



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

## **BUSINESS PAPER ORDINARY COUNCIL MEETING 24 NOVEMBER 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 Koreelah Room, Tenterfield Shire Council Chambers, on **Wednesday 24 November 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**

## **4. DISCLOSURES & DECLARATIONS OF INTEREST**

## **5. CONFIRMATION OF PREVIOUS MINUTES**

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## **6. TABLING OF DOCUMENTS**

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

## **8. COMMUNITY CONSULTATION (PUBLIC ACCESS)**

## **9. MAYORAL MINUTE**

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

## **11. OPEN COUNCIL REPORTS**

### **OUR COMMUNITY**

### **OUR ECONOMY**

### **OUR ENVIRONMENT**

### **OUR GOVERNANCE**

|                 |                                                                                |    |
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## **13. NOTICES OF MOTION**

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

**15. CONFIDENTIAL BUSINESS**

**16. MEETING CLOSED**

**(ITEM MIN23/21) CONFIRMATION OF PREVIOUS MINUTES**

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**REPORT BY:** Elizabeth Melling

**RECOMMENDATION**

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

- **Ordinary Council Meeting – 27 October 2021**

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

**ATTACHMENTS**

- |                                                                                        |             |
|----------------------------------------------------------------------------------------|-------------|
| <b>1</b> Unadopted Minutes of the Ordinary Council Meeting - Wednesday 27 October 2021 | 20<br>Pages |
|----------------------------------------------------------------------------------------|-------------|



# MINUTES



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

## **MINUTES OF ORDINARY COUNCIL MEETING WEDNESDAY, 27 OCTOBER 2021**

MINUTES OF THE **Ordinary Council Meeting** OF TENTERFIELD SHIRE held at the Koreelah Room, Tenterfield Shire Council Chambers on Wednesday, 27 October 2021 commencing at 9.34 am

**ATTENDANCE**

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

**ALSO IN ATTENDANCE**

Chief Executive (Daryl Buckingham)  
Executive Assistant & Media (Elizabeth Melling)  
Chief Corporate Officer (Kylie Smith)  
Director Infrastructure (Fiona Keneally)

**ATTENDANCE VIA ZOOM**

Councillor Michael Petrie  
Councillor Bob Rogan

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

**WEBCASTING OF MEETING**

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

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

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

**OPENING AND WELCOME**

**CIVIC PRAYER**

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

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

**ACKNOWLEDGEMENT OF COUNTRY**

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

**APOLOGIES**

Nil.

**DISCLOSURE & DECLARATIONS OF INTEREST**

**182/21 Resolved**

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     | Non Pecuniary                             | COM23/21 Community Contribution/Donations 2021/2022 Financial Year |
| Cr. Peter Petty    | Non Pecuniary Significant – Non Pecuniary | COM23/21 Community Contribution/Donations 2021/2022 Financial Year |
| Cr. Bronwyn Petrie | Non Pecuniary                             | COM23/21 Community Contribution/Donations 2021/2022 Financial Year |

(Gary Verri/Tom Peters)

**Motion Carried**

**(ITEM MIN22/21) CONFIRMATION OF PREVIOUS MINUTES**

**183/21**

**Resolved**

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

- Ordinary Council Meeting – 22 September 2021

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

(Donald Forbes/Tom Peters)

**Motion Carried**

**TABLING OF DOCUMENTS**

Nil.

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

Nil.

**COMMUNITY CONSULTATION (PUBLIC ACCESS)**

Nil.

**MAYOR MINUTE**

Nil.

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

That:-

- 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.

**PROCEDURAL MOTION**

**184/21**

**Resolved** that ITEM ECO19/21 be considered in the Confidential Section of the meeting.

(Greg Sauer/Brian Murray)

**Motion Carried**

**OPEN COUNCIL REPORTS**

**OUR COMMUNITY**

**(ITEM COM23/21) COMMUNITY CONTRIBUTIONS/DONATIONS -  
2021/2022 FINANCIAL YEAR**

**SUMMARY**

The purpose of this report is to advise Council of the applications received requesting financial support through Council's Community Donations/Contributions Policy and for Council to adopt the donations for the 2021/2022 financial year.

**185/21 Resolved** that Council adopt the individual allocation of community contributions / donations to a total of \$45,000, as detailed below.

| No. | Organisation                             | Project                                            | Amount \$  |
|-----|------------------------------------------|----------------------------------------------------|------------|
| 1   | Drake Primary School                     | Presentation Night                                 | 150.00     |
| 2   | Jennings Public School                   | Presentation Night                                 | 150.00     |
| 3   | Mingoola Public School                   | Presentation Night                                 | 150.00     |
| 4   | St Joseph's Convent Schools              | Presentation Night                                 | 150.00     |
| 5   | Sir Henry Parkes Memorial Primary School | Presentation Night                                 | 150.00     |
| 6   | Tenterfield High School                  | Presentation Night                                 | 150.00     |
| 7   | Urbenville Public School                 | Presentation Night                                 | 150.00     |
| 8   | Woodenbong Public School                 | Presentation Night                                 | 150.00     |
| 9   | TAFE                                     | Presentation Night                                 | 150.00     |
| 10  | Drake Primary School                     | Learn to Swim – contribution to transport          | 550.00     |
| 11  | Urbenville Public School                 | Learn to Swim – contribution to transport          | 550.00     |
| 12  | Westpac Helicopter Rescue Service        | Helicopter Rescue Service – Annual Contribution    | 2,000.00   |
| 13  | Tabulam SES                              | Upper Clarence Art Exhibition                      | 500.00     |
| 14  | Liston Hall Committee                    | Annual contribution to assist with operating costs | 500.00     |
| 15  | Bolivia Hall Committee                   | Annual contribution to assist with operating costs | 500.00     |
| 16  | Legume Hall Committee                    | Annual contribution to assist with operating costs | 500.00     |
| 17  | Drake Hall Committee                     | Annual contribution to assist with operating costs | 500.00     |
| 18  | Urbenville Hall Committee                | Annual contribution to assist with operating costs | 500.00     |
| 19  | Steinbrook Hall Committee                | Annual contribution to assist with operating costs | 500.00     |
| 20  | Sunnyside Hall Committee                 | Annual contribution to assist with operating costs | 500.00     |
| 21  | Mingoola Hall Committee                  | Annual contribution to assist with operating costs | 500.00     |
| 22  | Torrington Hall Committee                | Annual contribution to assist with operating costs | 500.00     |
| 23  | Tenterfield Highlander Pipe Band         | Annual contribution to assist with operating costs | 500.00     |
|     |                                          | Sub-Total                                          | \$9,050.00 |

| No. | Organisation     | Project                                   | Amount Sought \$ | Recommended Amount \$ | Comment              |
|-----|------------------|-------------------------------------------|------------------|-----------------------|----------------------|
| 24  | SSAA Tenterfield | Contribution towards purchase of Huskvana | \$4,000.00       | \$1,000.00            | Target Group - Youth |

|    |                                                                 |                                                                                                                                                                                                |            |            |                                 |
|----|-----------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------|---------------------------------|
|    |                                                                 | TS242 TXDX 42in Cut Mower                                                                                                                                                                      |            |            |                                 |
| 25 | Tenterfield Showground Trust                                    | Contribution towards purchase of a 22,500L Water Tank for installation at the Tenterfield Showgrounds                                                                                          | \$2,495.00 | \$1,000.00 | Target Group – Community        |
| 26 | Tenterfield Show Society Inc                                    | Contribution towards purchase of a Hanging System to display restored photographs                                                                                                              | \$1,738.88 | \$800.00   | Target Group – Community        |
| 27 | PROBUS Club of Tenterfield                                      | Contribution towards coach hire for social outings                                                                                                                                             | \$2,000.00 | \$0        | Targeted other project          |
| 28 | Seniors Week Committee                                          | Contribution to the cost of funding Seniors Week activities                                                                                                                                    | \$3,000.00 | \$3,000.00 | Target Group – Aged             |
| 29 | Bolivia Progress Association Inc.                               | Contribution to the cost of installing a concrete slab at the base of the disabled ramp                                                                                                        | \$5,350.00 | \$1,350.00 | Target Group – Community        |
| 30 | Country Women's Association of NSW - Tenterfield Evening Branch | Contribution towards the cost of luncheon to celebrate 100 year anniversary of Country Women's Association of NSW                                                                              | \$1,000.00 | \$500.00   | Support for events              |
| 31 | Rotary Club of Tenterfield & Lions Club of Tenterfield          | Contribution towards the cost of running the annual Christmas Carnival                                                                                                                         | \$800.00   | \$800.00   | Support for events              |
| 32 | Liston Hall Committee Inc                                       | Contribution towards repairs to coldroom and purchase of Bowls mats                                                                                                                            | \$3,457.50 | \$1,000.00 | Target Group – Community        |
| 33 | Mingoola Hall Management Committee Inc                          | Contribution towards building bookshelves for the Library in Mingoola Hall                                                                                                                     | \$3,950.00 | \$1,000.00 | Target Group – Community        |
| 34 | Urbenville Progress Association Inc.                            | Contribution towards the annual running costs of a small bus with wheelchair hoist                                                                                                             | \$5,000.00 | \$2,500.00 | Target Group – Community & Aged |
| 35 | Steinbrook Progress Association                                 | Contribution towards earthworks to beautify and address OH & S issues to both access way and new forecourt at Steinbrook Hall and finishing the accessway to negate erosion at Steinbrook Hall | \$5,500.00 | \$2,000.00 | Target Group – Community        |
| 36 | Tenterfield Chamber of Tourism, Industry & Business             | Contribution towards the Tenterfield True Shop Local Campaign                                                                                                                                  | \$4,000.00 | \$0        | Does not fit policy criteria    |
| 37 | Tenterfield Autumn Festival Inc.                                | Contribution towards the cost of running the                                                                                                                                                   | \$3,000.00 | \$1,000.00 | Support events                  |

|    |                                          |                                                                                                                                                                    |            |            |                                          |
|----|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------|------------------------------------------|
|    |                                          | 2022 Tenterfield Autumn Festival                                                                                                                                   |            |            |                                          |
| 38 | Tenterfield Show Society Inc.            | Contribution towards the cost of providing children's entertainment at the 2022 Tenterfield Show                                                                   | \$4,000.00 | \$1,000.00 | Target Group Youth                       |
| 39 | Tenterfield Community College Inc.       | Contribution towards the purchase of 1 roll of wadding to make quilts                                                                                              | \$1,000.00 | \$500.00   | Target Group - Community                 |
| 40 | Tenterfield Horticultural Society Inc    | Contribution towards erecting a brass plaque at the base of a maple tree to be planted in Bruxner Park to commemorate the Horticultural Society's 90th Anniversary | \$200.00   | \$200.00   | Target Group - Community                 |
| 41 | The Oracles of the Bush Inc              | Contribution toward providing prize money for the annual amateur performance and written poetry competitions                                                       | \$3,000.00 | \$2,000.00 | Support for events                       |
| 42 | Torrington Memorial Hall                 | Contribution towards the purchase of an 11KVA generator to run the hall in case of emergency                                                                       | \$4,000.00 | \$0        | Targeted other project                   |
| 43 | Tenterfield District Cricket Association | Contribution towards the repair of the TDCA mechanical roller                                                                                                      | \$1,736.57 | \$1,000.00 | Target Group - Youth                     |
| 44 | Tenterfield Veterans Golf Association    | Contribution toward the Tenterfield Veteran's Golf Association's Autumn Festival of Golf Event                                                                     | \$3,000.00 | \$1,500.00 | Target Group - Community & Aged          |
| 45 | Tenterfield Show Society Poultry Club    | Contribution toward the repair of stumps under the poultry pavilion                                                                                                | \$2,000.00 | \$1,200.00 | Target Group - Community                 |
| 46 | Tenterfield High School                  | Contribution toward funding student rewards                                                                                                                        | \$1,000.00 | \$0        | Schools not eligible - funding available |
| 47 | Tenterfield RSL Sub Branch               | Contribution toward the production and installation of interpretive panels for two Artillery guns mounted in front of the Memorial Hall                            | \$1,500.00 | \$1,500.00 | Target Group - Community                 |
| 48 | Tenterfield Benevolent Society           | Contribution toward the development of Story Tree - an on-line Puppetry & Stage Craft learning resource                                                            | \$4,000.00 | \$1,000.00 | Target Group - Youth                     |
| 49 | Torrington Memorial Hall                 | Contribution towards replacement of the fire doors at the Hall                                                                                                     | \$3,400.00 | \$2,000.00 | Target Group - Community                 |
| 50 | Tenterfield Rugby League                 | Contribution toward replacement of a lighting pole                                                                                                                 | \$3,558.40 | \$2,000.00 | Target Group - Community                 |

|    |                                                              |                                                                                                                                                                                                                                                        |                     |                    |                                                  |
|----|--------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|--------------------|--------------------------------------------------|
| 51 | Legume Progress Association Inc                              | Contribution toward erection of a Legume Hall sign as a beautification project                                                                                                                                                                         | \$1,000.00          | \$1,000.00         | Target Group – Community                         |
| 52 | Legume Progress Association Inc                              | Contribution toward the purchase and installation of six commercial wall mounted fans                                                                                                                                                                  | \$3,410.00          | \$0                | Property Maintenance Issue                       |
| 53 | Tenterfield and District Community FM Radio Association Inc. | Contribution toward replacing ageing equipment and upgrading software                                                                                                                                                                                  | \$8,768.97          | \$1,000.00         | Target Group – Community                         |
| 54 | The Saddlers Mountain Bike Club Tenterfield                  | Contribution toward the purchase of 2 way radios, GPS Emergency Locator Beacon and a Remote/High Risk First Aid Kit and In kind support from Council to provide and erect safety/cyclists road signs and waiving of permit fees for monthly club rides | \$1,500.00          | \$1,000.00         | Target Group – Community                         |
| 55 | Tenterfield Men's Shed                                       | Contribution towards the purchase of a difibrillator and renewal of registration of water trailers                                                                                                                                                     | \$2,081.00          | \$2,081.00         | Target Group – Community & Aged                  |
| 56 | Jubullum                                                     | Contribution towards purchase of materials to complete Skate Park                                                                                                                                                                                      | \$9,920.00          | \$0                | No Quote, no financials provided – Target Grants |
|    |                                                              | Sub Total                                                                                                                                                                                                                                              | \$104,366.32        | \$34,931.00        |                                                  |
|    |                                                              | Sub Total                                                                                                                                                                                                                                              | \$9,950.00          | \$9,950.00         |                                                  |
|    |                                                              | <b>TOTAL</b>                                                                                                                                                                                                                                           | <b>\$114,316.32</b> | <b>\$44,881.00</b> |                                                  |

(Gary Verri/Brian Murray)

**Motion Carried**

**(ITEM COM24/21) 2022 AUSTRALIA DAY AWARDS**

**SUMMARY**

The purpose of this report is for Council to endorse arrangements for judging of Australia Day Awards as per Council's Australia Day Awards & Citizenship Ceremonies Policy (attached) and outline recommended arrangements for the 2022 Australia Day event.

**186/21 Resolved** that Council approves:

- (1) The calling of nominations for 2022 Australia Day Awards in the following categories:
  - Citizen of the Year;
  - Young Citizen of the Year;
  - Sportsperson of the Year;
  - Emergency Services Volunteer of the Year or Group;
  - Community Event of the Year.
- (2) That nominations for the 2022 Australia Day Awards open Thursday, 4 November 2021 and close at COB on Friday, 10 December 2021.
- (3) That judging by the Australia Day Selection Panel be undertaken in the Koreelah Room, at 2.00 pm on Thursday, 13 January 2022.

(Bronwyn Petrie/Donald Forbes)

**Motion Carried**

*Property Specialist, Neville Coonan, entered the meeting, the time being 9.44 am.*

**(ITEM COM25/21) LEASING OF COUNCIL OWNED PROPERTY**

**SUMMARY**

The purpose of this report is to present an opportunity for BackTrack Works (BackTrack) to establish a Youth Hub facility on Council owned land that is currently occupied by NSWRFSS under a Service Agreement. NSWRFSS have provided written support for BackTrack to establish the facility within the NSWRFSS compound at 50 Francis Street, Tenterfield described as Lot 1 Section 37 DP 758959.

*It is noted that the address of the property has been referred to as 3 Francis Street in the past including in the Service Agreement which is incorrect. The correct address is 50 Francis Street, Tenterfield*

**OFFICER'S RECOMMENDATION:**

That Council:

- (1) Acknowledges that Council entered into a "Service Agreement" with NSWRFSS which was executed in December 2011. The Agreement provides NSWRFSS a Licence to enter and use the premises at 50 Francis Street, Tenterfield.
- (2) Notes the written concurrence provided by NSWRFSS for the proposed Leasing or Licensing of part of 50 Francis Street, Tenterfield (Lot 1 Section 37 DP 758959 - within the NSWRFSS compound) to BackTrack for a term of up to 5 years for the purpose of a Youth Hub and that NSWRFSS agree to share the toilet and associated facilities with BackTrack for the term of the Lease or Licence.



- (3) Delegate authority to the Chief Executive to enter into a new License over part of Lot 1 Section 37 DP 758959 (within the NSWRFs compound) for a 5-year term, subject to the summarized terms and conditions included in the Report.
- (4) Authorises the Licence to be signed under the Seal of Council by the Mayor and Chief Executive.

**LOST AMENDMENT**

That Council defer ITEM COM25/21 be deferred until an onsite inspection with the Captain of the Steinbrook Brigade and the Acting Manager Rural Fire Service – Glenn Byrnes.

(Bronwyn Petrie/John Macnish)

**Amendment Lost**

**187/21 Resolved** that Council:

- (1) Acknowledges that Council entered into a "Service Agreement" with NSWRFs which was executed in December 2011. The Agreement provides NSWRFs a Licence to enter and use the premises at 50 Francis Street, Tenterfield.
- (2) Notes the written concurrence provided by NSWRFs for the proposed Leasing or Licensing of part of 50 Francis Street, Tenterfield (Lot 1 Section 37 DP 758959 - within the NSWRFs compound) to BackTrack for a term of up to 5 years for the purpose of a Youth Hub and that NSWRFs agree to share the toilet and associated facilities with BackTrack for the term of the Lease or Licence.
- (3) Delegate authority to the Chief Executive to enter into a new License over part of Lot 1 Section 37 DP 758959 for a 5-year term, subject to the summarized terms and conditions included in the Report.
- (4) Authorises the Licence to be signed under the Seal of Council by the Mayor and Chief Executive.

(Gary Verri/Bronwyn Petrie)

**Motion Carried**

*Property Specialist, Neville Coonan, left the meeting, the time being 10.34 am.*

**OUR ECONOMY**

**(ITEM ECO15/21) SUPPLY OF QUARRY MATERIALS FOR MISCELLANEOUS WORKS TENDER RFT 02-21/22**

**SUMMARY**

The purpose of this Report is to provide Council with a Report and Recommendation on the Tender Evaluation associated with the Supply of Quarry Materials for Miscellaneous Works RFT 02-21/22

**187/21** **Resolved** that Council accept all submitted tenders as a panel of preferred suppliers for the Supply of Quarry Materials for Miscellaneous Works

(Brian Murray/Greg Sauer)

**Motion Carried**

*Manager Asset & Program Planning, David Counsell, entered the meeting via Zoom, the time being 10.36am.*

#### **(ITEM ECO16/21) ENGINEERING POLICIES - REDUNDANT**

##### **SUMMARY**

This report provides Council the opportunity to remove redundant engineering policies that have now been included in the Road Asset Management Plan.

**188/21** **Resolved** that Council resolve to remove the following redundant policies;

- a) Policy 2.041 Dust Abatement
- b) Policy 2.070 Gutter Crossings
- c) Policy 2.110 Kerb and Gutter – Contributions (Corner Lots)
- d) Policy 2.111 Kerb and Gutter - Replacement of Granite Gutter Blocks
- e) Policy 2.193 Standard Engineering Design Drawings
- f) Policy 3.192 Road Naming

(Greg Sauer/Gary Verri)

**Motion Carried**

#### **(ITEM ECO17/21) ENGINEERING POLICY UPDATES**

##### **SUMMARY**

The purpose of this report is to submit to Council policies relating to engineering and infrastructure that are being updated.

**189/21** **Resolved** that Council receive and adopt the updated policies;

- a) Policy 2.060 Footpath Paving and Contributions.
- b) Policy 2.130 Construction & Maintenance of Property Access from Council Roads.

- c) Policy 2.131 Maintenance of Nature Strips and Road Verges.
- d) Policy 2.161 Disposal of Minor Assets including Plant, Material and Equipment.
- e) Policy 2.162 Public Gates and Vehicle Bypasses.
- f) Policy 2.180 Roadside Memorials / Commemorative Markers.
- g) Policy 2.201 CBD Works.

(Brian Murray/Gary Verri)

**Motion Carried**

**SUSPENSION OF STANDING ORDERS**

- 190/21** **Resolved** that Standing Orders be suspended.

(Brian Murray/Gary Verri)

**Motion Carried**

*The Meeting adjourned for Morning Tea, the time being 10.41 am.*

*The Meeting reconvened with the same members present, the time being 11.13 am.*

**RESUMPTION OF STANDING ORDERS**

- 191/21** **Resolved** that Standing Orders be resumed.

(Brian Murray/Tom Peters)

**Motion Carried**

**(ITEM ECO18/21) RAIL NETWORK SAFETY INTERFACE AGREEMENT**

**SUMMARY**

The purpose of this report is to advise Council of a change in the Rail Infrastructure Manager for the Country Regional Network in 2022

**OFFICER'S RECOMMENDATION:**

That Council note the report and delegate authority to the Chief Executive or the Director Infrastructure to enter into a new Rail Interface Agreement with UGL Regional Linx Pty Ltd in 2022.

**AMENDMENT**

(2) That Council write to UGL Regional Linx Pty Ltd welcoming them into the new contract and requesting a meeting at the earliest convenience to discuss Council's keen interest in the restoration and maintenance of the Sunnyside Rail

Bridge and Bluff Rail Bridge as important heritage assets within the region which require urgent repair.

(Greg Sauer/Bronwyn Petrie)

**Amendment Carried**

**192/21 Resolved** that Council:

- (1) Note the report and delegate authority to the Chief Executive or the Director Infrastructure to enter into a new Rail Interface Agreement with UGL Regional Linx Pty Ltd in 2022; and
- (2) Write to UGL Regional Linx Pty Ltd welcoming them into the new contract and requesting a meeting at the earliest convenience to discuss Council's keen interest in the restoration and maintenance of the Sunnyside Rail Bridge and Bluff Rail Bridge as important heritage assets within the region which require urgent repair.

**Motion Carried**

*Manager Asset & Project Planning, David Counsell left the meeting and Manager Water and Waste, Gillian Marchant entered the meeting the time being 11.27am.*

**OUR ENVIRONMENT**

**(ITEM ENV16/21) TENTERFIELD DAM SAFETY EMERGENCY PLAN 2021**

**SUMMARY**

This Report is to provide an updated Dam Safety Emergency Plan (DSEP) for Tenterfield Creek Dam for Council Adoption.  
The updated DSEP includes legislative changes introduced in 2019 by Dam Safety NSW (DSNSW), upgrades to the Dam Wall, Flood Warning System and Operational Procedures.

**193/21 Resolved** that Council adopts the Dam Safety Emergency Plan (DSEP) for Tenterfield Creek Dam.

(Gary Verri/Brian Murray)

**Motion Carried**

**(ITEM ENV17/21) LIQUID TRADE WASTE POLICY UPDATE**

**SUMMARY**

The purpose of this report is for Council to review and adopt the updated Liquid Trade Waste Regulation Policy aligned with Water & Waste.

**194/21** **Resolved** that Council adopts the updated Liquid Trade Waste Regulation Policy 2.130

(Bronwyn Petrie/Tom Peters)

**Motion Carried**

#### **OUR GOVERNANCE**

##### **(ITEM GOV65/21) MONTHLY OPERATIONAL REPORT - SEPTEMBER 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.

**195/21** **Resolved** that Council receives and notes the status of the Monthly Operational Report for September 2021.

(Greg Sauer/Gary Verri)

**Motion Carried**

*Manager Water and Waste, Gillian Marchant left the meeting the time being 11.39am.*

##### **(ITEM GOV66/21) DISCLOSURE OF INTEREST RETURNS 2020/2021**

###### **SUMMARY**

The purpose of this Report is to document the tabling of the Disclosure of Interest Returns for the period 2020/2021.

**196/21** **Resolved** that Council note the tabling of the Disclosure of Interest Returns for the period 2020/2021.

(Gary Verri/Donald Forbes)

**Motion Carried**

##### **(ITEM GOV67/21) COUNCIL RECESS PERIOD - 2021/2022 & DELEGATION FOR CHIEF EXECUTIVE LEAVE PERIOD, MAYOR CIVIC & CEREMONIAL DUTIES AND PROPOSED COUNCIL MEETING DATES**

###### **SUMMARY**

The purpose of this report is for Council to approve recess arrangements and provide the Mayor and/or Deputy Mayor, and the Chief Executive with delegations over the recess period and provide delegation for Acting Chief Executive during period of leave of Chief Executive.

To recommend the dates for the Ordinary Council Meetings – January 2022 to January 2023. In accordance with s356 of the NSW Local Government Act 1993, Council is required to meet at least ten (10) times per year, each time in a separate month. With the proposal to be ratified by the newly elected Council at their 12 January 2022 meeting.

**197/21 Resolved** that Council:

- (1) Note the closedown period for Staff from 17 December 2021 to 4 January 2022.
- (2) Note Councils' elections held on 4 December 2021 are likely to be declared between 21 and 23 December 2021 and the elected positions are vacant during this period.
- (3) Resolve to hold the first meeting of the new Council on 12 January 2022 with the following dates for meetings as follows:
  - a) Ordinary Council Meetings be held in each month of the calendar year with the exception of January 2023;
  - b) Council Meetings be held on the fourth Wednesday of the meeting month at a time to be determined, with the exception of December 2022 which will be held on the third Wednesday of the month; and
  - c) Ordinary Council Meetings be held each month in the "Koreelah Room", Council Administration Building with the exception of two meetings to be held in Drake and Urbenville.
- (4) Pursuant to Section 377 of the *Local Government Act 1993*, delegate authority to the Chief Executive and Chief Corporate Officer (Acting/Chief Executive in the absence of the Chief Executive) jointly to exercise any function of Council during the recess period with the exception of:

Determination of applications for all dwelling types and ancillary structures where significant objections have been received;  
Rezoning matters;  
Subdivision applications; and  
Entering into Leases and Licences.
- (5) That a full list of any matters considered under such delegated authority be submitted for Council's information to the first 2022 Ordinary Council Meeting of Council to be held on 23 February 2022.
- (6) That Council grant Civic and Ceremonial authority to the Mayor during the period of 4 December 2021 and 12 January 2022.

(Bob Rogan/Michael Petrie)

**Motion Carried**

**(ITEM GOV68/21) COUNCILLOR INDUCTION AND CORE TRAINING PROGRAM SUMMARY**

The purpose of this report is to present to Council for endorsement a program to induct all Councillors elected for the next Council term at the December 2021 Local Government Election.

The report also outlines a program for the delivery of training or refresher training to all elected members who make up the new Council with regard to the core requirements of being an elected representative in Local Government.

**198/21 Resolved that Council:**

- (1) Note the Councillor Induction Plan outlined and Professional Training scheduled for delivery on Monday 17 and Tuesday 18 January 2021; and
- (2) Note the date of Wednesday 12 January 2022 as the newly elected Council Induction, including Committee Representation; Meeting dates, Committee Representation and "Oath of Office/Affirmation of Office."

(Brian Murray/Greg Sauer)

**Motion Carried**

**(ITEM GOV69/21) NEW SPECIFIC PURPOSE COMMUNITY PROJECT ENGAGEMENT COMMITTEE**

**SUMMARY**

The purpose of this report is for Council to consider a proposed addition to the Committee Register the 2021/22 year being a Specific Purpose Committee being the Tenterfield Youth Precinct & Mountain Bike Trailhead Stakeholder Advisory Committee to provide information and recommendations on representation for the Tenterfield Youth Precinct & Mountain Bike Trailhead Project. This Committee will be limited to the timeframe for Community collaboration on the project and in accordance with the Community Engagement Strategy.

**OFFICER'S RECOMMENDATION**

That Council:

- (1) Adopts the following additional proposed Specific Purpose Committee;  
Tenterfield Youth Precinct & Mountain Bike Trailhead Stakeholder Advisory Committee
- (2) Determines the Councillor representative (1) for the proposed Specific Purpose Committee; and
- (3) Determines Community Representation Groups and / or positions to be invited to reside on the Special Purpose Committee; and
- (1) Authorises the Chief Executive to incorporate the proposed Advisory Committee into the Committee Register structure for 2021/22.

**AMENDMENT**

That Council:

- (1) Adopts the following additional proposed Specific Purpose Committee;  
Tenterfield Youth Precinct & Mountain Bike Trailhead Stakeholder Advisory Committee
- (2) Determines the Councillor representative (1) for the proposed Specific Purpose Committee; and Project Manager (Committee Chairperson); Tenterfield High School – School Captains (2 x Youth Representatives); Tenterfield Cycling Community/Mountain Bike Club Representatives (x2); and Council Officers as required and relevant to the Project phase (ie Director Infrastructure; Chief Corporate Officer; Manager Property; Crown Land Manager etc)
- (3) To include Councillor Bronwyn Petrie as the representative and to amend the Moombahlene LALC identified within the Special Purpose Engagement Committee to include two representatives – An Elder and Younger person
- (4) Authorises the Chief Executive to incorporate the proposed Advisory Committee into the Committee Register structure for 2021/22.

(John Macnish/Greg Sauer)

**Amendment Carried**

**200/21**

**Resolved** that Council:

- (1) Adopts the following additional proposed Specific Purpose Committee;  
Tenterfield Youth Precinct & Mountain Bike Trailhead Stakeholder Advisory Committee
- (2) Determines the Councillor representative (1) for the proposed Specific Purpose Committee; and Project Manager (Committee Chairperson); Tenterfield High School – School Captains (2 x Youth Representatives); Tenterfield Cycling Community/Mountain Bike Club Representatives (x2); and Council Officers as required and relevant to the Project phase (ie Director Infrastructure; Chief Corporate Officer; Manager Property; Crown Land Manager etc)
- (3) To include Councillor Bronwyn Petrie as the representative and to amend the Moombahlene LALC identified within the Special Purpose Engagement Committee to include two representatives – An Elder and Younger person
- (4) Authorises the Chief Executive to incorporate the proposed Advisory Committee into the Committee Register structure for 2021/22.

(Gary Verri/Donald Forbes)

**Motion Carried**



Acting Manager Finance & Technology, Jess Wild entered the meeting, the time being 11.56am.

**PROCEDURAL MOTION**

**201/21** **Resolved** that Item GOV70/21 – Finance & Accounts, Period Ended 31 September 2021 and Item GOV71/21) Capital Expenditure Report as at 30 September 2021 and Item GOV72/21) Report on Loan Balances be adopted together.

(Gary Verri/Greg Sauer)

**Motion Carried**

**(ITEM GOV70/21) FINANCE & ACCOUNTS - PERIOD ENDED 30 SEPTEMBER 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.

**202/21** **Resolved** that Council Receive and note the Finance and Accounts Report for the period ended 30 September 2021.

(Gary Verri/Greg Sauer)

**Motion Carried**

**(ITEM GOV71/21) CAPITAL EXPENDITURE REPORT AS AT 30 SEPTEMBER 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.

**203/21** **Resolved** that Council receive and note the Capital Expenditure Report for the period ended 30 September 2021.

(Gary Verri/Greg Sauer)

**Motion Carried**

**(ITEM GOV72/21) REPORT ON LOAN BALANCES**

**SUMMARY**

The purpose of this Report is to inform Council of its loan balances as at 30 June 2021.

**204/21** **Resolved** that Council notes the loan balance as at 30 September 2021 was \$13,562,472.75 (\$13,708,476.21 as at 30 June 2021).

(Gary Verri/Greg Sauer)

**Motion Carried**

**(ITEM GOV73/21) UPDATE TO 2020/21 FINANCIAL STATEMENTS**

**SUMMARY**

The purpose of this report is to comply with statutory requirements in relation to the General Purpose Financial Statements and Special Purpose Financial Statements for the year ended 30 June 2021. The Financial Statements have been updated as a result of the audit process to include a disclosure highlighting that Council had a negative Unrestricted Cash balance of \$1.2 million as at 30 June 2021. Auditors have requested that the updated Financial Statements be presented to Council for approval and re-signing.

**205/21** **Resolved** that Council;

- (1) In relation to the updated Financial Statements and in accordance with Section 413(2)(c) of the Local Government Act 1993 (as amended):
  - a) Council resolves that in its opinion the updated General Purpose Financial Statements and the Special Purpose Financial Statements for the year ended 30 June 2021 and Special Schedules are properly drawn up in accordance with the provisions of the Local Government Act 1993, (as amended) and the Regulations there under; and
  - b) That the updated Financial Statements be approved and signed by the Mayor, the Deputy Mayor, the Chief Executive and the Responsible Accounting Officer.
  - c) Acknowledge the addition of a disclosure relating to note C1-2, that Council had a negative Unrestricted Cash balance of \$1.2 million as at 30 June 2021.
- (2) Note that the audited Financial Statements will be forwarded to the Office of Local Government upon the completion of the Auditor's Report.
- (3) Acknowledge the ongoing governance and treasury management difficulties Council faces with the current structure of many grant and disaster funding payments, and advocate for changes to the timing of these cash payments from State and Federal governments.

(Michael Petrie/Bob Rogan)

**Motion Carried**

*Acting Manager Finance & Technology, Jess Wild left the meeting, the time being 12.05pm.*

**REPORTS OF DELEGATES & COMMITTEES**

**(ITEM RC24/21) REPORTS OF COMMITTEES & DELEGATES - MURRAY DARLING ASSOCIATION INC.**

**206/21** **Resolved** that Council receive and note the Delegates Report for the Murray Darling Inc. for October 2021.

(Greg Sauer/Bronwyn Petrie)

**Motion Carried**

**NOTICES OF MOTION**

**RESOLUTION REGISTER**

**(ITEM RES7/21) COUNCIL RESOLUTION REGISTER - OCTOBER 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.

**207/21** **Resolved** that Council notes the status of the Council Resolution Register to October 2021.

(Gary Verri/Donald Forbes)

**Motion Carried**

**SUSPENSION OF STANDING ORDERS – CONFIDENTIAL BUSINESS**

**208/21** **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.

(Greg Sauer/Gary Verri)

**Motion Carried**

*The recording device was turned off and the meeting moved into Closed Committee, the time being 12.12 pm.*

**CONFIDENTIAL BUSINESS**

**(ITEM ECO19/21) LOT 26 DP 735029 SUGARBAG ROAD**

That above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 10A(2) (c) of the Local Government Act,

1993, as the matter involves information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

**SUMMARY**

Council owns a number of properties including Lot 26 DP 735029 Sugarbag Road consisting of naturally vegetated land that is not occupied and is not actively used by Council. Through this parcel is a road reserve and the formation of a track between Sugarbag Road West and Sugarbag Road East, however the track is not aligned to the road reserve.

**209/21** **Resolved** that Council defer a report until new Council is formed after the 4 December 2021 election which will meet in February and a survey of the affected residents is undertaken.

(John Macnish/Gary Verri)

**Motion Carried**

**RESUMPTION OF STANDING ORDERS**

**210/21** **Resolved** that Standing Orders be resumed.

(Bob Rogan/Gary Verri)

**Motion Carried**

*The meeting moved out of Closed Committee and the recording device was turned on, the time being 12.26pm.*

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

**MEETING CLOSED**

There being no further business the Mayor declared the meeting closed at 12.27pm.

.....  
Councillor Peter Petty  
Mayor/Chairperson

|                      |                                                  |
|----------------------|--------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>             |
| <b>Submitted by:</b> | Executive Assistant & Media                      |
| <b>Reference:</b>    | <b>ITEM GOV74/21</b>                             |
| <b>Subject:</b>      | <b>MONTHLY OPERATIONAL REPORT - OCTOBER 2021</b> |

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**LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

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

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**SUMMARY**

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

**OFFICER'S RECOMMENDATION:**

**That Council receives and notes the status of the Monthly Operational Report for October 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 1 (Attachment Booklet 1) Monthly Operational Report October 2021 <span style="float: right;">104 Pages</span> |

|                      |                                                |
|----------------------|------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>   |
| <b>Submitted by:</b> | Manager Customer Service, Governance & Records |
| <b>Reference:</b>    | <b>ITEM GOV75/21</b>                           |
| <b>Subject:</b>      | <b>AUDIT AND RISK COMMITTEE MEMBERSHIP</b>     |

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

|                             |                                                                                                                                                                    |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CSP Goal:</b>            | <b>Leadership</b> - LEAD 14 - Resources and advocacy of Council are aligned support the delivery of the community vision outlined in the Community Strategic Plan. |
| <b>CSP Strategy:</b>        | Council fosters a strong organisational culture which strives for best practice in all operations with a supportive corporate governance framework.                |
| <b>CSP Delivery Program</b> | Ensure that the performance of Council as an organisation complies with all statutory reporting guidelines and information is available to decision makers.        |

#### **SUMMARY**

The objective of the Audit & Risk Committee (the Committee) is to provide independent assistance to Tenterfield Shire Council (Council) by monitoring, reviewing and providing advice on risk management, control frameworks, governance processes and external accountability responsibilities.

Committee members are in place for the term of the Council, and where allowed by Council, can be reappointed. Council's Committee Chair, Mr Geoff King, has written to Council to advise he is ceasing his tenure, in line with the end of the Council term. Mr King has also advised that he will not be seeking reappointment to the Committee.

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

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

- 1) Receive and note the advice of cessation of tenure of the Chair and member of Tenterfield Shire Council's Audit & Risk Committee, Mr Geoff King, effective from 4 December 2021, and**
- 2) Advertise confirmed vacancies of the external, independent, members of Tenterfield Shire Council's Audit & Risk Committee.**

#### **BACKGROUND**

Council's current Committee membership, as determined by the Charter, is made up of:

##### 3.1 Members (voting)

- *The Council Mayor; plus*
- *One (1) other Elected Member of Council; plus*
- *Three (3) Independent external members (not members of the Council), with one to be the Chairperson.*

Under the existing Office of Local Government framework for Audit & Risk Committees, and Council's Audit, Risk & Improvement Committee Charter (the Charter), the tenure

Our Governance No. 75 Cont...

of Council's current Committee membership expires at the end of the current term of Council, being 3 December 2021. The directions from the Charter prescribe at Section 3 that:

*The independent external members will be appointed for the term of Council, after which they will be eligible for extension or re-appointment following a formal review of their performance.*

#### **REPORT:**

The Office of Local Government has developed a new framework for Audit, Risk and Improvement Committees which is expected to be finalised and in place for the commencement, or shortly after, of the new term of Council, being from January 2022.

Within the new framework is the ability for Council to replace external members of the Committee on a rotating basis, where one member will cease tenure at a time, and this position replaced while other positions remain occupied. The intention of this proposed change is to maintain a level of corporate history and knowledge of the Committee's and Council's audit, risk and improvement activities in the previous term.

Council's current Charter allows for the two remaining external members of the Committee to remain, should Council believe this is the most appropriate mechanism to maintain continuity into a new term, and with the new Audit, Risk and Improvement Framework coming into force in 2022. Section 3 of the Charter further states:

*Independent members of the Committee that have served two consecutive terms or eight years, whichever is the greater, will generally not be eligible for reappointment. However, reappointment after two consecutive terms may be allowed at the discretion of the Council.*

Council will be required to advertise the vacancy of Mr King as soon as possible. Council should also confirm the intentions of the two other external independent Committee members, being Mr Peter Sheville and Mr Andrew Page with regard to their positions on the Committee. Should they advise of their intentions to remain, Council should consider reappointing the two remaining members to the Committee for the next Term of Council, in the next Term of Council. Should they advise of their intentions not to continue into the next term of Council, Council will be required to advertise the vacancies of those positions not remaining occupied.

A report will be presented to Council in the next Term advising of those members renominating for the Committee, and new candidates nominating for vacancies.

#### **COUNCIL IMPLICATIONS:**

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

Committee vacancies will be advertised in newspapers and online, to ensure a suitable selection of candidates for consideration.

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

- NSW Local Government Act 1993
- Tenterfield Shire Council Audit, Risk and Improvement Committee Charter

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

Nil.

Our Governance No. 75 Cont...

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

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

|                               |                                                                                        |
|-------------------------------|----------------------------------------------------------------------------------------|
| Prepared by staff member:     | Erika Bursford                                                                         |
| Approved/Reviewed by Manager: | Kylie Smith, Chief Corporate Officer                                                   |
| Department:                   | Office of the Chief Corporate Officer                                                  |
| Attachments:                  | <b>1</b> Audit & Risk Committee - Cessation of Tenure - Mr Geoff King <b>1</b><br>Page |



1 November 2021

Mr Daryl Buckingham  
Chief Executive Officer  
Tenterfield Shire Council  
PO Box 214  
Tenterfield NSW 2372

Dear Daryl

Audit and Risk Committee – Advising Cessation of Tenure

I would like to thank Council and management for the opportunity to have been an independent member of your Audit and Risk Committee for the past five years.

I was appointed to the Audit and Risk Committee as an independent member in November 2016, under Council resolution 302/16. That appointment was for the term of the current Council and, given that the Local Government elections will now be held on 4 December 2021, my tenure will cease from that time.

I wish to inform Council that I will not be seeking to extend my tenure beyond the current appointment. My final commitment will be to chair the Audit and Risk Committee meeting on 17 November 2021. I have decided that there are other pursuits in life's journey that cannot reconcile with being committed to the Committee going forward.

I have enjoyed enormously my involvement with Tenterfield Shire Council via my role with the Audit and Risk Committee and hope that I have, in some small way, positively contributed to the continuing good governance of the organisation.

I wish you and all members of the Committee well in your future endeavours and continuing contribution to the Tenterfield region.

As always, take care, stay safe and healthy.

Yours sincerely

Geoff King



Mobile 0417 882 784

Email [kingga@bigpond.net.au](mailto:kingga@bigpond.net.au)

|                      |                                                                                 |
|----------------------|---------------------------------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>                                    |
| <b>Submitted by:</b> | Management Accountant                                                           |
| <b>Reference:</b>    | <b>ITEM GOV76/21</b>                                                            |
| <b>Subject:</b>      | <b>PRESENTATION OF THE FINANCIAL STATEMENTS FOR THE YEAR 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 to present to Council the Audited Financial Statements for the year ended 30 June 2021, in accordance with the provisions of Section 418 of the *Local Government Act 1993*.

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

**That Council notes the Audited Annual Financial Statements for the year ended 30 June 2021.**

#### **BACKGROUND**

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

1. The prepared Financial Statements are required to contain Certificates to be signed in accordance with a Resolution of Council. Council authorised the signing of the Certificates by Resolution at the Ordinary Meeting held on 27 October 2021.
2. The Financial Statements and Certificates referred to in item one (1) are then referred to Council's Auditor.
3. As soon as practical after receiving the Auditor's Report, Council must forward a copy of the Audited Financial Statements to the Office of Local Government (OLG). These documents were forwarded to the OLG on Wednesday 3 November 2021.
4. A Public Notice must be provided of Council's intention to present its Audited Financial Statements. Council provided a Public Notice which was published in the Tenterfield Star on 11 November 2021, Our Local News on 22 November 2021 and Council's website.
5. Anyone can make written submissions to Council regarding its Audited Financial Statements or Auditor's Reports for a period of 7 (seven) days after the Reports have been presented to Council.

It should be noted that Council's Audit & Risk Committee was provided with the draft set of Financial Statements at the Audit and Risk Committee meeting held on Friday 27

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August 2021. The Committee recommended that Council should refer the draft Statements for Audit, which Council did at the 22 September 2021 Ordinary Council meeting.

As a result of the audit process the Financial Statements were updated to include a disclosure in Note C1-2 highlighting that Council had a negative Unrestricted Cash balance of \$1.2 million as at 30 June 2021. Auditors requested that the updated Financial Statements be presented to Council for approval and re-signing at the 27 October 2021 Ordinary Council meeting.

Council also wrote to the Office of Local Government to request an extension to lodge the Audited Financial Statements 2020/21 under Section 416 (2) of the NSW Local Government Act 1993. This followed a request from the Audit Office NSW on 15 October 2021, as the auditors indicated that they could not guarantee the finalisation of the audit report by the submission date of 31 October 2021. The Audited Financial Statements were forwarded to the Office of Local Government upon the completion of the Auditor's Report on 3 November 2021.

#### **REPORT:**

The Auditor's Report states that Council's accounting records have been kept in accordance with relevant Legislation and Accounting Policies.

Council's Financial Statements and Key Performance Indicators for the year ended 30 June 2021 reveal that Council's financial position declined significantly during the course of 2020/21. This is highlighted by the various operating and capital ratios shown below.

This was due to a number of factors, including:

- A net loss on disposal of assets (non-cash item);
- Reduced interest income as a result of a State Government directive to not charge interest on overdue rates for the first six (6) months of the Financial Year.
- Expenditure on Grants where the income was recorded in the previous year;
- Additional depreciation costs;
- Boonoo Boonoo Landfill fire;
- Additional Workers Compensation Insurance; and
- Additional recycling costs.

A summary of the key figures are listed as follows:

#### **Overall Result:**

The Income Statement identified a profit of \$17.493M (compared to \$6.032M in 2019/20).

Council's operating position excluding capital income and capital contributions is unfavorable, with a deficit operating position after these items of (\$2,535M) (compared to the \$307K deficit in 2019/20). It should be noted that this result did not change from the draft Financial Statements presented to Council at the September Ordinary Council meeting.

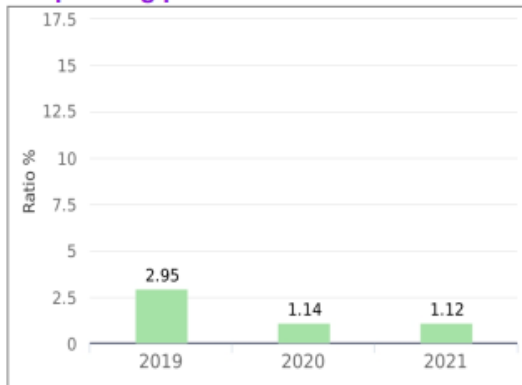
#### **Results by Fund**

As per Note D1-1 of the General Purpose Financial Statements, excluding capital income and capital contributions, the Water Fund made a surplus of \$192K (\$328K loss in 2019/20); the Sewer Fund made a surplus of \$1.022M (\$771K in 2019/20); and the General Fund made a loss of \$3.749M (\$750K loss in 2019/20).

**Financial Graphs and Ratios**

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

**1. Operating performance ratio**



**Purpose of operating performance ratio**

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

**Commentary on 2020/21 result**

2020/21 ratio 1.12%

The ratio is above the benchmark.

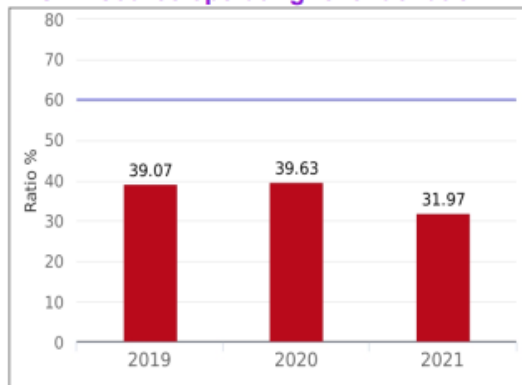
Benchmark: — > 0.00%

Source of benchmark: Code of Accounting Practice and Financial Reporting

Ratio achieves benchmark

Ratio is outside benchmark

**2. Own source operating revenue ratio**



**Purpose of own source operating revenue ratio**

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

**Commentary on 2020/21 result**

2020/21 ratio 31.97%

The deterioration in this ratio is an indicator that a Special Rate Variation is required to improve Council’s income stream from non-grant funded sources.

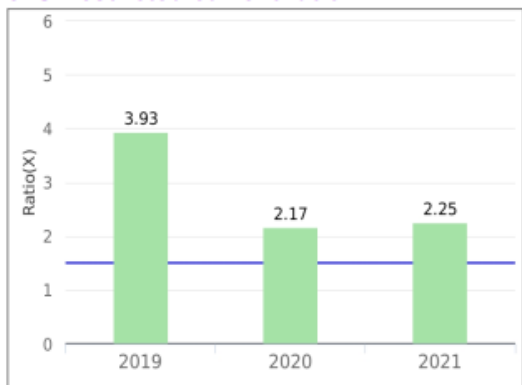
Benchmark: — > 60.00%

Source of benchmark: Code of Accounting Practice and Financial Reporting

Ratio achieves benchmark

Ratio is outside benchmark

**3. Unrestricted current ratio**



**Purpose of unrestricted current ratio**

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

**Commentary on 2020/21 result**

2020/21 ratio 2.25x

While still above the benchmark, the high level of outstanding amounts owed to Council for grant funded Capital Works where payment is received after expenditure is incurred, is causing issues with Council’s ability to restrict cash

Benchmark: — > 1.50x

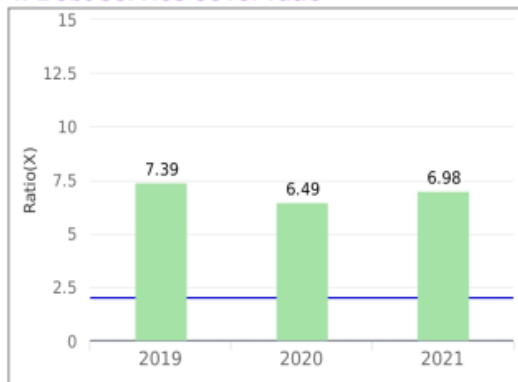
Source of benchmark: Code of Accounting Practice and Financial Reporting

Ratio achieves benchmark

Ratio is outside benchmark

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**4. Debt service cover ratio**



**Purpose of debt service cover ratio**

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

**Commentary on 2020/21 result**

2020/21 ratio 6.98x

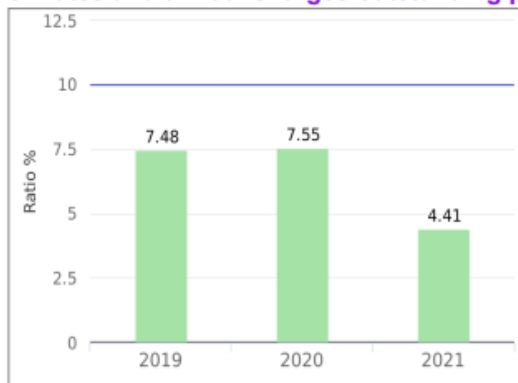
This ratio continues to be above the benchmark.

Benchmark: — > 2.00x

Source of benchmark: Code of Accounting Practice and Financial Reporting

Ratio achieves benchmark  
Ratio is outside benchmark

**5. Rates and annual charges outstanding percentage**



**Purpose of rates and annual charges outstanding percentage**

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

**Commentary on 2020/21 result**

2020/21 ratio 4.41%

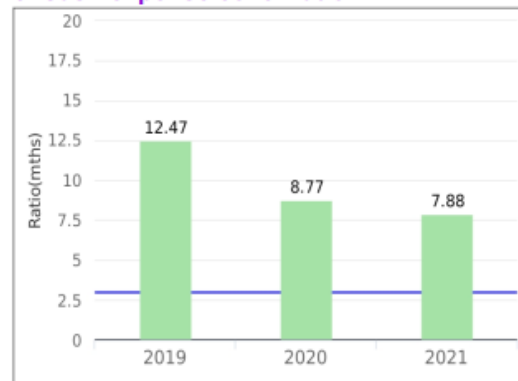
This improved result is in large part due to the Sale of Land for unpaid rates which occurred during the year.

Benchmark: — < 10.00%

Source of benchmark: Code of Accounting Practice and Financial Reporting

Ratio achieves benchmark  
Ratio is outside benchmark

**6. Cash expense cover ratio**



**Purpose of cash expense cover ratio**

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

**Commentary on 2020/21 result**

2020/21 ratio 7.88 mths

This ratio continues to be well above the benchmark.

Benchmark: — > 3.00mths

Source of benchmark: Code of Accounting Practice and Financial Reporting

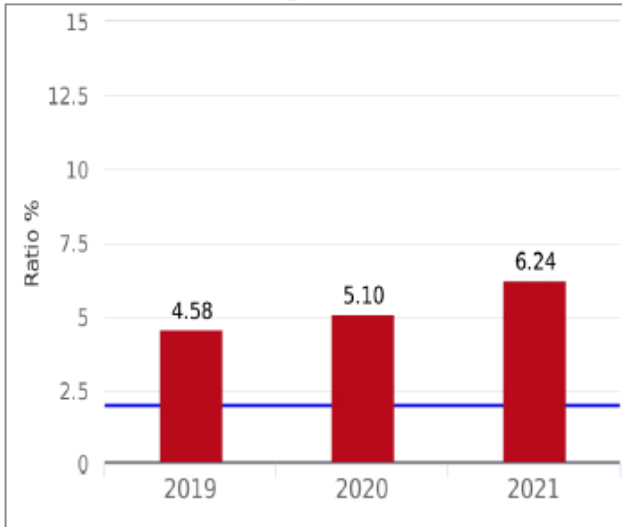
Ratio achieves benchmark  
Ratio is outside benchmark

Council's financial performance can also be seen in the following graphs of the capital financial ratios.

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

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**Infrastructure backlog ratio**



**Infrastructure backlog ratio**

This ratio shows what proportion the backlog is against the total value of a Council's infrastructure.

**Commentary on result**

20/21 ratio 6.24%

The ratio slightly increased compared to previous year due to the following:

- updated condition assessment as a result of 2021 revaluation. In particular, conditions of the significant value of pool assets were degraded;
- overall age-based deterioration of building assets;
- some roads conditions were affected as a result of March 2021 flood events.

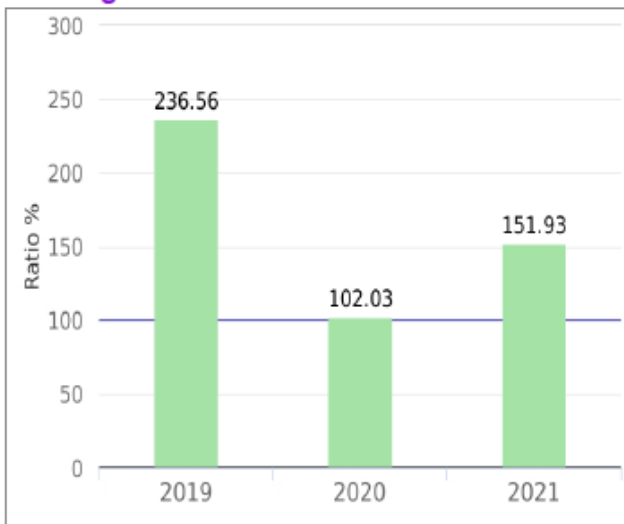
Benchmark: — < 2.00%

Ratio achieves benchmark

Source of benchmark: Code of Accounting Practice and Financial Reporting

Ratio is outside benchmark

**Buildings and infrastructure renewals ratio**



**Buildings and infrastructure renewals ratio**

To assess the rate at which these assets are being renewed relative to the rate at which they are depreciating.

**Commentary on result**

20/21 ratio 151.93%

The ratio increased due to significantly larger amount of renewal works in 2021 financial year. In particular, on roads and bridges which was mostly funded through external grants funding. The ratio is above OLG benchmark which is 100%. Overall, this ratio has been above the benchmark during the last four years.

Benchmark: — >= 100.00%

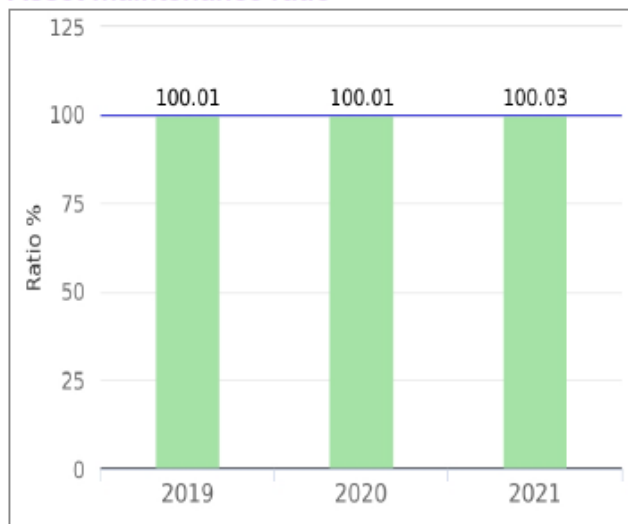
Ratio achieves benchmark

Source of benchmark: Code of Accounting Practice and Financial Reporting

Ratio is outside benchmark

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**Asset maintenance ratio**



**Asset maintenance ratio**

Compares actual vs. required annual asset maintenance. A ratio above 1.0 indicates Council is investing enough funds to stop the infrastructure backlog growing.

**Commentary on result**

20/21 ratio 100.03%

The ratio has been in line with the OLG's required benchmark during the last four years.

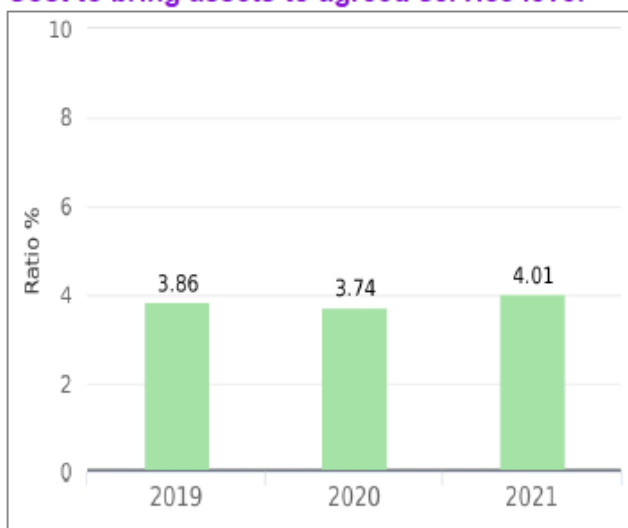
Benchmark: — > 100.00%

Ratio achieves benchmark

Source of benchmark: Code of Accounting Practice and Financial Reporting

Ratio is outside benchmark

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



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

This ratio provides a snapshot of the proportion of outstanding renewal works compared to the total value of assets under Council's care and stewardship.

**Commentary on result**

20/21 ratio 4.01%

The ratio does not have a prescribed benchmark. But council has been kept within acceptable level during the last four years.

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

**COUNCIL IMPLICATIONS:**

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

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

It is a requirement that as soon as practicable after receiving a copy of the Auditor's report, that the Statements must be placed on public exhibition and

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notice given of a meeting at which Council proposes to present its Audited Financial Statements, together with the Auditor's Report.

## 2. Policy and Regulation

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

## 3. Financial (Annual Budget & LTFP)

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

## 4. Asset Management (AMS)

There are no specific asset management issues arising out of this Report but Waste, Water and Bridge infrastructure remains high on Council's list of priorities.

## 5. Workforce (WMS)

There are no workforce issues arising out of this report.

## 6. Legal and Risk Management

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

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

## 7. Performance Measures

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

## 8. Project Management

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

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

|                               |                                                                                                                |              |
|-------------------------------|----------------------------------------------------------------------------------------------------------------|--------------|
| Prepared by staff member:     | Jessica Wild                                                                                                   |              |
| Approved/Reviewed by Manager: | Kylie Smith, Chief Corporate Officer                                                                           |              |
| Department:                   | Office of the Chief Corporate Officer                                                                          |              |
| Attachments:                  | <b>1</b> Attachment 2 (Attachment Booklet<br>2) Tenterfield Shire Council -<br>Financial Statements - 2020-21. | 115<br>Pages |



|                      |                                                           |
|----------------------|-----------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>              |
| <b>Submitted by:</b> | Acting Manager Finance & Technology                       |
| <b>Reference:</b>    | <b>ITEM GOV77/21</b>                                      |
| <b>Subject:</b>      | <b>QUARTERLY BUDGET REVIEW STATEMENT - SEPTEMBER 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 to provide Council with a Quarterly Budget Review Statement in accordance with Regulation 203 of the Local Government (General) Regulation 2005 (the Regulation).

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

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

**Adopts the September 2021 Quarterly Budget Review Statement and recommendations therein that:**

- a) No additional operating or capital expenditure outside of the recommendations in this review be approved by Council unless they are offset by other savings (e.g. with road works such as re-sheeting, with a plan to reduce maintenance costs) or grant funded and even then only where there will be no additional operating costs as a result of the expenditure i.e. if capital related expenditure, it should be for the replacement of existing assets only, not new assets.**
- b) As part of Council's new Asset Management System implementation and asset revaluation processes for 2021/22, a thorough review of depreciation be undertaken to ascertain if depreciation expenditure can be reduced and that further discussions be held with the State Government regarding them re-acquiring some roads from Council;**
- c) Acknowledge the ongoing governance and treasury management difficulties Council faces with the current structure of many grant and disaster funding payments, and advocate for changes to the timing of these cash payments from State and Federal governments;**
- d) That the issue of rate pegging and cost shifting be raised again in appropriate forums; and**

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- e) **That a plan be developed to increase operational income and further reduce operational expenditure as per previous discussions and comments in Council Reports, will include a Special Rates Variation request with a view to returning Council's operating position to surplus.**

## BACKGROUND

Regulation 203 of the Regulation states that:

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

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

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

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

## REPORT:

The original budget adopted by Council indicated that the Net Operating Surplus at the end of the 2021/22 financial year was expected to be \$1,965. The Operating Surplus was \$3,722,960 when capital grants and contributions were included. This was based on budgeted total revenue of \$27,920,572 and budgeted total operating expenditure of \$24,197,612.

In the September 2021 quarterly budget review, the net effect of changes made has resulted in a decrease of \$719,708 from the projected surplus of the original budget, to result in a **projected Net Operating Deficit of (\$717,743)**. The Operating Surplus is now \$6,914,917 when capital grants and contributions are included.

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

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

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

---

Total Continuing Operating Revenue

Council originally budgeted for a positive Operating Ratio (surplus) both including and excluding Capital income of 13.33% and 0.01% respectively.

This has changed in the September 2021 Quarterly Budget Review to 61.95% and (2.88%) respectively.

**Comment by the Responsible Accounting Officer:**

While I have indicated that the projected financial position as at 30 June 2022 is unsatisfactory, the main reason for the worsened result is due to timing differences between when grant funding has been received versus when it is scheduled to be spent.

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

Council also continues to face challenges in treasury management of cash-flow due to the majority of grant-funded and disaster recovery (DRFA) works being funded in arrears (wherein cash is received after expenditure has been incurred). For example, Council is still awaiting payment of \$670,771 for Natural Disaster Relief and Recovery Arrangements (NDRRA) which was due to the 2017 flooding; and the expenditure on the current DRFA works for the March 2021 flooding is currently almost at \$2.9 million (as at 12 November 2021) with funds not anticipated to be received until later in the financial year.

Council once again cut budgets significantly as part of the 2021/22 budget process but it was clear after the September Quarterly Budget Review that more needed to be done and as required under the Act some remedial actions are proposed part of this review including that:

a) No additional operating or capital expenditure outside of the recommendations in this review be approved by Council unless they are offset by other savings (e.g. with road works such as re-sheeting, with a plan to reduce maintenance costs) or grant funded, and even then only where there will be no additional operating costs as a result of the expenditure i.e. if capital related expenditure, it should be for the replacement of existing assets only, not new assets.

b) As part of Council's new Asset Management System implementation and asset revaluation processes for 2021/22, a thorough review of depreciation be undertaken to ascertain if depreciation expenditure can be reduced and that further discussions be held with the State Government regarding them re-acquiring some roads from Council;

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c) Acknowledge the ongoing governance and treasury management difficulties Council faces with the current structure of many grant and disaster funding payments, and advocate for changes to the timing of these cash payments from State and Federal governments.

d) That the issue of rate pegging and cost shifting be raised again in appropriate forums; and

e) That a plan be developed to increase operational income and further reduce operational expenditure that as per previous discussions and comments Council reports, such a plan may include a Special Rates Variation request with a view to returning Council's operating position to surplus.

While the above may not return the operating position to surplus by 30 June 2022, the aim is to continue to ensure the sustainability of Council in the longer term.

### Water Fund

Based on the Original Budget, the Water Fund had been expected to make a surplus of \$224,252 excluding capital grants and contributions. As a result of the September budget review, this surplus has improved slightly to \$384,640 (due to the timing changes in repayments for the Dam Wall loan that was refinanced in September 2021).

### Developer Contributions

The balances of Developer Contribution accounts as of 30 September 2021 are:

|                                          |                   |
|------------------------------------------|-------------------|
| Plan Preparation and Administration      | \$ 5,680          |
| Roads                                    | \$ 187,945        |
| Emergency Services                       | \$ 11,778         |
| Community and Civic Facilities           | \$ 5,767          |
| Open Space, Sporting and Recreation      | \$ 2,251          |
| New Multi-Residential Development (7.12) | \$ 3,492          |
| Water Fund                               | \$ 14,743         |
| Sewer Fund                               | \$ 16,333         |
| Waste Fund                               | \$ 20,338         |
| Stormwater Fund                          | \$ 1,855          |
| <b>TOTAL</b>                             | <b>\$ 270,182</b> |

### Cash and Investment Review:

The cash and investment review provides an estimate of the current internal and external restrictions on Council's invested funds. These are not fully determined until the end of the Financial Year, and these figures have been updated in the September Quarterly Budget Review to reflect updates to grant balances and other movement in both internally and externally restricted cash.

The Report also includes a reconciliation of Council's cash and investments on hand as at 30 September 2021.

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

Further, a declaration as to the preparation of bank reconciliations is also required. Bank reconciliations occur on a daily basis with a full reconciliation performed on a monthly basis. The full reconciliation for the September 2021 quarter occurred on 1 October 2021.

### **Capital Budget Review:**

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

This September review has increased the Capital Works Expenditure budget by \$42.5 million, mainly due to the many grant projects carried-forward from the 2020/21 financial year, as well additional Council-funded works (the majority of which were planned 2020/21 projects which were either not begun or incomplete in that year).

There are a number of projects which have fully expended their grant funds, however in order to complete these projects they require additional Council funding shown below:

- Bushfire Community Recovery & Resilience Fund (BCRRF) Memorial Hall \$180,000 – as per Council resolution 212/20
- SCCF Toilets Urbenville & Legume \$13,724

There are also several new grant-funded projects added to the Capital Works budget:

- Bushfire Local Economic Recovery Package (BLERF) for Mt Lindesay Rd \$5,746,545
- Bushfire Local Economic Recovery Package (BLERF) for Tenterfield Villages Emergency Water Program \$960,000
- Public Spaces Legacy Program (PSLP) for Youth Precinct & Mountain Bike Trailhead \$1,750,000
- Public Spaces Legacy Program (PSLP) for Jennings Playground Precinct \$250,000
- Tenterfield Dam Recreational Precinct - Dam Fishing Platform \$250,000

### **Contracts:**

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

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

The current expenditure to 30 September 2021 on qualifying consultancies and legal fees are identified in the QBRS and this expenditure is budgeted for and, given the size and nature of Council's operations, is considered reasonable.

### **COUNCIL IMPLICATIONS:**

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

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## 2. Policy and Regulation

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

## 3. Financial (Annual Budget & LTFFP)

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

In the September 2021 Quarterly Budget Review, the Operating Position has been revised to a surplus of \$6,914,917 (including capital grants) and an Operating Deficit of (\$717,743) (excluding capital grants).

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

## 4. Asset Management (AMS)

Nil.

## 5. Workforce (WMS)

Nil.

## 6. Legal and Risk Management

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

## 7. Performance Measures

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

## 8. Project Management

Nil.

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

|                               |                                                                                                      |
|-------------------------------|------------------------------------------------------------------------------------------------------|
| Prepared by staff member:     | Jessica Wild                                                                                         |
| Approved/Reviewed by Manager: | Kylie Smith, Chief Corporate Officer                                                                 |
| Department:                   | Office of the Chief Corporate Officer                                                                |
| Attachments:                  | <b>1</b> Attachment 3 (Attachment Booklet 2) Quarterly Budget Review - September 2021 <b>9</b> Pages |

|                      |                                                              |
|----------------------|--------------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>                 |
| <b>Submitted by:</b> | Management Accountant                                        |
| <b>Reference:</b>    | <b>ITEM GOV78/21</b>                                         |
| <b>Subject:</b>      | <b>FINANCE &amp; ACCOUNTS - PERIOD ENDED 31 OCTOBER 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 receive and note the Finance and Accounts Report for the period ended 31 October 2021.**

#### **BACKGROUND**

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

#### **REPORT:**

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

##### (a) Reconciliation of Accounts

A reconciliation of the cash books of all funds have been carried out with the appropriate bank statements as at 31 October 2021.

Cash Book Balances on this date were as follows:-

|                        |                 |        |
|------------------------|-----------------|--------|
| General (Consolidated) | \$12,804,326.71 | Credit |
| General Trust          | \$ 382,340.85   | Credit |

##### (b) Summary of Investments

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The attachment to this report is a certified schedule of all Council's investments as at 31 October 2021 showing the various invested amounts and applicable interest rates.

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

For the month of October 2021 one concession was granted to the value of \$520.13 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 48 applications for 603 Certificates in October 2021.

In the calendar year to date, there have been 392 applications compared to 200 applications for the same period last year. For the full 2020 year, there was a total of 279 applications.

### **COUNCIL IMPLICATIONS:**

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

**2. Policy and Regulation**

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

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

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

**5. Workforce (WMS)**  
Nil.

**6. Legal and Risk Management**  
Nil.

**7. Performance Measures**  
Nil

**8. Project Management**  
Nil.

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



Our Governance No. 78 Cont...

|                               |                                              |           |
|-------------------------------|----------------------------------------------|-----------|
| Prepared by staff member:     | Jessica Wild; Jayne Crotty                   |           |
| Approved/Reviewed by Manager: | Kylie Smith, Chief Corporate Officer         |           |
| Department:                   | Office of the Chief Corporate Officer        |           |
| Attachments:                  | <b>1</b> Investment Report - 31 October 2021 | 1<br>Page |

**TENTERFIELD SHIRE COUNCIL - SUMMARY OF INVESTMENTS 31 OCTOBER 2021**

| Financial Institution                   | Issuer Rating | Investment Term | Maturity Date | Interest Rate | Amount                     | Percentage Exposure  |
|-----------------------------------------|---------------|-----------------|---------------|---------------|----------------------------|----------------------|
| NAB                                     | AA-           | 31 Days         | 29/Nov/21     | 0.05%         | 1,500,000.00               | 25.00%               |
| <b><u>TOTAL NAB INVESTMENTS</u></b>     |               |                 |               |               | <b><u>1,500,000.00</u></b> | <b><u>25.00%</u></b> |
| Commonwealth Bank                       | AA-           | 2 Months        | 29/Dec/21     | 0.21%         | 3,000,000.00               | 50.00%               |
| <b><u>TOTAL CBA INVESTMENTS</u></b>     |               |                 |               |               | <b><u>3,000,000.00</u></b> | <b><u>50.00%</u></b> |
| Westpac                                 | AA-           | 3 Months        | 27/Jan/22     | 0.20%         | 1,500,000.00               | 25.00%               |
| <b><u>TOTAL WESTPAC INVESTMENTS</u></b> |               |                 |               |               | <b><u>1,500,000.00</u></b> | <b><u>25.00%</u></b> |
| <b>INVESTMENTS TOTAL</b>                |               |                 |               |               | <b>6,000,000.00</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:**

\_\_\_\_\_  
 J.Wild

\* Except as highlighted in the associated Council Report.

|                      |                                                         |
|----------------------|---------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>            |
| <b>Submitted by:</b> | Management Accountant                                   |
| <b>Reference:</b>    | <b>ITEM GOV79/21</b>                                    |
| <b>Subject:</b>      | <b>CAPITAL EXPENDITURE REPORT AS AT 31 OCTOBER 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 31 October 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 the 2020/21 year will be presented in the first Quarterly Budget Review. These projects account for the most significant capital expenditure variances at this stage of the financial year, which is to be expected.

Staff are reminded to proceed with their capital projects as early as possible in the year, so that the funds can be spent within the financial year as per the operational plan and budget. 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

Our Governance No. 79 Cont...

- Local Government Code of Accounting Practice and Financial Reporting
- Australian Accounting Standards
- Office of Local Government Circulars

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

Nil.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

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

|                               |                                                                                            |                   |
|-------------------------------|--------------------------------------------------------------------------------------------|-------------------|
| Prepared by staff member:     | Jessica Wild                                                                               |                   |
| Approved/Reviewed by Manager: | Kylie Smith, Chief Corporate Officer                                                       |                   |
| Department:                   | Office of the Chief Corporate Officer                                                      |                   |
| Attachments:                  | <b>1</b> Attachment 4 (Attachment Booklet<br>2) October 2021 Capital<br>Expenditure Report | <b>3</b><br>Pages |

|                      |                                                          |
|----------------------|----------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>             |
| <b>Submitted by:</b> | Manager Customer Service, Governance & Records           |
| <b>Reference:</b>    | <b>ITEM GOV80/21</b>                                     |
| <b>Subject:</b>      | <b>TENTERFIELD SHIRE COUNCIL ANNUAL REPORT 2020/2021</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 fosters a strong organisational culture which strives for best practice in all operations with a supportive corporate governance framework.                |
| <b>CSP Delivery Program</b> | Ensure that the performance of Council as an organisation complies with all statutory reporting guidelines and information is available to decision makers.        |

#### **SUMMARY**

The purpose of this Report is for Council to receive the Annual Report, inclusive of the Annual Financial Statements, for the financial year ending 30 June 2021.

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

**That Council receive and adopt the Annual Report for 2020/2021.**

#### **BACKGROUND**

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

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

Our Governance No. 80 Cont...

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

### **REPORT:**

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

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

### **COUNCIL IMPLICATIONS:**

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

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

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

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

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

Nil.

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

Nil.

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

Nil.

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

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

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

Nil.

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

Nil.

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

|                               |                                                                                |              |
|-------------------------------|--------------------------------------------------------------------------------|--------------|
| Prepared by staff member:     | Erika Bursford, Manager Customer Service,<br>Governance & Records              |              |
| Approved/Reviewed by Manager: | Kylie Smith, Chief Corporate Officer                                           |              |
| Department:                   | Office of the Chief Corporate Officer                                          |              |
| Attachments:                  | <b>1</b> Attachment 5 (Attachment<br>Booklet 3) Annual Report for<br>2020/2021 | 203<br>Pages |

|                      |                                                                  |
|----------------------|------------------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>                     |
| <b>Submitted by:</b> | Manager Customer Service, Governance & Records                   |
| <b>Reference:</b>    | <b>ITEM GOV81/21</b>                                             |
| <b>Subject:</b>      | <b>TENTERFIELD SHIRE COUNCIL END OF TERM REPORT 2016 TO 2021</b> |

|                                                               |                                                                                                                                                                    |
|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                                                                                                    |
| <b>CSP Goal:</b>                                              | <b>Leadership</b> - LEAD 14 - Resources and advocacy of Council are aligned support the delivery of the community vision outlined in the Community Strategic Plan. |
| <b>CSP Strategy:</b>                                          | Council fosters a strong organisational culture which strives for best practice in all operations with a supportive corporate governance framework.                |
| <b>CSP Delivery Program</b>                                   | Ensure that the performance of Council as an organisation complies with all statutory reporting guidelines and information is available to decision makers.        |

## SUMMARY

The purpose of this report is to present to Council the End of Term Report, from 2016 to 2021, which details the progress Council has been made in the implementation of the Community Strategic Plan (CSP) and the Delivery Program (DP) in delivering the goals of the community over the past Council Term.

## OFFICER'S RECOMMENDATION:

**That Council receive and adopt the End of Term Report for 2016 to 2021.**

## BACKGROUND

In accordance with section 428(2) of the *NSW Local Government Act 1993* and Essential Element 1.11 of the Integrated Planning & Reporting Guidelines, an outgoing Council at the last meeting of their term will Report as to the Council's achievements in implementing the Community Strategic Plan over the past term.

## REPORT:

Council has undertaken a wide range of initiatives, projects and programs during this term in order to deliver on the goals and aspirations of the community, as outlined in the Community Strategic Plan, detailed in the Delivery Program and delivered in the annual Operational Plans.

The Community Strategic Plan details five focus areas that have set the framework for Council during this period, which are:

- Community
- Economy
- Environment
- Leadership
- Transport

The End of Term Report details the achievements against each of these areas.

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Council's Community Strategic Plan and Delivery Program will now be reviewed and redeveloped with the incoming Council and the community between now and 30 June 2022 for implementation from 1 July 2022.

### **COUNCIL IMPLICATIONS:**

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

Council meets its commitment to inform the community of the achievements in delivering the Community Strategic Program over the last five years.

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

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

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

Nil.

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

Nil.

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

Nil.

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

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

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

Nil.

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

Nil.

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

|                               |                                                                                       |
|-------------------------------|---------------------------------------------------------------------------------------|
| Prepared by staff member:     | Erika Bursford, Manager Customer Service,<br>Governance & Records                     |
| Approved/Reviewed by Manager: | Kylie Smith, Chief Corporate Officer                                                  |
| Department:                   | Office of the Chief Corporate Officer                                                 |
| Attachments:                  | <b>1</b> Attachment 6 (Attachment Booklet 85<br>4) End of Term Report 2016-2021 Pages |



**(ITEM RC25/21) COUNTRY MAYORS ASSOCIATION OF NSW - AGM & GENERAL MEETING - 5 NOVEMBER 2021**

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**REPORT BY:** Mayor Peter Petty

Mayor Peter Petty attended the following meetings of the Country Mayors Association of NSW in Sydney, on Friday 5 November 2021.

- Annual General Meeting
- General Meeting

Minutes of the meetings are attached to this report.

Highlights of the meetings are reported by Mayor Peter Petty as follows:-

- Drafted a M.O.U. with L.G.N.S.W as a go forward to be adopted at the AGM in March 2022.
- Grant Barnes, Chief Regulatory Officer, Natural Resources Access Regulator, Department of Planning, Industry and Environment – Change in the NSW Act because of the difficult time Tenterfield was going through in searching for underground water and getting approval while very close to running out of water, which is referred to as the Tenterfield Act.
- Over 100 front line workers now employed by Natural Resources Access Regulator.
- Quote "*Whiskey is for drinking - Water is for fighting over!*" Mark Twain.
- Far more Councils have affiliated with NSW Country Mayors, which makes 70 odd Local Government Areas, a very strong lobby group.

## **RECOMMENDATION**

**That Council receive and note the Reports from the Country Mayors Association of NSW of 5 November 2021.**

## **ATTACHMENTS**

|          |                                                                                                               |       |
|----------|---------------------------------------------------------------------------------------------------------------|-------|
| <b>1</b> | Attachment 7 (Attachment Booklet 5) Agenda & Meeting Notes                                                    | 46    |
|          |                                                                                                               | Pages |
| <b>2</b> | Attachment 8 (Attachment Booklet 5) Country Mayors Association Annual General Meeting Minutes 5 November 2021 | 3     |
|          |                                                                                                               | Pages |
| <b>3</b> | Attachment 9 (Attachment Booklet 5) Country Mayors Association General Meeting Minutes 5 November 2021        | 8     |
|          |                                                                                                               | Pages |

|                      |                                                   |
|----------------------|---------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>              |
| <b>Submitted by:</b> | Acting Executive Assistant & Media                |
| <b>Reference:</b>    | <b>ITEM RES8/21</b>                               |
| <b>Subject:</b>      | <b>COUNCIL RESOLUTION REGISTER - OCTOBER 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 October 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:                  | There are no attachments for this report. |