Traffic Committee with a view enhancing safety in the village area).*

### 3. Liston – Resident - 10 May 2021.

I'm currently working my way through the huge and complicated May 2021 public exhibition documents and intend to provide responses. I won't specifically include the feedback on the PAMP agenda report, as you all already have that to use or ignore.

## Our Economy No. 13 Cont...

My Major concern is the increasing invisibility of Council policies, which are 'hidden' in other documents such as the PAMP, RAMP & Operational plan, rather than being included in the Policies list on TSC website, after being presented in a Council agenda report, separate public exhibition documents, in the 'official' TSC policy template format and explicitly approved by Council at a public meeting. Is there a change in structure happening?

A similar issue exists with

\* the officer delegations 'hidden' within the large 'plan' document, at least the RAMP,

\*Ratepayer 'charges' or financial responsibilities, not explicitly included in annual fees and charges lists and unlikely to be included in any rate searches.

\*misleading 'plan' titles without any subscripts which emphasise the real breadth of cover.

Eg the ROAD Asset Management Plan, isn't just ROADS as a Ratepayer would understand, but much more.

Eg future property owners are responsible for ongoing maintenance where 'dust mitigation' is implemented?

Eg with any DA a property owner has to upgrade their access, whether it is needed or not, and may even be forced to pay for equipment/pipes being incorrectly placed or inappropriate? This occurs even when a new land parcel is not being created, and dwellings are existing and compliant!

The explicit reference to policies being retired drew attention to this challenge to good corporate governance. How do property owners/ratepayers find these 'hidden' policies, officer delegations, ratepayer charges & ratepayer current and ongoing financial responsibilities. Are councillors aware of exactly what they are approving?

The TSC website Search option doesn't find them. Who would think to look for a policy, delegation or ratepayer charge in a list of 'plans'?

It doesn't lead to cooperative relationships between council and property owners/ratepayers.

Needless to say I'll be looking forward to my feedback being automatically included in officer recommendations for council approval, as happened with the PAMP report, post public exhibition.

*(Submission included for Council's information).*

4. Liston – Liston and Area Progress Association 17 May 2021.

With Reference to the Draft Road Assets Plan now on public display:

Classification for Urban and Village Streets 4.12.5

Objection to Liston streets to be E Class. Class E.1.2 states that these roads generally provide alternate access to properties and generally have low traffic volumes.

We wish to submit a formal objection to this decision.

Apart from the residents, quite a lot of vehicles use these streets to access the Fire Brigade, Shed, Hall, Council Yards and Transfer Station. The school bus also uses these streets when there are no drop-offs north of the village. In the future

Our Economy No. 13 Cont...

there will most probably be new houses built which means there will need to be good access for tradespeople. There is also an increasing amount of tourists and locals using the parks.

We also request that Council plan to seal all the village streets and place No Through Road signs on the eastern end of Clarence and Stanthorpe Streets.

Thank you for your consideration of the above submission.

*(Sealing of streets and No Through signage can be considered by Council under future budget funding).*

5. Liston – Resident - 18 May 2021.

I appreciate the option to review the RAMP and make comments under the Rural Roads Section.

My limited contact over many years with the Engineering group at the Shire has always been very helpful.

Having read the RAMP document, I agree with the strategy outlined to maintain roads.

3.1.1 Inspections

Good to know the inspection timetable and that contact by landholders can be part of the process to maintain roads in the Shire when road damage occurs.

3.1.2 Risk Evaluation

This risk matrix is a very subjective, but I understand Council needs a risk management system.

Some examples would help here.

*The volume of traffic* as an indicator is an interesting one as it only takes one vehicle to cause a serious accident.

Maintenance cycle

The unstated effect on road maintenance is weather particularly heavy rainfall. After years of drought, the recent high rainfall has had a major impact on all roads.

I agree with the Council strategy, but leaving minor roads ungraded over a period of time leads to deterioration of the surface and when rainfall occurs, drainage is not effective causing ruts to form on the road. This only gets worse over time and major maintenance is required that may not be necessary if roads were maintained more frequently.

*(Engineering comment - The comments received relating to maintenance cycle are extremely important and go to the very point of the review for the Plan. The challenge for Council is to have a financially sustainable network of assets that it can afford, however when Council does the planned routine maintenance on roads, it is extremely important that drainage is left in a clear condition that will function throughout the phase until the next planned maintenance. The drainage of roads needs to be given much higher priority for long term function of these assets).*

## Our Economy No. 13 Cont...

## 6. Liston – Resident - 19 May 2021.

Feedback on possible edits & clarifications in the Road Asset Management Plan public exhibition document. Not complete, but might be useful

## CLARITY &amp; CONSISTENT use of Terms

1. The title 'ROAD' is misleading for the average reader. It has much wider coverage. Perhaps add 'etc' to the file name and a sub heading to the cover page to clarify this.

Eg Verge, shoulder, vegetation, signs, guide posts, culverts, bridges, gutters, dust abatement, streets, lanes, nature strips, footpaths/pathways, drainage etc need to be explicit from the start.

2. The title 'Plan' is misleading, in terms of the structure of the NSW Integrated Management Plan framework.

This document includes plans, policies, strategy, delegations, procedures, property owner/ratepayer charges.etc.

It does not appear these inclusions are also included within the more explicit sections of TSC documents online, especially policies, fees and charges and delegations.

It does not appear that the format of these other types of documents is replicated . Eg structure of policy, delegation, property owner/ratepayer charges 'templates'.

A similar issue exists with other documents included in the 'plan' category.

3. Frequency of Criteria is explicit for one road category, but not for the other & is vague for type of footpath & inspection frequency for footpaths.

P9 refers to '... number of clearly defined and measurable criteria', 'these criteria must then be applied consistently throughout the shire.' '.. ensure the process can be presented to the community as fair, equitable and defensible.'

If throughout the shire the use of explicit numbers for frequency of use is essential, otherwise expectations will be unmanageable. Eg just because Tenterfield, Urbenville, Jennings have particular work done or standards, it isn't necessarily relevant rest of the shire.

CBD indicates Tenterfield town only?

Urban sometimes has urban & villages, but also includes locality & refers to some towns as villages.

4. Inconsistent or incorrect use of terms, which can have a very different result. Eg dwelling, residence, full time residence, approved dwelling, properties?

Eg town, village, locality and relevance to CBD, urban, village, rural

(Does TfNSW and grants commission categories match Gnb.Nsw.Gov.au place terms.)

5. 2.4.3 properties served. Perhaps add descriptor to 'property boundary' for clarity.

## TABLES, Appendices

1. table heading doesn't always stay with the table

2. no table heading. Rural roads Guide Posts

3. table missing from index page. Rural roads guide posts

4. line apparently missing from table. Nighttime inspections Urban (& villages)

## Our Economy No. 13 Cont...

5. Urban, urban & village, cbd, locality? Headings don't always reflect the coverage.
6. Liston Rd Should be Amosfield Rd to Mt Lindesay Rd, not border.
7. Table 3-1 Rural Rd classification. D Local access. Presume reference to. Lass D roads in the description should be class C?
8. Appendix B Rural Road Register.  
Table headings not at top of page. last 3 entries not showing name of road like other lines in the appendix table
9. Appendix C Road Register - Urban Roads.  
Elsewhere the description is sometimes Urban & village, although content is different  
This appendix seems to only be Tenterfield Town Streets, so should the appendix heading be CBD? Or just Tenterfield town.  
The sub total summary of total length is Tenterfield streets - presumably town not shire? P67  
P68 doesn't have a new heading but is presumably the 'village' portion of Urban & villages?  
Drake is a locality place name ref Gnb.Nsw.Gov.au.  
Jennings and Urbenville are town place names. Ref Gnb.Nsw.Gov.au  
Legume and liston have village and locality places.  
Torrington is a locality. Other localities not listed.  
The need for road etc works is very different for the towns compared with the villages and especially compared with the localities. Doesn't seem consistent?  
P69 Liston. 05. 1 st line Acacia St is now sealed between Clarence and Stanthorpe St. 'Seal' not showing. Can't remember status for Clarence st to end.  
Last line. 05. Tenterfield st to rubbish dump. Is now sealed. 'Transfer station seems to be the current term.  
Sub total p70. Uses 'village' outside correct place names.  
Perhaps TfNSW or grants commission use different terms?  
They need to align with gazettes place names.
10. Appendix D. Proposed Place Names - rural & Urban (village) perhaps add 'historical' as this seems to be what is happening and is appropriate for a historical shore like Tenterfield.

## PROPERTY SEARCHES

1. As this document (& possibly other TSC documents outside the policy or fees & charges documents) contains current & ongoing financial responsibilities for current & prospective Property Owners/ratepayers, will/does the property search response include these charges? Is not perhaps it should.

## APPENDICES

1. Perhaps add an appendix for roads (parts of roads) which are not/will not be maintained by council, unless criteria/conditions met and a Council resolution.  
Eg. council has chosen not to maintain, public roads not constructed, not public roads, historical maintenance by Council, internal to a property & ?  
Eg roads still  
This is Important for property searches & property owner and passing visitor expectations.
2. Perhaps add appendices for those situations where either an officer or Council overrides the 'clearly defined & measurable criteria', to ensure fair treatment of all ratepayers. Ie no secret squirrel or situations where one property owner reads the policies etc and doesn't apply, it another applies and gets a concession.



## Our Economy No. 13 Cont...

*(Some amendments to Tables where appropriate have been made. Roads not maintained by Council are extensive across the Shire as many are in legal status only and vary in physical status. Assessment of these would place significant financial burden to ratepayers and the focus remains on the financial sustainability of the maintained network).*

## 7. Liston – Resident - 10 June 2021.

After reading the proposed update for the Road Asset Management Plan, it became apparent that perhaps some actions could be scheduled for the Stanthorpe/Qld border to Wylie Creek area. These include:

1. Night inspections of the new 'entry' signs, particularly for Liston Village. They are not readable at the speed limit during the day, let alone at night. Perhaps the font size and reflective quality and angle/location to the road is designed for a 50 k section of the road. (PS we do not need the speed limit reduced, we need the signs to do their job to inform the travelling public.' I have noticed several comments on lack of readability of these signs from various council sources.

2. Is it possible to have some 'hidden driveway' signs on both sides of the crest in Liston village. This may help reduce the risk to residents and visitors, especially if council is determined to replace the existing nose in road base 'parking and vehicle access beside Mt Lindesay Rd with paved pathways, despite the obvious and regular use of the areas beside this road and the failure of passers by complying with the speed limit in the village.

3. Is it possible to use the painted red area on the change of speed limit (as seems to be popular and successful in Qld) at the entrance to the 50 k zone in Liston village. While I acknowledge those who wish to ignore speed signs may ignore this also. I suggest these have a better result than the duplicate 'warning' speed limit signs.

*(The issues are relative to the investigation of Mt Lindesay Road in Liston in consultation with the Local Traffic Committee. Regulatory traffic facilities relating to speed zoning are subject to consultation through the Local Traffic Committee and for the approval of Transport for NSW).*

Previous submissions from public exhibition in 2020 are included and summarised as;

8. Sherratt Road, Torrington – Seeking to have the road sealed past the first few houses in the village. *(Council had already allocated grant funding under the LRCI program to seal Sherratt Road).*

9. Demon Creek Road – Seeking to have Demon Creek Road maintained by Council beyond current extent.  
*(this road deviates significantly from a formal road reserve where Council ends its maintenance of Demon Creek Road).*

10. Millers Lane – Seeking to have the road sealed to minimise dust.

*(Council had already allocated grant funding under the LRCI program and has now sealed Millers Lane).*

## Our Economy No. 13 Cont...

11. Sugarbag Road – Seeking to have the two roads (East and West) joined by a new construction road.

*(Council has previously noted this request and does not have any funding allocated towards this request).*

12. Leeches Gully Road – Seeking to have drought stressed and fire damaged trees addressed in the Vegetation Control section of the Plan.

*(Council addresses infrastructure damage through specific disaster event claims to seek government funding assistance and minimise direct financial burden to local ratepayers where possible).*

13. Roos Road – Submission relating to safety of the road and condition of road surface, with Roos Road rate payers feel that if the last section of the Road could be reclassified appropriate to its level of usage facilitating the level of construction and maintenance required.

*(No change has been made to the status of the road)*

14. Mt McKenzie Tourist Drive along Kildare Road - Seeking to have Kildare Road sealed as it forms part of the Tourist Route and upgrade facilities at Mt McKenzie lookout.

*(Council has already allocated grant funding under the LRCI program to seal that part of Gum Flat Road leading to Mt Mackenzie and also to seal Kildare Road. Council has also been successful in obtaining further grant funding towards supporting works for the upgrading of Kildare Road on the Tourist Route. Still further, Council has submitted an application for funding to widen the Mt Mackenzie Lookout Road and to upgrade the facilities at the Lookout – works are already programmed to commence during 2021).*

15. Wellington Lookout Road – Seeking to have the last kilometre of the road maintained by Council

*(Council has already considered a report on this matter advising that the additional maintenance be considered with the review of the Road Network Management Plan)*

16. Talmoi Road - Seeking to have the entire length of the legally public road maintained by Council

*(Council has already considered a report on this matter advising that the additional maintenance be considered with the review of the Road Network Management Plan)*

17. Maryland Cullendore Road - Council has contacted Crown Lands Department and National Parks & Wildlife Service informing them that Tenterfield Shire Council wishes to keep the Maryland Cullendore Road open. NPWS has confirmed that gazettal documents for a closure have been withdrawn.

*(This is the subject of an ongoing matter Council is liaising with NPWS to have the road opened throughout the Park area).*

18. Reid Street, Tenterfield - Council has previously accepted a report to accept maintenance of Reid Street (located off Bellevue Road) following the upgrade of the road through a Development Consent condition

Our Economy No. 13 Cont...

*(This road will also be added as a Rural Road to the Plan Register).*

It is recommended that the revised Road Asset Management Plan 2021 be adopted.

### **COUNCIL IMPLICATIONS:**

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

The Road Asset Management Plan 2021 has been displayed on public exhibition for comment.

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

- The Plan is due to be reviewed biennially and at least once per Council term.

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

For the target maintenance grading schedule to be achieved, an annual budget of approximately \$1,340,000 is required solely for that activity.

The budget allocation for rural roads maintenance for 2021/22 is \$1,500,000.

This provides for the following activities on Local roads –

- Maintenance grading
- Vegetation control
- Sealed road maintenance including seal and pothole patching
- Culvert and headwall maintenance
- Traffic management items including signs, guideposts and safety rail
- Table drain and shoulder maintenance
- Operational road inspections
- Linemarking

The Plan does not directly impact any fees or charges.

Future works budget proposals may be influenced by the Plan.

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

The review of Council's Road Asset Management Plan supports the management of transport assets. Council is currently implementing a new Asset Management System that will involve a review of all assets

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

Nil

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

The revision of Council's Road Asset Management Plan aims to ensure the document relates to current Policies, Legislation and Guidelines.

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

Nil

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

Nil

**Fiona Keneally**  
Director Infrastructure

Our Economy No. 13 Cont...

Prepared by staff member: David Counsell  
Approved/Reviewed by Manager: Fiona Keneally, Director Infrastructure  
Department: Engineering Department  
Attachments: **1** Attachment 3 (Attachment Booklet 80  
1) Road Asset Management Plan - Pages  
July 2021

|                      |                                               |
|----------------------|-----------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>          |
| <b>Submitted by:</b> | Acting Executive Assistant & Media            |
| <b>Reference:</b>    | <b>ITEM GOV49/21</b>                          |
| <b>Subject:</b>      | <b>MONTHLY OPERATIONAL REPORT - JUNE 2021</b> |

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

|                             |                                                                                                                                                                  |
|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CSP Goal:</b>            | <b>Leadership</b> - LEAD 12 - We are a well engaged community that is actively involved in decision making processes and informed about services and activities. |
| <b>CSP Strategy:</b>        | Council's decision making processes are open, accountable and based on sound integrated planning.                                                                |
| <b>CSP Delivery Program</b> | Promote and support community involvement in Council decision making process.                                                                                    |

#### **SUMMARY**

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

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

**That Council receives and notes the status of the Monthly Operational Report for June 2021.**

**Daryl Buckingham**  
Chief Executive

|                               |                                                                                                     |
|-------------------------------|-----------------------------------------------------------------------------------------------------|
| Prepared by staff member:     | Elizabeth Melling                                                                                   |
| Approved/Reviewed by Manager: | Daryl Buckingham, Chief Executive                                                                   |
| Department:                   | Office of the Chief Executive                                                                       |
| Attachments:                  | <b>1</b> Attachment 4 (Attachment Booklet 111<br>2) Monthly Operational Report - Pages<br>June 2021 |

|                      |                                              |
|----------------------|----------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b> |
| <b>Submitted by:</b> | Property Specialist                          |
| <b>Reference:</b>    | <b>ITEM GOV50/21</b>                         |
| <b>Subject:</b>      | <b>NOMINATION OF NATIVE TITLE MANAGERS</b>   |

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

|                             |                                                                                                                                                     |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CSP Goal:</b>            | <b>Leadership</b> - LEAD 13 - Council recognises the diversity of the communities that make up the Tenterfield Shire Council Local Government Area. |
| <b>CSP Strategy:</b>        | Continue to support and partner with the local Aboriginal communities for improved and inclusive outcomes.                                          |
| <b>CSP Delivery Program</b> | Maintain collaborative partnerships with the local Aboriginal communities.                                                                          |

#### **SUMMARY**

Council is required to give notice to the Minister for Planning, Industry and Environment – Crown Lands of the name and contact details of Council's nominated Native Title Managers.

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

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

- (1) Nominate the Engineering Officer, Jessica Gibbons and Property Specialist, Neville Vincent Coonan as its Native Title Managers; and further**
- (2) That Council give Notice to the Minister for Planning, Industry and Environment of contact details of Council's Engineering Officer and Property Specialist as required under Section 8.8 of the Crown Land Management Act 2016.**

#### **BACKGROUND**

The Crown Land Management Act 2016 (CLM 2016) commenced on 1 July 2018. Section 8.8 requires that Council Crown Land Managers need to advise the Minister of their Native Title Manager/s as soon as practicable after 1 July 2021, and no later than 31 October 2021.

#### **REPORT:**

To be qualified as a Native Title Manager, a person must attend approved training.

Engineering Officer, Jessica Gibbons has attended such training and has been appointed as Native Title Manager since the Council meeting held on 28 November 2018. Resolution 270/18.

The Property Specialist, Neville Vincent Coonan attended an approved training course on 22 June 2021. Refer to the attached correspondence from Planning Industry and Environment confirming the attendance at an approved training course and that Neville Coonan is qualified to act as a Native Title Manager.

Our Governance No. 50 Cont...

### **COUNCIL IMPLICATIONS:**

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

Nil

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

- Crown Land Management Act 2016
- Local Government Act 1993
- Native Title Act 1993

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

Nil

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

Nil

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

Nil

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

The Crown Land Management Act 2016 requires Council give notice to the Minister of the Native Title Managers name and contact details each year.

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

Nil

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

Nil

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

|                               |                                                                                       |           |
|-------------------------------|---------------------------------------------------------------------------------------|-----------|
| Prepared by staff member:     | Neville Coonan                                                                        |           |
| Approved/Reviewed by Manager: | Kylie Smith, Chief Corporate Officer                                                  |           |
| Department:                   | Office of the Chief Corporate Officer                                                 |           |
| Attachments:                  | <b>1</b> Mr Neville Vincent Coonan - Native Title Training Attendance on 22 June 2021 | 1<br>Page |



DOC21/124877

Mr Neville Vincent Coonan  
Tenterfield Shire Council  
PO Box 214  
TENTERFIELD NSW 2372  
n.coonan@tenterfield.nsw.gov.au

Dear Mr Coonan

**Subject: Confirmation of approved training as Native Title Manager**  
**Crown Land Management Act 2016**

This letter provides confirmation that Neville Vincent Coonan, having completed the approved training below, is qualified to act as a Native Title Manager for the purposes of Part 8 of the *Crown Land Management Act 2016* which commenced on 1 July 2018.

**Introductory Native Title Training**  
**Delivered by the NSW Department of Planning, Industry and Environment,**  
**Online on 22 June 2021**

For further information about the Native Title Manager training, please contact the Council Crown Land Management Team at the NSW Department of Planning, Industry and Environment via email at: [council.clm@crowland.nsw.gov.au](mailto:council.clm@crowland.nsw.gov.au)

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Melanie Hawyes', with a horizontal line underneath.

**Melanie Hawyes**  
**Deputy Secretary, Crown Lands**  
8/07/2021



|                      |                                              |
|----------------------|----------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b> |
| <b>Submitted by:</b> | Manager Finance & Technology                 |
| <b>Reference:</b>    | <b>ITEM GOV51/21</b>                         |
| <b>Subject:</b>      | <b>MAYORAL VEHICLE TRAVEL</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 continually reviews its service provision to ensure best possible outcomes for the community.                                                              |
| <b>CSP Delivery Program</b> | Deliver continuous improvements in Council's business, processes and systems.                                                                                      |

#### **SUMMARY**

The purpose of this Report is to detail the number of kilometers travelled by the Mayor annually for the purpose of determining whether a vehicle should be provided to the Mayor.

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

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

- (1) Receive and note this report.**
- (2) That a vehicle not be provided solely for Mayoral use based on the number of kilometers currently travelled by the Mayor.**

#### **BACKGROUND**

At the May Ordinary Council Meeting, it was requested that a report be received at the next Ordinary Council Meeting detailing the number of kilometers travelled by the Mayor annually in order for Council to investigate the option of a Mayoral Vehicle.

Such a Report was not presented at the June Ordinary Council meeting due to the timeframes involved, but is presented at the July Ordinary Council for consideration.

#### **REPORT:**

The number of kilometers travelled by the Mayor for the period 1 July 2020 to 16 June 2021 was 5,855.

At a hire cost of \$0.52c per km the cost to Council was \$3,044.60.

The capital cost of providing a vehicle solely for the use of the Mayor would be approximately \$55,000 with operating costs of some \$15,000 per annum there would also likely be additional FBT payable.

As a result it is clear that the status quo should remain from a financial perspective.

Our Governance No. 51 Cont...

**COUNCIL IMPLICATIONS:**

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

Nil.

**2. Policy and Regulation**

Nil.

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

There would be additional costs to Council involved if a new vehicle was purchased solely for use by the Mayor.

**4. Asset Management (AMS)**

There would be additional asset management requirements if a new vehicle was purchased solely for use by the Mayor.

**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                                |
| 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> | Manager Finance & Technology                 |
| <b>Reference:</b>    | <b>ITEM GOV52/21</b>                         |
| <b>Subject:</b>      | <b>REPORT ON LOAN BALANCES</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 inform Council of its loan balances as at 30 June 2021.

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

**That Council notes the loan balance as at 30 June 2021 was \$13,708,476.21 (\$13,932,571.71 as at 31 March 2021).**

#### **BACKGROUND**

Council resolved at its meeting on 24 August, 2011 (Resolution 380/11) that a Report be provided every three (3) months summarizing Council's debt levels and that the report should include the date the loan is taken out, the amount of the original loan, the current balance owing, the term of the loan, the interest rate and the payment details.

#### **REPORT:**

Loan payments are being made in accordance with the loan agreements. Council's loan balance as at 30 June 2021 was \$13,708,476.21 (\$13,932,571.71 as at 31 March 2021).

A new fixed-rate 20-year loan for \$4,048,952.00 was obtained on 31 March 2021 after approval at the March 2021 Council Meeting.

#### **COUNCIL IMPLICATIONS:**

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

Council's projected loan borrowings are included in the 2020/21 Operational Plan.

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

- Section 621 of the Local Government Act allows a Council to borrow at any time for any purpose allowed under the Act subject to any restrictions imposed by the Minister in accordance with Section 624 of the Act.
- Borrowing Policy

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

Nil.

Our Governance No. 52 Cont...

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

**Paul Della**  
**Acting Chief Corporate Officer**

Prepared by staff member: Paul Della; Jessica Wild  
Approved/Reviewed by Manager: Kylie Smith, Acting Chief Executive  
Department: Office of the Chief Corporate Officer  
Attachments: **1** Loan Register as at 30 June 2021 1 Page

**Tenterfield Shire Council**  
**Loans Schedule**  
**30-June-2021**

| Loans Details |                                  |           |                                |                  |            |                     |                               | Principal                               |
|---------------|----------------------------------|-----------|--------------------------------|------------------|------------|---------------------|-------------------------------|-----------------------------------------|
| FUND          | PURPOSE                          | AMOUNT    | OBTAINED FROM                  | DATE<br>OBTAINED | DUE DATE   | RATE OF<br>INTEREST | INTERVALS AT<br>WHICH PAYABLE | Principal Balance as at<br>30 June 2021 |
| General Fund  | Infrastructure 2020/21           | 4,048,952 | Commonwealth Bank of Australia | 31/03/2021       | 29/03/1941 | 2.69%               | Half Yearly                   | <b>4,048,952.00</b>                     |
| General Fund  | Infrastructure 2019/20           | 1,000,000 | Commonwealth Bank of Australia | 15/06/2020       | 15/06/2040 | 2.90%               | Half Yearly                   | <b>962,472.77</b>                       |
| General Fund  | Main Street Upgrade              | 1,200,000 | National Australia Bank        | 25/02/2015       | 25/02/2025 | 3.70%               | Half Yearly                   | <b>533,357.58</b>                       |
| Sewer         | New Sewerage Treatment Plant     | 2,500,000 | National Australia Bank        | 30/05/2008       | 30/05/2033 | 7.81%               | Half Yearly                   | <b>1,762,953.26</b>                     |
| Water         | Dam Wall Construction (1)        | 3,450,000 | ANZ                            | 25/05/2018       | 25/05/2038 | 3.95%               | Half Yearly                   | <b>3,087,671.80</b>                     |
| Water         | Dam Wall Construction (2)        | 3,051,000 | Commonwealth Bank of Australia | 5/06/2019        | 6/06/2022  | 2.52%               | Half Yearly                   | <b>2,810,320.03</b>                     |
| Water         | Urbenville Water Treatment Plant | 375,000   | National Australia Bank        | 5/02/2009        | 5/02/2033  | 6.47%               | Half Yearly                   | <b>269,515.17</b>                       |
| Waste         | Rehabilitation                   | 1,250,000 | National Australia Bank        | 21/12/2012       | 21/12/2022 | 5.45%               | Quarterly                     | <b>233,233.60</b>                       |
| <b>TOTAL</b>  |                                  |           |                                |                  |            |                     |                               | <b>13,708,476.21</b>                    |

|                      |                                                      |
|----------------------|------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>         |
| <b>Submitted by:</b> | Acting Manager Finance & Technology                  |
| <b>Reference:</b>    | <b>ITEM GOV53/21</b>                                 |
| <b>Subject:</b>      | <b>CAPITAL EXPENDITURE REPORT AS AT 30 JUNE 2021</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 30 June 2021.**

#### **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 were 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. Council has also been successful in securing a number of new grants this year, and budgets for these have been added in the Quarterly Budget Reviews.

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

#### **COUNCIL IMPLICATIONS:**

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

Nil.

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

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

Our Governance No. 53 Cont...

- Australian Accounting Standards
- Office of Local Government Circulars

**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.

**Paul Della**  
**Acting Chief Corporate Officer**

|                               |                                                                                                 |
|-------------------------------|-------------------------------------------------------------------------------------------------|
| Prepared by staff member:     | Jessica Wild                                                                                    |
| Approved/Reviewed by Manager: | Paul Della, Acting Chief Corporate Officer                                                      |
| Department:                   | Office of the Chief Corporate Officer                                                           |
| Attachments:                  | <b>1</b> Attachment 5 (Attachment Booklet 4<br>3) June 2021 Capital Expenditure Pages<br>Report |

|                      |                                                           |
|----------------------|-----------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>              |
| <b>Submitted by:</b> | Acting Manager Finance & Technology                       |
| <b>Reference:</b>    | <b>ITEM GOV54/21</b>                                      |
| <b>Subject:</b>      | <b>FINANCE &amp; ACCOUNTS - PERIOD ENDED 30 JUNE 2021</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:**

- (1) Receive and note the Finance and Accounts Report for the period ended 30 June 2021.**
- (2) Adopts a Purchase of Niche Fee at the cemetery of \$270 (including GST) for the 2021/22 Financial Year.**

#### **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 30 June 2021.



Our Governance No. 54 Cont...

Cash Book Balances on this date were as follows:-

|                        |                |        |
|------------------------|----------------|--------|
| General (Consolidated) | \$9,029,227.76 | Credit |
| General Trust          | \$ 382,340.85  | Credit |

(b) Summary of Investments

The attachment to this report is a certified schedule of all Council's investments as at 30 June 2021 showing the various invested amounts and applicable interest rates.

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

For the month of June 2021 no concessions were granted under Council's Concealed Water Leakage Concession Policy.

### **603 Certificates**

Number of applications for 603 Certificates as to Rates and Charges. During the sale of a property a 603 Certificate is usually requested to identify if there are any outstanding or payable fees to Council by way of rates, charges or otherwise in respect of a parcel of land. There were 37 applications for 603 Certificates in June 2021. In the calendar year to date, there have been 243 applications compared to 79 applications for the same period last year.

### **Cemetery Fee**

Due to an administrative oversight, the fee for the purchase of a Niche at the Cemetery was inadvertently excluded from the fees and charges adopted as part of the 2021/22 budget. The fee was in place in previous years and as it was just an administrative issue there is no requirement to re-advertise the fee, which will be \$270 (GST Inclusive). The fee was \$262 in 2020/21.

### **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.

Our Governance No. 54 Cont...

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

**Paul Della**  
**Manager Finance & Technology**

|                               |                                               |           |
|-------------------------------|-----------------------------------------------|-----------|
| Prepared by staff member:     | Jessica Wild                                  |           |
| Approved/Reviewed by Manager: | Paul Della, Manager Finance & Technology      |           |
| Department:                   | Office of the Chief Corporate Officer         |           |
| Attachments:                  | <b>1</b> Investment Report as at 30 June 2021 | 1<br>Page |

**TENTERFIELD SHIRE COUNCIL - SUMMARY OF INVESTMENTS 30 JUNE 2021**

| Financial Institution                   | Issuer Rating | Investment Term | Maturity Date | Interest Rate | Amount                     | Percentage Exposure  |
|-----------------------------------------|---------------|-----------------|---------------|---------------|----------------------------|----------------------|
| NAB                                     | AA-           | 30 Days         | 30/Jul/21     | 0.05%         | 1,000,000.00               | 22.88%               |
| <b><u>TOTAL NAB INVESTMENTS</u></b>     |               |                 |               |               | <b><u>1,000,000.00</u></b> | <b><u>22.88%</u></b> |
| Commonwealth Bank                       | AA-           | 1 Month         | 28/Jul/21     | 0.25%         | 1,870,000.00               | 42.79%               |
| <b><u>TOTAL CBA INVESTMENTS</u></b>     |               |                 |               |               | <b><u>1,870,000.00</u></b> | <b><u>42.79%</u></b> |
| Westpac                                 | AA-           | 3 Months        | 28/Jul/21     | 0.19%         | 1,500,000.00               | 34.32%               |
| <b><u>TOTAL WESTPAC INVESTMENTS</u></b> |               |                 |               |               | <b><u>1,500,000.00</u></b> | <b><u>34.32%</u></b> |
| <b>INVESTMENTS TOTAL</b>                |               |                 |               |               | <b>4,370,000.00</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.

**(ITEM RC20/21) REPORTS OF COMMITTEES & DELEGATES - AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION 27TH NATIONAL GENERAL ASSEMBLY - 20 TO 23 JUNE 2021 CANBERRA**

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**REPORT BY:**

Mayor, Peter Petty and Acting Chief Executive, Kylie Smith attended the 2021 - 27<sup>th</sup> National General Assembly in Canberra from Sunday, 20 June to Wednesday, 23 June 2021.

**Sunday, 20 June 2021**

- Politics and the Bush – Gabrielle Chan, Writer and Journalist (Keynote Address)  
Local Government is closed to the people. Agriculture and environment come together because the global markets are moving.
- Rural Health – Gabrielle O’Kane, CEO National Rural Health Alliance  
Spoke of challenges and changes to Rural Health. Suicide rates in Clarence Valley in 2015/and the unhelpful press coverage. “Our Healthy Clarence” began in March 2016.
- Panel of Mayors: Rural Health Council Concerns  
(Mayor Phyllis Miller – Forbes Shire Council  
Forbes Shire Council have built 4, 2 bedroom units to house Doctors. Overall have spent \$2 million securing Doctors, currently they have 12 Doctors in Forbes. Purchased “Old Peoples” Home and set it up as an Aboriginal medical Centre. 2015 Built a new Hospital on the old Hospital – securing funding for a new operating theatre. Locums v’s VMO’s – Locums are demanding \$2,000 to \$3,000 per day. They have a two year program for getting Doctors to Regional and Rural Areas \$70,000 to \$80,000 two year rotation period.  
  
(Mayor Sam Telfer – Tumby Bay District Council)  
Tumby Bay District Council – SA LGA.  
Spoke of major problems in South Australia with health and Doctors in remote areas.
- Federal Local Government Minister Address (The Hon. Mark Coulton MP)  
Spoke of Shire of Brewarrina and Gwydir Shire and training staff up to senior roles and jobs. Spoke of Pelican Airways flying from Ballina to Dubbo and vice versa to support each areas of tourism.

**Monday, 21 June 2021**

- ALGA President, Linda Scott - Opening Address  
This will be the last NGA before the Federal Election. She spoke in the effects of the Pandemic across the country. 500 Childcare places are run by Local Government in Australia. \$1 Billion in recent Budget for Local Government. Spoke on the F.A.G.S grant funding. Spoke on getting A.L.G.A each to National Cabinet to ref LGA.

**Tuesday, 22 June 2021**

- Indigenous Voice – Professor Tom Calma AO (Co-Chair, Senior Advisory Group)

## Report of Committee No. 20 Cont...

The Government has set aside \$160 million for future referendum. Engaged with 9,400 people in total right across Australia; 67 Community Groups across the nation. Their Final Report to Government due mid-July 2021.

**Wednesday, 23 June 2021**

- Recovery Resilience – Commissioner Shane Fitzsimmons AF SM (Keynote Address)  
Spoke of Drought, Bushfires and Flooding. 50 LGA's Section 44 fires - National Disaster Declarations. 70 LGA Natural Disasters from Floods; Replacing Infrastructure with new; 6 killed.
- Recovery Resilience – The Hon Shane L Stone AC QC  
Permit Agencies in Federal Government. 97% of funding spent on cleaning up; 2% spent on levelling and re-building; People should not build in Gum-trees, on Flood-plains; Coastal Cliff faces or Coastlines.

**2021 Motions**Motion 5 - Tenterfield Shire Council, NSW

*The National General Assembly call on the Australian Government to provide grant funding to Regional and Rural Councils in advance and not in arrears so as to avoid impacting unfavourably on such Council's cash flow.*

Motion 9 – Tenterfield Shire Council, NSW

*The National General Assembly calls on the Australian Government to either cease the practice of expecting Council co-contributions when applying for Federal Government Grants or allow Council's in-kind contributions to be eligible as the co-contribution from Councils.*

Motion 9.1 – Tenterfield Shire Council

*The national General Assembly calls on the Australian Government to change the eligibility conditions for new grant funding opportunities which currently preclude projects already contained within operational plans. Projects in operational plans are often funded from loans adding to the financial burden on ratepayers.*

Motion 68 – Tenterfield Shire Council

*The national General Assembly calls on the Australian Government to provide grant funding to assist Councils deal with the costs incurred in correcting historical errors in mapping of actual roads so that ratepayers do not have to meet these costs.*

All TSC Motions (as above) were not changed and were carried unanimously.

Tenterfield Shire Council did "Second" Motion 11. from Albury City Council and spoke to it. Motion 11 was successful 112/36.

Motion 11 – Albury City Council

*The National General Assembly calls on Australian, State and Territory Governments to:-*

- *harmonise legislation, regulation, policies and practices to mitigate the financial and social impacts of anomalies on border communities across the nation, and*
- *adopt a national approach to management of the COVID-19 pandemic to eliminate the closure of State and Territory borders.*

Report of Committee No. 20 Cont...

Motion 18 – Balonne Shire Council QLD

*This National General Assembly calls on the Australian Government to include a "pandemic" under the definition of an "eligible disaster" under the Disaster Recover Funding Arrangements (DRFA) Guidelines to enable local government costs to be claimed in line with other "disaster" events.*

Tenterfield Shire Council moved Motion 18 in Balonne's absence. We explained that it was another cost to those Councils in the Border control areas. The security arrangements are made with no way for them to be reimbursed the money it needed to support the border closure

Motion 18. Was won unanimously.

11.30am Meeting with Deputy Prime Minister and Federal Member for New England, The Hon. Barnaby Joyce MP.

Tenterfield Shire Council was the first Local Government to meet with him since his appointment two days prior.

Topics we spoke of, included:-

1. Sealing the remaining 7km of Mount Lindesay Road (\$5.7 million since announced only with a letter).
2. Joining Kyogle Shire Council in a Road Alliance to help them secure funding for the Clarence Way from the Bruxner Highway to Urbenville and through the Village of Bonalbo and Old Bonalbo.
3. Getting the Heavy Vehicle By-pass back on the agenda now that the planning stages and design are done. \$500,000 announced in the NSW State Budget for final design only two weeks ago.
4. Securing funding for the Sesquicentennial 150<sup>th</sup> Celebrations 22 November 2021.
5. Setting a date for the official opening of Emu Creek Bridge; Hootens Road to Mountain Blue Blueberry Farm; Bridge on Northern End of Paddy's Flat Road where TSC assisted Kyogle Shire Council with funding.

All in all a very worthwhile conference.

Peter Petty

**Mayor**

## **RECOMMENDATION**

**That the report of the Mayor of the 2021 - 27<sup>th</sup> National General Assembly be received and noted.**

## **ATTACHMENTS**

There are no attachments for this report.

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**(ITEM RC21/21) REPORTS OF COMMITTEES & DELEGATES - DESTINATION & VISITOR ECONOMY CONFERENCE 2021 REPORT**

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**REPORT BY:**

Councillors Bob Rogan, Bronwyn Petrie and Gary Verri attended the Destination & Visitor Economy Conference 26-28 May 2021 at Port Macquarie. Report of the Conference attached.

**RECOMMENDATION**

**That the report of Councillor's Bob Rogan, Bronwyn Petrie and Gary Verri of the Destination and Visitor Economy Conference 2021 be received and noted.**

**ATTACHMENTS**

- |                                                                                |            |
|--------------------------------------------------------------------------------|------------|
| <b>1</b> Destination & Visitor Economy Conference 2021 - Port Macquarie Report | 7<br>Pages |
|--------------------------------------------------------------------------------|------------|

**DESTINATION & VISITOR ECONOMY CONFERENCE 2021**

**REPORT**

**INTRODUCTION:**

The destination & visitor economy conference was held May 26-28<sup>th</sup> 2021 at "Port Macquarie." Attendees from Tenterfield were: Councillors Bronwyn Petrie, Bob Rogan and Gary Verri. There was time allocated after arrival on the Wednesday for a meet & greet centred around a trade display area. Whilst there, some ideas were picked up, of most interest to us was a suggestion to contact the "Australian Drone Racing Scene. This could be a good way to not only bring a new group of visitors to Tenterfield but the suggestion was these people may be persuaded to provide video footage as a trade-off for the use of a suitable area to conduct their race program.

**MAIN CONFERENCE HALL:**

Commencing at 8:45am on the Thursday, the main hall at Sails Resort was the scene for the first conference session consisting of speakers from NSW Tourism and a host of other tourism organisations as well as from consultant groups. The NSW minister for Jobs, Investment, Tourism and Western Sydney the Hon Stuart Ayres gave an opening address. This took attendees through to morning tea.

There was during these sessions, a short award ceremony officiated by Greg Binskin from Tourism business NSW. The award was for Tourism "NSW TOP TOURISM TOWN".

There were 52 regional towns listed as having made it to final selection with winners being Berrima (under pop 5000) and Mudgee (over pop 5000) Interestingly Tenterfield was not on this list which is a shame because the entries did gain a lot of exposure even all the way up to national level as videos are to be used to produce a promo for NSW. Entry requirements where really three things that Tenterfield should be able to provide, I think fairly easily i.e.

1. A short video,
2. An editorial and
3. A suggested itinerary.

It was mentioned that the intention of Tourism NSW was to use all the video segments from those selected as finalist to put together a promotional video of NSW that could be used Australian wide to help promote NSW.

There must be reasons why we were not represented or perhaps we were and didn't make the cut. It was the inaugural awards so that may have had something to do with us not being ready however, I would strongly recommend that Tenterfield do enter next year and continue to do so.

Another speaker of interest was Mr Craig Rispin who operates as a business futurist I.E., a consultant who advises in all those areas that business and local government can expect to see happening in the future. Apparently, some pretty fanciful ideas are very close to reality now.



Things like a new google app than does market research and takes online booking by using a new smart technology.

Other technologies such as A.I. and A.R. Are actually starting to appear now. Craig spoke of a robot or rather a virtual being called "Neon" that can act as a personal assistant. All that has to occur is it be asked a question or given a command.

In the world of digitisation, augmented reality is emerging. For instance, in the tourism space, visitor experience may be enhanced by use of this technology. Glasses can be worn and it takes the wearer into a virtual world that lets him or her experience whatever the subject is.

It is recognised by people within the technology sector that covid has advanced the world of digitisation by about six years.

**BREAK OUT SESSIONS:**

After morning tea delegates were split up into groups to either, attend different presentations or participate in various workshops. Subjects included;

Creative sectors in economic recovery,

Capitalising on the visitor information centre,

Charles Sturt university,

Horticulture – Ricardoes tomatoes, and

Port Macquarie koala Hospital.

The last three were undertaken in the form of a visit to one or another of these establishments.

As we attended different sessions at times, I (Bob Rogan) can only speak on the subjects that I attended. First; regarding creative economic recovery. This was obviously varied depending on the different environment of many different LGA's. there was however one very interesting speaker. This was a young indigenous woman who had started with nothing except a concept and some obvious talent. She has, within the space of about 18 months built up a 1.5-million-dollar business consulting. She now is much sort after as a motivational speaker. She particularly advocates that indigenous people with innovative ideas contact a website called SUPPLY NATION. State government has an aboriginal procurement policy for supply of services or goods from aboriginal businesses. The speaker was Kristal Kinsela.

Councillor Verri and myself attended the session on how to capitalise on the Visitor Information Centre: Most attendees were information centre managers or from similar positions. It was hosted by the V.I. C. industry advisory group.

This was a very interesting session. It did focus at one stage on how to improve and sustain V.I.C operations. A common comment from this group was the need for training of staff to better assist visitors with the use of aps etc. it was felt that V.I.Cs need to perhaps increase

use of digitised systems. When the question was asked regards to the future of V.I. C's the response seem to be a little defensive and in fact a manager from Newcastle spoke of their experience of changing over to a full digital information station set up. She said it was not a great success because people did not take it up to the degree thought. Perhaps they were not ready to embrace the idea at the time, it was a few years ago.

**AFTERNOON VISITS TO INDUSTRY:**

**Charles Sturt University. (Cr Rogan)**

A visit to, and tour of the facilities available at Port Macquarie campus of Charles Sturt University was a highlight for me. This is a new campus, only ten years old. In fact, the latest wing was only just completed prior to covid shutting things down and it reopened shortly before we toured the facility, so everything was brand new and of course spick and span.

Port Macquarie council along with the business chamber of commerce commissioned a survey into local skill shortages. This identified major problems in the areas of education, medical services and law among other things.

The University campus being built at port Macquarie was the culmination of a lot of work where council collaborated with local developers, local industry partners and the business and education sectors to bring it to the area. It provides jobs in the education and various support sectors. It also adds hugely to the local economy and brings young people to the region, some of whom will stay on and seek work locally.

The university campus provides courses in nursing, paramedics and other allied health areas such as chiropractic and physiotherapy. It also teaches science and law.

An interesting development they had undertaken, once again in collaboration with council and the business sector was an innovation hub. This is best explained as an office /work space suitable for a number of persons. These could be start-up businesses or visiting / traveling business people or reps who spend time regularly in the area. It could be someone who is finding it difficult to work from home. Users would have their own space and access it with a code whenever then need.

**Agritourism. (Cr Gary Verri)**

After an arduous workshop and information sessions, listening to how important the digital information/marketing has become to the visitor economy, how essential online marketing has become not only to the operator but to the visitor centres as well, it was pointed out that with online marketing is to put the information out as soon as possible, change photos and video clips regularly, definitely do not wait for every aspect of the program/information is ready because by the time everything is ready it will usually be obsolete.

The agritourism visitation segment took the group to the Billabong Zoo and Ricardoes Tomatoes.

The Billabong Zoo demonstrated how successful and essential zoos have become in educating the public on how rare and endangered species are benefiting from captive

breeding programs, e.g., diversifying and protecting the gene pool, looking after native animals especially injured animals including koalas after the fire. It doesn't matter what animal is in a zoo as people love animals. Also, we were given an insight into what makes a successful Zoo, some of the points were how animal and birds are presented, have a star attraction in this instance it is one of the largest crocodiles in captivity, how zoos regularly swap animals for display or breeding. Billabong zoo was virtually saved by the digital economy when covid restrictions were at the peak the Zoo was facing challenges with huge food bills, the digital world picked up this problem and people offered varying degrees of assistance, having no visitors meant that the management was able to complete a fairly large building project unhindered. The zoo is headed by Mark Stone one of the world's leading captive Koala breeding experts, the zoo features over 80 different species of animals including birds set out in an attractive natural setting.

Ricardoes tomatoes 🍅 has taken agritourism to a new level and has differentiated itself from the usual B&Bs, Wineries, Farm stays and farm camping 🏕️. The difference with Ricardoes tomatoes is that it is a financially successful fully functional farm producing glass house tomatoes and strawberries 🍓 all the products are either sold on farm catering for the tourist trade or sold locally to the local shops, nothing is

wasted, fruit that is blemished is cooked and sold as jams, sauces or pickles in fact they sell over 20 manufactured products. Agritourism has allowed Ricardoes to escape the normal procedure or fresh food marketing and the associated risks, eliminating the need for an elaborate packaging facility, and the cost of transport to the wholesale markets

The strawberries are sold on a pick your own basis and have become one of the star attractions, visitors are given a pair of scissors and an ice cream bucket with the kids picking the bottom rows and adults picking the higher berries, with as can be expected school holidays and weekends being the busiest time, the only time extra labour is required is when several varieties ripen together, the extra product is turned into one of the many lines sold in the shop.

Ricardoes run a cafe/shop all the produce used in the shop is produced on the farm, everything from lettuce to cucumbers for salads. Ricardoes had an exceptional boost to their cafe sales when an experienced travel writer, writing for the Daily Mail declared the scones sold in Ricardoes cafe were exceptional and were also featured on Better Homes and Gardens, the scone story went viral and the business received a massive digital boost.

Several varieties of tomatoes are grown, the cherry tomatoes take around 7 weeks from planting to harvest, the round and Roma tomatoes are bought as grafted plants and take 8 weeks from planting to harvest and are harvested for 12 months, the green houses are heated by a reticulated water system, the water is heated by burning macadamia nut waste, the water pipes also act as tracks for wheeled harvest and work platform. Anthony explained at times they put the exhaust gases (co2) from the heaters into the greenhouses as the carbon dioxide makes the tomatoes grow better in fact plants grow best at around 3 times the present atmospheric level of co2. Plant growth stops if co2 levels are too low.

With net farmgate food prices as low as 23% of the retail price (Journal of Nature Food) and falling. Research (Cornell University. US Dept Ag. University of Copenhagen) demonstrated that household expenditure on food fell from 46% in 1947 to 15% in 2017 while household income grew about 2% p.a., agricultural productivity increased by 1%. One way the decline in farm income can be offset and still maintain farm sustainability is by agritourism, with ventures like Ricardoes demonstrating proving the point. Tenterfield Shire lends itself to agritourism, the Shire has spectacular scenery and unique natural assets with almost every farm having unique natural assets that could be exploited for tourism.

Several other ideas came out of the Agritourism workshop. Staff should be trained to hold agritourism workshops, then it is essential for Councils to hold Agritourism workshops, to point out all the (+&-) pitfalls associated with this type of development, at the same time highlighting the benefits of diversifying farm income, and having income up to 365 days a year, getting the operators to use the digital platform. One of the speakers said one his clients after advice was charging \$1,200 a night for accommodation because it was different and offered the visitor a different experience.

Another hot topic was the need for speedy DAs and the overwhelming need to reduce Red Tape, particularly at a state level. Councils and operators were saying it is almost impossible for agritourism to flourish within the present constraints of the Biodiversity act, Local Land Services act, Rural Fires act, at a Council level the L.E.P and D.C.P. Land Owners and Council representatives were saying landowners were not prepared to navigate the sea of red tape, for example if you have to remove vegetation this has to be offset, if one has to do hazard reduction the frequency of when fire can occur is governed by the rural fires act, in most cases the frequency is totally inappropriate and leads to the massive fires we have just experienced.

Some agricultural ventures lend themselves to tourism as would most agriculture enterprises in Tenterfield Shire, however a question from the floor was "how could we possibly have agritourism in our area as the only primary industry in our area is smelly chook 🐔 farms", answer, "tourists want to experience the total agricultural scenario including the smells and wish to see where their food comes from". Tourism is evolving in many different areas with the agricultural sector being one of the untapped areas that needs a guiding hand from well trained staff.





**SUMMARY:**

There were well over 200 delegates at this conference not to mention those involved in the organisation and the displays etc.

As for the attendees, there were quite a number of elected representatives but there was overwhelmingly a large number of council staff consisting of mainly tourism professionals from across the state. These were predominately tourism officers, visitor information centre operators and the like. Tenterfield were not represented by any staff.

The main points we are trying to bring out from this report are not just what we three councillors from Tenterfield think. These points represent the overall consensus from the delegates and presenters alike, they are:

1. Budget allocation - tourism vs development. Is the percentage allocation correct and enough?
2. K.P.I's – any future tourism project kpi's should align with Kpi's for development and strategic planning.
3. Innovation – maybe consider an innovation hub to assist start-ups and others.
4. Digitisation – advanced six years since covid started
5. Holograms? – to showcase history or important characters – could be a tourist attraction
6. Training – staff use of aps emerging; need to help visitors understand their use.
7. Use of A.I. or A. R – way of the future. Google assistant and cyborg technology (Neon)
8. Prepare to compete – cities will now compete for our traditional visitors.
9. Regional organisations – use them more to represent LGA's maybe staffing and budget allocation to reflect this.
10. Tourism awards – can give wide marketing exposure

**CONCLUSION;**

We, as having represented Tenterfield, are not trying to suggest what our council staff should do, however we strongly advise that Tenterfield tourism should seriously consider these points, in particular those that may suggest change.

Cr Bob rogan

Cr Gary Verri

Cr Bronwyn Petrie

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**(ITEM RC22/21) REPORTS OF COMMITTEES & DELEGATES - PARKS, GARDENS & OPEN SPACE ADVISORY COMMITTEE**

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**REPORT BY:** Jodie Condrick

Meetings of the Parks, Gardens & Open Space Advisory Committee were held on:-

- Thursday, 25 March 2021. Minutes of the meeting are attached.
- Thursday, 17 June 2021. Minutes of the meeting are attached.

### **RECOMMENDATION**

#### **That Council:**

- (1) Receive and note the Reports from the Parks, Gardens & Open Space Advisory Committee meetings, as listed above; and**
- (2) Note the amended "Community Donations and Contributions" Policy as proposed (ITEM Com16/21) for consideration.**

### **ATTACHMENTS**

- |          |                                                                        |            |
|----------|------------------------------------------------------------------------|------------|
| <b>1</b> | Parks, Garden & Open Space Advisory Committee - Minutes 17 June 2021   | 4<br>Pages |
| <b>2</b> | Parks, Gardebs & Open Space Advisory Committee - Minutes 25 March 2021 | 4<br>Pages |



**MINUTES OF  
PARKS, GARDENS & OPEN SPACE  
ADVISORY COMMITTEE  
THURSDAY, 17 JUNE 2021**

MINUTES OF THE **Parks, Gardens & Open Space Advisory Committee** of TENTERFIELD SHIRE held at the Visitor Information Centre Meeting Room on Thursday 17 June 2021 commencing at 10.00 am.

**ATTENDANCE**

Mayor – Peter Petty  
Deputy Mayor, Greg Sauer  
Councillor, Brian Murray (Chairperson)  
Acting Chief Corporate Officer - Kylie Smith  
Jeff McKillop, (Liston)  
Jan Evans, (Tenterfield),  
Kerrie Andrew (Tenterfield)  
Erica Hammond – (Jennings)

**ALSO IN ATTENDANCE**

Open Space, Regulatory & Utilities Manager (Mark Cooper)

*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.*



## **APOLOGIES**

Apologies received from:- Paul Della – Acting Chief Corporate Officer, Colleen Knight (Tenterfield), Glen Lamb (Legume), Lathen Gillies (Drake), Lynne Schenck – (Jennings), Zara Stone (Jennings/Art Walk)

## **CONFIRMATION OF MINUTES**

Committee agreed the minutes on Thursday, 25 March 2021 as circulated, be confirmed as a true record of the proceedings of the meeting.

## **4. BUSINESS ARISING FROM THE MINUTES**

### **a. Investigation – War Slouch Hat**

Mark Cooper Attended the May RSL Tenterfield Branch Committee meeting to discuss. Council is still awaiting a reply.

- Mark Cooper advised locations.
- Possible Grant Funding to be sought.

### **b. Grant Funding “Stronger Communities Grants” Round 2 & 3**

#### Round 3 – Successful Projects

- i) Exercise Equipment and covered area at Hockey Fields.  
(1)Decided on a 5 piece, 13 station equipment area with cover.
- ii) Shade Cover over Rotary Park Playground.  
(1)Fencing to be done.
- iii) New Cricket nets to be installed at Shirley Park.  
(1)Waiting for lights to be installed.

#### Round 2

- i) Toilets.  
(1)Urbenville & Legume – Completed.  
(2)Liston & Jennings – Completed.  
(3)Urbenville & Legume toilets - now demolished.  
(4)Legume & Jennings toilets - already damaged and have graffiti on doors.
- ii)Dead Tree Program.  
(1)Money left to spend. Will continue down the list, to the next trees till the money runs out.

### **c. Legume Update**

#### Legume Park & Playground

- i)Pathway and Park furniture to be installed.
- ii)Ramps to be installed to toilets.
- iii)Septic system for new toilet– being fixed.

### **d. Tree Identification Booklet**

Need to create a Tree Identification Booklet on all trees in the Shire for all Parks – ongoing.

**e. Compliments on Plantings around the Shire**

- Garden beds are now reinstated and brickwork was completed yesterday.
- Gardens have now been replanted where the fire damaged.
- Getting allot of “positive” feedback on the gardens.
- Aim for low maintenance gardens – unsure of the method to achieve this.
- Colour and flowers are very important to be a part of the garden.
- Bruxner Park Heritage sign location designed to be read from the footpath.
- Chained fencing - working in some areas.

**5. GENERAL BUSINESS**

**a. Zara Stone – Art Walk**

- Ongoing.

**b. Interpretative Signage – Urbenville**

- Designs are currently being sought and will be installed once completed.

**c. Tree Management Plan – Draft**

- Identified *Pin Oaks* to be removed from Logan Street.
- Policy to be adopted with the exception of Logan Street.
- Public Meeting to be organised to discuss.

**d. Tidy Towns Application – Keep Australia Beautiful**

- Focus on untidy and overgrown lots, enhance and taking care of their property within the Village.
- Council to take this project. A possibility to allocate \$1,000 to each Progress Association out of Community Donations. Need to come up with a Plan to undertake beautification Projects instead of running the Tidy Towns Application.
- Money to go to each Village, including Urbenville.
- Council Report required to go to July meeting. To include a certain amount of funding for each Village, including Urbenville.

**e. Shade Cloth Western Carpark**

- This needs to be moved to the Engineering Dept. as it is infrastructure

**f. Improve Approach to Tenterfield - South Entrance**

- Recommendation received from the Local Traffic Committee. Would like to enhance the Southern approach to Tenterfield, locally known as Schiffmanns Hill.
- Need to arrange a Program or Design and pass back to Local Traffic Committee.
- Funding may need to be sought to complete this Project.

**g. Power at Toilets in Legume and Urbenville**

Power was connected to the Hall in Legume and Centenary Cottage in Urbenville. Discussed and no further "Notice" needed. Staff to continue to work towards a positive outcome.

**h. Resignation of Steve Goldthorpe**

Council has thanked Steve Goldthorpe for his contribution, and seeks a volunteer from the Progress Association to replace him.

**i. Village discussions**

Liston

- "Non-Drinking Water" sign required for the toilets. "Push" sign required for the tap.

**j. Caretaker Period – August - September**

From 1<sup>st</sup> August to September 21 Council will be in Caretaker Mode until a new Council is elected on 4 September 2021.

**NEXT MEETING**

Thursday, 16 September 2021 at 10.00 am in the Tenterfield Council Chambers.

There being no further business the Chairperson declared the meeting closed at 11.14 am.

.....  
Brian Murry  
Chairperson



**MINUTES OF  
PARKS, GARDENS & OPEN SPACE  
ADVISORY COMMITTEE  
THURSDAY, 25 MARCH 2021**

MINUTES OF THE **Parks, Gardens & Open Space Advisory Committee** of TENTERFIELD SHIRE held at the RSL Pavilion on Thursday 25 March 2021 commencing at 10.06 am.

**ATTENDANCE**

Deputy Mayor, Greg Sauer  
Councillor, Brian Murray (Chairperson)  
Acting Chief Executive (Kylie Smith)  
Acting Chief Corporate Officer (Paul Della)  
Jeff McKillop, (Liston) - Zoom  
Kerrie Andrew (Tenterfield)  
Glen Lamb (Legume)  
Zara Stone – Art Walk  
Lynne Schenck – Jennings  
Property Specialist - Neville Coonan

**ALSO IN ATTENDANCE**

Open Space, Regulatory & Utilities Manager (Mark Cooper)

*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.*

## **APOLOGIES**

Apologies received from Jan Evans, Steve Goldthorpe (Urbenville), Colleen Knight (Tenterfield).

## **CONFIRMATION OF MINUTES**

Committee agreed the minutes on Thursday 17 December 2020 as circulated, be confirmed as a true record of the proceedings of the meeting.

## **4. BUSINESS ARISING FROM THE MINUTES**

### **a. Investigation – War Slouch Hat**

Ongoing until decision of a location.

- Was originally planned to be placed in Bruxner Park.
- More public place and less chance of vandalism.
- Council to seek grant funding for War Slouch Hat to be located where the original toilets were located.
- Committee to write to RSL Tenterfield to seek ideas for location of the slouch hat

### **b. Grant Funding – Stronger Community Grants Round 2 & 3**

#### ROUND 3 – Successful Projects

- i) Exercise Equipment and covered area at Hockey Field  
(1) Seeking quotes to get the best design and cost
- ii) Shade Cover over Rotary Playground  
(1) Cover has been installed seeking quotes for fencing
- iii) New Cricket nets to be installed at Shirley Park  
(1) Now been installed

#### ROUND 2

- i) Toilets  
(1) Urbenville & Legume – Urbenville Complete Entrance to be installed to Legume  
(2) Liston & Jennings - both completed  
(3) Urbenville and Legume toilet to be demolished
- ii) Dead Tree Program  
(1) money left to spend and will be going down the list to the next trees till the money run out

### **c. Legume Update**

#### Legume Park & Playground

- i) Pathway and park furniture to be installed
- ii) Ramps to be installed to go into the toilets
- iii) Installation of a log to stop people driving onto the septic system

**d. Tree Identification Booklet**

Need to create a tree identification booklet on all trees in the shire for all parks - ongoing

**e. Compliments on Plantings around the shire**

- Garden beds are now reinstated and brick work was completed yesterday, planting to commence in the new year
- They have now been made narrower due to the safety.
- Getting a lot of good feedback on the gardens

**5. GENERAL BUSINESS**

**a. Zara Stone – Art Walk**

- Has been working on this for 12 months now.
- Showed two (2) of the sculptures and explained the information board.
- Looking at installing the Light Horse at Skate Park and the talking poles at Millbrook Park first .
- Committee is happy with artwork and excited about the installations.

**b. Interpretative Signage – Urbenville**

Designs are currently being sorted and will be installed once completed.

**c. Tree Management Plan – Draft**

- iii) Country Energy don't want trees in power lines
- iv) Need a minimum 3m clearance
- v) Country Energy provided underground power in Casino Road. Was a cost to the power company, however they don't think it will happen in Logan Street.
- vi) Leave Logan Street trees, until they need to be removed. Contract an Arborist to inspect and then follow their recommendation.
- vii) Cobble stone guttering is also an issue.
- viii) Drainage issues are starting to become a problem.

**Comments**

Glen Lamb – dying and dangerous need to be removed waste of time putting pin oaks there unless power is under ground, don't replace tree one removed and try lobby power company to pay for the lines

Kerrie Andrew – understand plan on each side of street if power can't go underground and see if put piping could go somewhere, if dying remove Ned to consider more than autumn colour as winter provides nothing to look at.

Zara Stone – Replanting would take 100 years to get to existing size (mark Cooper advised that we can buy at a reasonable size)

Only Robert Brush Drive needs to be assessed by Arborist.

Remove Little Gem wording from Laird Street, only want Magnolia Tree. May need to look at using this tree that will be impacted from the bypass.

**d. Jennings**

- Great to see a representative at the meeting Zara and Lynne are new Committee members.
- Old entry signs into Jennings need to update to match Wallangarra

**e. Tidy Towns Application – Keep Australia Beautiful**

- Tidy Towns concept and looking at an internal concept similar to Griffith Council has for schools, but adapt to Villages – the prize could be amount of \$\$ worth of work to the winning Village.
- Draft of scope needs to be designed.

**f. Council Nursery**

- Cost saving it's not worth having one.

**g. Shade Cloth Western Carpark**

- Need to look at funding.
- Car parking strategy is currently going through Council which is looking at all the details.
- Planting new trees will take around 10 years to provide shade, and potentially lose car parks plus possible root and sap issues.

**h. Caretaker Period – August**

As of the 1<sup>st</sup> August to September 21 Council will be in Caretaker Mode until a new Council has been elected.

**NEXT MEETING**

Thursday, 17 June 2021 at 10.00 am in the Tenterfield RSL Pavilion.

There being no further business the Chairperson declared the meeting closed at 11.45 am.

.....  
Brian Murry  
Chairperson

**(ITEM RC23/21) REPORTS OF COMMITTEES & DELEGATES - AUDIT & RISK COMMITTEE MEETING - 16 JUNE 2021**

---

**REPORT BY:**

A meeting of the Audit & Risk Committee was held on Wednesday, 16 June 2021. Minutes of the meeting are attached.

**RECOMMENDATION**

**That the Report from the Internal Audit Committee meeting of 16 June 2021 be received and noted.**

**ATTACHMENTS**

- 1 Minutes - Audit & Risk Committee Meeting - 16 June 2021 4 Pages





**MINUTES OF  
INTERNAL AUDIT COMMITTEE  
WEDNESDAY 16 JUNE 2021**

MINUTES OF THE **Internal Audit Committee** OF TENTERFIELD SHIRE held at the RSL Pavilion or Council Chamber on Wednesday 16 June 2021 commencing at 1.00 pm

**ATTENDANCE**

Mr Peter Sheville – Independent External Member  
(via Zoom)  
Mr Geoff King - Independent External Member  
(Chair) (via Zoom)  
Mayor Peter Petty – Tenterfield Shire Council  
Councillor Don Forbes – Tenterfield Shire Council

**ALSO IN ATTENDANCE**

Ms Kylie Smith - Acting Chief Executive Officer  
Mr Paul Della – Acting Chief Corporate Officer  
Ms Jessica Wild - Acting Manager Finance &  
Information Technology  
Ms Erika Bursford – Manager Customer Service,  
Governance & Records (via Zoom)  
Mr James Taylor – WHS & Risk Management  
Coordinator  
Ms Elizabeth Melling – Acting Executive Assistant &  
Media

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

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This is page 1 of the Minutes of the Internal Audit Committee held on Wednesday, 16 June 2021

**MINUTES OF INTERNAL AUDIT COMMITTEE**

**16 JUNE 2021**

**DISCLOSURE OF INTERESTS**

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

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

**APOLOGIES**

**Resolved** that the apologies for Jacob Sauer – Forsyths Accounting, Geoff Allen – Principal Forsyths Accounting, Chris Harper – Director Audit Office NSW, Andrew Page – Independent External Member, Wes Hoffman - Manager HR, Workforce Development & Safety and Igor Ivannikov - Financial Advisor, be received and noted.

**CONFIRMATION OF MINUTES**

**Resolved** that the minutes of the Audit & Risk Committee meeting held on Wednesday 10 March 2021, as circulated, be confirmed and signed as a true record of the proceeding of the meeting.

(Geoff King/Peter Sheville)

**(ITEM CEO7/21) AUDIT & RISK COMMITTEE ANNUAL PLAN**

**SUMMARY**

The purpose of this report is to present the Audit & Risk Committee Annual Plan to each meeting of the Audit & Risk Committee.

**ACTION:**

**Erika Bursford** - The frequency of reviewing the Compliance Framework and the Policy Review Program be changed to annual reviews.

**ACTION:**

**Erika Bursford** . – The proposed changes to the current Audit & Risk Committee Charter be presented to Council for adoption.

**MINUTES OF INTERNAL AUDIT COMMITTEE**

**16 JUNE 2021**

**Resolved** that the Audit & Risk Committee receive and note the Audit & Risk Committee Annual Plan items for June 2021.

(Peter Sheville/Don Forbes)

**(ITEM CEO8/21) FRAUD, MISCONDUCT AND COMPLIANCE BREACHES -  
10 MARCH 2021 TO 16 JUNE 2021**

**SUMMARY**

The purpose of this report is to provide details of any Fraud, Misconduct and Compliance breaches identified or allegations made, during the period 10 March 2021 to 16 June 2021.

**Resolved** that the Audit & Risk Committee receive and note the report on Fraud, Misconduct and Compliance for June 2021.

(Peter Petty/Don Forbes)

**(ITEM CEO9/21) INTERNAL AUDIT PLAN UPDATE - JUNE 2021**

**SUMMARY**

The purpose of this report is to:

- Present the Internal Audit Plan to the Audit & Risk Committee;
- Advise of progress with Internal Audit activities, and
- Report on the implementation of Internal Audit recommendations.

**ACTION:**

**Kylie Smith and Paul Della** – Develop the next Internal Audit Plan 2021/22.

**Resolved** that the Audit and Risk Committee receive and note the Internal Audit Plan Update for June 2021.

(Don Forbes/Peter Sheville)

*Don Forbes left the meeting and did not return, the time being 1.27pm.*

**(ITEM CEO10/21) ENTERPRISE RISK MANAGEMENT**

**SUMMARY**

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

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

(Geoff King/Peter Petty)

**(ITEM CEO11/21) QUARTERLY BUDGET REVIEW AS AT 31 MARCH 2021**

**SUMMARY**

**MINUTES OF INTERNAL AUDIT COMMITTEE**

**16 JUNE 2021**

The purpose of this report is to provide the Committee with a copy of the Quarterly Budget Review Statement as at 31 March 2021 for information.

**Resolved** that the Audit & Risk Committee receive and note the report.  
(Peter Petty/Peter Sheville)

**GENERAL BUSINESS**

**EXTERNAL AUDIT ANNUAL ENGAGEMENT PLAN**

**Resolved** that the Audit and Risk Committee receive and note the External Audit Annual Engagement Plan.

(Geoff King/Peter Petty)

**Appointment of New Chief Executive**

Acting Chief Executive Officer, Kylie Smith, advised the committee of the appointment of the new Chief Executive Officer, Daryl Buckingham from 19 July 2021.

There being no further business the Chair declared the meeting closed at 2.02p.m.

.....  
Geoff King  
Chairperson

|                      |                                                          |
|----------------------|----------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>                     |
| <b>Submitted by:</b> | Councillor                                               |
| <b>Reference:</b>    | <b>ITEM NM1/21</b>                                       |
| <b>Subject:</b>      | <b>NOTICE OF MOTION - RENAMING OF LISMORE ELECTORATE</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>CSP Delivery Program</b> | Provide sound and inclusive decisions using the Community Engagement Strategy to guide our interactions.                                                                  |

#### **SUMMARY**

The purpose of this motion is to change the name of the Lismore Electorate to the Bruxner Electorate.

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

**That Council write to the NSW Electoral Commission asking to implement the necessary steps to change the name of the Lismore Electorate to the Bruxner Electorate.**

#### **BACKGROUND**

A lot of Electorates have names of significant politicians. Michael Bruxner was possibly the most famous political figure to come from the Tenterfield area.

Also the Bruxner Highway forms a common thread linking the Shires of Lismore, Casino and Tenterfield.

Michael Bruxner was instrumental in the formation of the Country Party, served in various Ministerial Roles, served as Deputy Premier and held the seat of Tenterfield from 1920 to 1962.

#### **REPORT:**

The purpose of this motion is to initiate the change of name of the "Electorate of Lismore" of which Tenterfield Shire is a part, to the "Electorate of Bruxner".

Since the NSW State Governments boundary adjustments, Tenterfield Shire residents and community have struggled to identify with the "Lismore" distinctiveness as its Electorate. The Electoral district includes all of the City of Lismore, much of inland Tweed Shire, all of Kyogle Council and all of Tenterfield Shire.

Previously the majority of Tenterfield Shire was part of the Northern Tablelands Electorate. This name was more relatable for the community as it felt it was part of the New England District.

Notice of Motion No. 1 Cont...

**COUNCIL IMPLICATIONS:**

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

Nil.

**2. Policy and Regulation**

Nil

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

Nil

**4. Asset Management (AMS)**

Nil

**5. Workforce (WMS)**

Nil

**6. Legal and Risk Management**

Nil

**7. Performance Measures**

Nil

**8. Project Management**

Nil

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

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

|                      |                                                                                 |
|----------------------|---------------------------------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>                                            |
| <b>Submitted by:</b> | Councillor                                                                      |
| <b>Reference:</b>    | <b>ITEM NM2/21</b>                                                              |
| <b>Subject:</b>      | <b>NOTICE OF MOTION - NAMING OF COUNCIL ADMINISTRATION BUILDING OR CHAMBERS</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 Motion is to name the Administration Building or the Council Chambers "Koreelah".

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

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

- (1) Name the Council Administration building the Koreelah Building; or**
- (2) Name the Council Chambers the Koreelah Room**

#### **BACKGROUND**

Part of the now Tenterfield Shire was once called Koreelah. By naming the Administration Building or the Council Chambers "Koreelah" this is in line with the Shires history.

#### **REPORT:**

The purpose of this Report is to consider naming either the newly refurbished Council Chambers or whole Administration Building after the locality in the north of the Shire, called Koreelah.

#### **COUNCIL IMPLICATIONS:**

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

Staff Comment: At this point there has been no Community consultation on this matter and as such general community support for the idea has not been established.

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

Staff Comment: In the absence of a current policy, the naming of buildings and other infrastructure within parks and open spaces is not covered by legislation. Council may therefore, through a resolution of Council, name its assets as it sees fit. Names can assist with identity and clarity of purpose.

## Notice of Motion No. 2 Cont...

There is no requirement or guidelines under the Geographical Names Board for the naming of buildings or other objects/spaces not defined as a road, park or a place.

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

Nil

**4. Asset Management (AMS)**

Nil

**5. Workforce (WMS)**

Nil

**6. Legal and Risk Management**

Nil

**7. Performance Measures**

Nil

**8. Project Management**

Nil

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

Prepared by staff member:

Gary Verri

Approved/Reviewed by Manager:

Daryl Buckingham, Chief Executive

Department:

Office of the Chief Executive

Attachments:

**1** Koreelah Shire Council Article -  
Tuesday 17 July 1906

3

Pages



Tenterfield Intercolonial Courier and Fairfield and Wallangarra Advocat... <https://trove.nla.gov.au/newspaper/rendition/nla.news-article108708611.3...>

### Koreelah Shire Council.

THE fortnightly meeting of the above Council was held in the Town Hall on Saturday last, when there were present: Councillors A. M. White (Chairman), D. Cullen, and James Christie. A letter was read from Councillor Hynes, stating his inability to be in attendance.

The minutes of the previous meeting were read and confirmed.

#### CORRESPONDENCE.

(1) From the Oceanic Guarantee Corporation Co., re Fidelity Bond for Clerk. Received; no bond required.

(2) From Stott and Hoare, re supplying type writer. Received.

(3) From Mr. Robert Stevenson, applying for the position of Returning Officer for the forthcoming Shire Elections. Received.

(4) From the Under-Secretary of Works, intimating that £30 had been placed to the credit of the Koreelah Shire Advance Account in the A.J.S. Bank, Tenterfield Branch. Also a number of letters from the same of a purely formal character.

#### A PROTEST.

A letter was read from the Under-Secretary for Public Works, confirming the appointment of Mr. T. W. Hewetson as temporary shire clerk at a salary of £2 per week. In connection with this appointment the Under-Secretary enclosed a copy of a letter from Mr. Robert Stevenson, of Tenterfield, in which he drew attention to Mr. T. W. Hewetson, the Council Clerk of the Municipality of Tenterfield, being recommended for the position of Temporary Clerk to the Shire, and asking if it was fair the person recommended should hold the dual position, when he was at present in receipt of a salary of £150 per annum from the Tenterfield Municipality besides receiving money from other sources. The writer also added that many of the ratepayers were indignant at the Council Clerk being allowed to take the position of Shire Clerk, and it was hinted that a petition was about to be got up, for presentation to the Mayor and Aldermen, objecting to the Council Clerk doing the work for the Shire.

The Chairman said they could not recognise Mr. Stevenson's protest. Once they started entertaining letters of that description they would never be done with them. He would suggest that the letter be simply received.

Cr. Christie said Mr. Hewetson had been duly elected by a majority vote of the Council, and although he proposed Mr. Stevenson for the position, he failed to see that any action could be taken now. Permission had been given by the Mayor and Aldermen for Mr. Hewetson to occupy the position, if elected, so that no exception could be taken on that score. No doubt Mr. Stevenson felt a bit sore at not receiving the appointment, but, like the other applicants, he must put up with that. He would move that the letter be received.

Cr. Cullen seconded the resolution.

The Clerk stated from inquiries he had made, the matter of a petition against his occupying the dual positions was purely

imaginary on Mr. Stevenson's part. It was true that two or three persons, who had personal grievances against him, had created a bit of a rumpus about "the double" appointment, but otherwise no dissatisfaction had been expressed.

The motion was carried unanimously.

#### ACCOUNTS.

The following accounts were passed for payment, on the motion of Cr. Cullen, seconded by Cr. Christie:—Cr. White, £1 11s; Cr. Cullen, £2 4s; Cr. Christie, £1 8s 6d; Cr. Hynes, £2 8s; *Star* 6s; *Courier* £1 7s.

#### ELECTIONS.

The appointment of a Returning Officer for the Shire Elections was then proceeded with. On the motion of Cr. Cullen, seconded by Cr. Christie, Mr. I. Whireat, the Federal Returning Officer of this portion of the Electorate, was appointed Returning Officer for the Shire Elections at a remuneration of £10 10s.

On the motion Cr. Christie, seconded by Cr. Cullen, Ald. E. H. Juergens was elected substitute Returning Officer, at a salary of 12s 6d per day, if his services were required.

The matter of fixing the salaries for deputy returning officers and clerks was left over to be dealt with at a future meeting.

In reply to Cr. Christie, the Chairman said the appointment of the above gentlemen was subject to the approval of the Minister. The Clerk, however, could acquaint those gentlemen of their appointments to ascertain if they were willing to act. The Chairman further stated that the Council would appoint the Clerks, but the returning-officer could suggest names of those he thought would make competent officers.

#### GENERAL.

Sergeant Eather, who was present, desired to know in arranging the electoral lists whether it was necessary in stating the qualification of each owner, or occupier to insert the acreage of land possessed by each.

The Chairman replied in the negative. He also informed the Sergeant that it was not necessary to group them in parishes for the coming election. The Minister required it to be done at a later stage, but the Council would attend to that.

The Sergeant said under those circumstances he would have his portion of the work completed early next week, and would forward his lists into the Council about Wednesday. He would also write to the other police officers in the district to hurry their lists along.

#### A NEW COUNCILLOR.

The Chairman stated that in course of conversation with the Minister while in Sydney last week, he had ascertained that Mr. L. Gillespie, of Acacia Creek, had not resigned his position as a Councillor, but according to the Act if a Councillor did not attend one of the first three meetings he was disqualified from further acting as a Councillor. Mr. Gillespie not having complied with the provisions of the Act, his seat would now become vacant, and he would instruct the Clerk to wire to the Minister to that effect immediately

and he would instruct the Clerk to wire to the Minister to that effect immediately at the close of the meeting, in order that the vacancy could be filled at the earliest opportunity.

The Chairman reported that he had made satisfactory arrangements with the Mayor for the use of the Town Hall for the Shire meetings at a rental of 5s per week.

The next meeting was fixed for Monday, July 23rd, at 10.45 a.m.

TRANSCRIPT OF ARTICLE  
FOLLOWS

National Library of Australia

<http://nla.gov.au/nla.news-article108708611>

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The Chairman reported that he had made satisfactory arrangements with the Mayor for the use of the Town Hall for the Shire meetings at a rental of 5s per week.

The next meeting was fixed for Monday, July 23<sup>rd</sup> at 4.45 a.m.

|                      |                                                |
|----------------------|------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>           |
| <b>Submitted by:</b> | Acting Executive Assistant & Media             |
| <b>Reference:</b>    | <b>ITEM RES6/21</b>                            |
| <b>Subject:</b>      | <b>COUNCIL RESOLUTION REGISTER - JULY 2021</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 July 2021.**

**Daryl Buckingham**  
Chief Executive

|                               |                                                                                          |
|-------------------------------|------------------------------------------------------------------------------------------|
| Prepared by staff member:     | Elizabeth Melling                                                                        |
| Approved/Reviewed by Manager: | Daryl Buckingham, Chief Executive                                                        |
| Department:                   | Office of the Chief Executive                                                            |
| Attachments:                  | <b>1</b> Attachment 6 (Attachment Booklet 40<br>3) - Resolution Register July 2021 Pages |