



QUALITY NATURE - QUALITY HERITAGE - QUALITY LIFESTYLE

BUSINESS PAPER ORDINARY COUNCIL MEETING 26 OCTOBER 2022

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 26 October 2022** 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 9.00 am and 9.30 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

Community Consultation (Public Access)

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. Mayoral Minute
9. Recommendations for Items to be Considered in Confidential Section
10. Open Council Reports
 - Our Community
 - Our Economy
 - Our Environment
 - Our Governance
11. Reports of Delegates & Committees
12. Notices of Motion
13. Resolution Register
14. Confidential Business
15. Meeting Close

CLOSED COUNCIL

Confidential Reports

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

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

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

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

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

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

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

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

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

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

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

Resolutions passed in Closed Council

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

AGENDA

COMMUNITY CONSULTATION (PUBLIC ACCESS)

WEBCASTING OF MEETING

This meeting will be recorded for placement on Council's website and live-streamed on Council's YouTube Channel 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

(ITEM MIN10/22) CONFIRMATION OF PREVIOUS MINUTES 8

6. TABLING OF DOCUMENTS

7. URGENT, LATE & SUPPLEMENTARY ITEMS OF BUSINESS

8. MAYORAL MINUTE

9. RECOMMENDATIONS FOR ITEMS TO BE CONSIDERED IN CONFIDENTIAL SECTION

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OUR GOVERNANCE

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14. CONFIDENTIAL BUSINESS

CONFIDENTIAL

(ITEM ECO21/22)	SALE OF SURPLUS LAND - BENDALL'S	
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That above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 10A(2) (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.

15. MEETING CLOSED

(ITEM MIN10/22) CONFIRMATION OF PREVIOUS MINUTES

REPORT BY: Elizabeth Melling

RECOMMENDATION

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

- **Ordinary Council Meeting – 28 September 2022**

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

ATTACHMENTS

- | | | |
|----------|--|-------------|
| 1 | Unadopted Minutes - Wednesday 28 September 2022 - Ordinary Council Meeting | 24
Pages |
|----------|--|-------------|

MINUTES



QUALITY NATURE - QUALITY HERITAGE - QUALITY LIFESTYLE

MINUTES OF ORDINARY COUNCIL MEETING WEDNESDAY 28 SEPTEMBER 2022

MINUTES OF THE **Ordinary Council Meeting** OF TENTERFIELD SHIRE held at the Koreelah Room, Tenterfield Shire Council Chambers on Wednesday 28 September 2022 commencing at 9:30 am

ATTENDANCE

Councillor Bronwyn Petrie (Mayor)
Councillor John Macnish (Deputy Mayor)
Councillor Peter Petty
Councillor Tim Bonner
Councillor Tom Peters
Councillor Kim Rhodes
Councillor Giana Saccon
Councillor Greg Sauer
Councillor Geoff Nye
Councillor Peter Murphy

ALSO IN ATTENDANCE

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

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

Website: www.tenterfield.nsw.gov.au

Email: council@tenterfield.nsw.gov.au

COMMUNITY CONSULTATION (PUBLIC ACCESS)

WEBCASTING OF MEETING

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

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

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

OPENING AND WELCOME

CIVIC PRAYER

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

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

ACKNOWLEDGEMENT OF COUNTRY

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

APOLOGIES

Nil. That there were no apologies.

DISCLOSURE & DECLARATIONS OF INTEREST

- 192/22** **Resolved** that councillors now disclose any interests and reasons for declaring such interest in the matters under consideration by Council at this meeting.

Name	Type	Item
Cr Bronwyn Petrie	Less than Significant Non Pecuniary	ITEM GOV79/22 – Upper Rocky River Road Public Gate Adjustments

(Peter Petty/Kim Rhodes)

Motion Carried

(ITEM MIN9/22) CONFIRMATION OF PREVIOUS MINUTES

- 193/22** **Resolved** that the Minutes of the following Meeting of Tenterfield Shire Council:
- **Ordinary Council Meeting – 24 August 2022**

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

(Peter Petty/John Macnish)

Motion Carried

TABLING OF DOCUMENTS

Nil.

URGENT, LATE & SUPPLEMENTARY ITEMS OF BUSINESS

194/22 **Resolved** that Council accept the following Addendum Agendas:

- (1) Confidential – ITEM ECO20/22 – Sale of Surplus Plant Items.
- (2) Confidential – ITEM COM25/22 – Commence Negotiations with the current occupier of Reserve R8367 with the intent of entering into a long term Lease.

(Greg Sauer/Tim Bonner)

Motion Carried

MAYORAL MINUTE

SUMMARY

I, Mayor Bronwyn Petrie intend to move the following Mayoral Minute with respect to the three following issues:-

- (1) On behalf of Tenterfield Shire Council and ratepayers, a letter will be sent to Minister for Regional Transport and Roads, expressing our deep concern and disappointment regarding his recent comments in Parliament that he is not think the return of roads to the state government was a burning issue for councils, with copy to the Deputy Premier. The return of the Bruxner Way and Mt Lindesay Road are very much burning issues for Tenterfield Shire Council as has been expressed repeatedly in our Engineering Department applications to the Minister, as well as at Country Mayors Association meetings and the recent State Road Congress. Minister Farraway and Deputy Premier Paul Toole have been directly questioned at these meetings regarding the slow rollout of the return of former highways as per the election commitment to take back 15,000km of road. These two former highways create a considerable burden on our financial statements due to the high depreciation attached to them. Additionally a letter will be sent to the Leader of the Opposition, Chris Minns and our Local Member, Janelle Saffin requesting that the urgent return of these roads be an election commitment from Labor.
- (2) On behalf of Tenterfield Shire Council, ratepayers and residents, correspondence shall be entered into regarding the imminent closure of the Tenterfield Branch of the Commonwealth Bank of Australia, as well as the foreshadowed closure of the Tenterfield Branch of the National Australia Bank, expressing our concern and requesting a change of decision based on finances held within these banks as well as the impost on our local residents and businesses who will be forced to travel to Stanthorpe or Glen Innes to conduct banking in person as is often

required. In additional contact shall also be made with other banks including Heritage Bank, Bendigo Bank, ING and Suncorp Metway for their consideration of opening a branch in Tenterfield. Correspondence shall also be sent to the Regional Australia Bank thanking them for their continued support of our local community. Council will also lobby the Federal Government to support the establishment of the Australia Post Bank so rural communities can be guaranteed access to financial services.

- (3) Following contact from a local resident, Mr Trevor Taylor, regarding the establishment of a Queen Elizabeth II Memorial Avenue of deciduous trees, and a subsequent drive through Tenterfield and the northern and southern approaches, I request support of Council to continue the Liquid Amber tree plantings on the southern side of town in both a southerly and northerly direction resulting in a community project with organisations, businesses, families and individuals donating trees. Liquid Ambers live for around 400 years. If well supported the plantings can continue on the northern side as well. In preparation for the bypass these plantings will enhance the aesthetic approaching town as well as add to our reputation for autumn colour.

Motion Carried

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

195/22 **Resolved** that the following items be considered in the Confidential Section of the Meeting:-

- (1) ITEM ENV11/22 Award of Quotation/Tender RFQ 01-22/23, Bore drilling locations villages (Liston, Legume, Drake, Torrington & Urbenville)
- (2) ITEM ECO18/22 Sale of 780 Sugarbag Road, Drake
- (3) ITEM COM22/22 RFT 08-21/22 Design and Construct tender Tenterfield Youth Precinct and Mountain Bike Trailhead Progress
- (4) ITEM COM23/22 Leasing of Council Owned Property
- (5) ITEM ECO20/22 Sale of Surplus Plant Items
- (6) ITEM COM25/22 Commence Negotiations with the current occupier of Reserve R83670 with the intent of entering into a long term Lease
(Greg Sauer/Kim Rhodes)

Motion Carried

OPEN COUNCIL REPORTS

OUR COMMUNITY

SUMMARY

The NSW Public Spaces Charter was released by the NSW Department of Planning, Industry and Environment in October 2021 and are encouraging Councils to sign up to the charter and to apply the principles in their strategies and planning.

FORESHADOWED AMENDMENT

That Council:-

- (1) Do not apply to become a signatory for the NSW Public Spaces Charter, due to the additional work load on limited staff.

(Peter Petty)

Amendment Withdrawn

Resolved that Council:

196/22

- (1) Submit the application to become a signatory for the NSW Public Spaces Charter and complete the baseline report when approved.

(Peter Petty/Kim Rhodes)

Motion Carried

Neville Coonan, Property Specialist entered the meeting, the time being 9.48 am.

(ITEM COM21/22) CROWN LANDS PLAN OF MANAGEMENT RESERVE R22044

SUMMARY

The purpose of this report is for Council to consider a draft Plan of Management (PoM) for Crown Land described as Old Power House Reserve R22044. The reserve is over Lot 12 Section 22 DP 758959, Lot 701 DP 1059521 and Lot 7029 DP 1112788.

The reserve is classified as community land. The reserve purpose is for Public Recreation. In accordance with the enactment of the Crown Land Management Act 2016, Council is required to generate a Plan of Management (PoM) for the reserve which is crown land.

PROCEDURAL MOTION

197/22

Resolved that the Officer's Recommendation be put to the vote.

(Greg Sauer/Peter Petty)

Motion Carried

198/22

Resolved that Council:

- (1) Endorse the draft Plan of Management Old Power House Reserve – Crown Reserve R22044; and
- (2) Forward to the Crown Lands Minister for approval prior to the compulsory community consultation period.

(Peter Petty/Greg Sauer)

Motion Carried

Upon being put to the meeting, the motion was declared carried. The record of vote was sought by Cr Giana Saccon and supported by the Chairperson. Recorded

under the Model Code of Meeting Practice (Local Government NSW) – Section 11 Point 6.

Against the Motion was Cr G Saccon Total (1).

(ITEM COM24/22) UPGRADE OF THE LIONS PARK TOILETS

SUMMARY

The aim of this report is to provide Council information as to the demolishing, rebuilding and updating access to the Market Square amenities. The Tenterfield Lions Club will be applying for a grant for \$293,038.02 through the Stronger Country Communities Fund- Round 5. If successful, Council will be writing off the old asset and incorporating a new asset.

PROCEDURAL MOTION

199/22

Resolved that Council:

- (1) Withdraws ITEM COM24/22 – Upgrade of the Lions Park Toilets Officers Report from the meeting.

(Kim Rhodes/Tim Bonner)

Motion Carried

Neville Coonan, Property Specialist left the meeting, the time being 10.07 am.

David Counsell, Manager Asset & Program Planning entered the meeting, the time being 10.08 am.

OUR ECONOMY

(ITEM ECO14/22) ACQUISITION OF LAND REQUIRED FOR ROAD WIDENING PURPOSES - SUNNYSIDE PLATFORM ROAD

SUMMARY

The purpose of this report is to seek Council concurrence to the acquisition of a section of land adjacent to Sunnyside Platform Road to compliment improvement works at the intersection of Bruxner Way.

200/22

Resolved that Council:

- (1) Agree to the acquisition of land adjacent to Sunnyside Platform Road for road widening purposes at the intersection of Bruxner Way; and
- (2) Delegate the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners.

(Peter Petty/Tom Peters)

Motion Carried

(ITEM ECO15/22) ACQUISITION OF LAND REQUIRED FOR ROAD REALIGNMENT PURPOSES ON PADDYS FLAT ROAD NORTH

SUMMARY

The purpose of this report is to seek Council concurrence to the acquisition of a section of land adjacent to Paddys Flat Road North for road realignment and widening at Kangaroo Creek Bridge.

201/22

Resolved that Council:

- (1) Agree to the acquisition of land adjacent to Paddys Flat Road North for road realignment and widening purposes at Kangaroo Creek Bridge; and
- (2) Authorise the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners.

(Peter Petty/Tom Peters)

Motion Carried

(ITEM ECO16/22) ACQUISITION OF LAND REQUIRED FOR ROAD WIDENING PURPOSES - MT LINDESAY ROAD BLER PROJECT

SUMMARY

The purpose of this report is to seek Council concurrence to the acquisition of small sections of land adjacent to Mt Lindesay Road to compliment improvement works being undertaken under the Bushfire Local Economic Recovery Fund.

202/22

Resolved that Council:

- (1) Agree to the acquisition of land adjacent to Mt Lindesay Road for road widening purposes on various curves being widened under the BLER Fund project; and
- (2) Delegate the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners.

(Peter Petty/Tom Peters)

Motion Carried

(ITEM ECO17/22) ACQUISITION OF LAND REQUIRED FOR ROAD ALIGNING PURPOSES ALONG KILDARE ROAD

SUMMARY

The purpose of this report is to seek Council concurrence to the acquisition of a section of land along the existing formation of Kildare Road for road improvement works.

203/22

Resolved that Council:

- (1) Agree to the acquisition of land along Kildare Road for road aligning purposes; and

- (2) Authorise the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners in consideration to close an existing road reserve in exchange.

(Peter Petty/Tom Peters)

Motion Carried

David Counsell, Manager Asset & Program Planning left the meeting, the time being 10.22 am.

Gillian Marchant, Manager Water & Waste entered the meeting, the time being 10.22 am.

OUR ENVIRONMENT

(ITEM ENV10/22) ADOPTION & UPDATE TO POLICIES INCLUDING ADOPTION OF CONTAMINATED RECYCLING BIN POLICY AND BACKFLOW PREVENTION POLICY & UPDATE TO WATER QUALITY & SAFETY POLICY

SUMMARY

The purpose of this report is for Council to review and adopt the New Contaminated Recycling Bin Policy and the New Backflow Prevention Policy and the updated Water Quality and Safety Policy aligned with Water & Waste.

204/22 **Resolved** that Council:

- (1) Adopts the new Backflow Prevention Policy;
- (2) Adopts the new Contaminated Recycling Bin Policy, and
- (3) Adopts the updated Water quality and Safety Policy.

(Kim Rhodes/Geoff Nye)

Motion Carried

Gillian Marchant, Manager Water & Waste left the meeting, the time being 10.45 am.

SUSPENSION OF STANDING ORDERS

205/22 **Resolved** that Standing Orders be suspended.

(Peter Petty/Kim Rhodes)

Motion Carried

The meeting adjourned for morning tea, the time being 10.46 am.

The meeting reconvened, the time being 11.07 am.

RESUMPTION OF STANDING ORDERS

206/22 **Resolved** that Standing Orders be resumed.

(Peter Petty/Giana Saccon)

Motion Carried

OUR GOVERNANCE

(ITEM GOV73/22) MONTHLY OPERATIONAL REPORT AUGUST 2022

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 2022/2023 Operational Plan.

207/22 **Resolved** that Council receives and notes the status of the Monthly Operational Report for August 2022.

(Peter Petty/Geoff Nye)

Motion Carried

(ITEM GOV74/22) CHRISTMAS/NEW YEAR CLOSEDOWN - 2022/2023

SUMMARY

The purpose of this report is to advise Council of proposed Christmas/New Year close down arrangements for Council staff.

PROCEDURAL MOTION

208/22 **Resolved** that the Officer's Recommendation be put to the vote.

(Greg Sauer/Peter Petty)

Motion Carried

209/22 **Resolved** that Council endorse the closedown periods for the Christmas/New Year 2022/2023 period as follows:

- Indoor staff – close of business Wednesday, 21 December 2022, reopening Monday, 9 January 2023;
- Outdoor staff – close of business Wednesday, 21 December 2022 reopening Monday, 9 January 2023.

(Tim Bonner/Greg Sauer)

Motion Carried

Upon being put to the meeting, the motion was declared carried. The record of vote was sought by Cr Giana Saccon and supported by the Chairperson. Recorded under the Model Code of Meeting Practice (Local Government NSW) – Section 11 Point 6.

Against the Motion was Cr G Saccon Total (1).

(ITEM GOV75/22) COUNCIL DELEGATES ON COMMITTEES, EXTERNAL BOARDS & ASSOCIATIONS - PERIOD SEPTEMBER 2022 TO SEPTEMBER 2023

SUMMARY

The purpose of this report is for Council to resolve the Councillors who are to be the Council delegates and sit on the Council and Community Committees for the two remaining years of Councils term of office, ending September 2024.

OFFICER'S RECOMMENDATION:

(1) That Council determine the representation on external bodies, specific purpose committees and other associations as listed below for the proceeding twelve (12) month period, 24 September 2022 to September 2023;

Specific Purpose Committees	Representation	Delegate/s January to September 2022
Audit & Risk Committee	Mayor	Mayor (observer)
Contributions/Donations Assessment Panel	Mayor + 3 Councillors + 1 Reserve Councillor	Mayor, Cr Greg Sauer, Cr Peter Murphy, Cr John Macnish, Reserve Cr Giana Saccon
Australia Day Awards Committee	Mayor + 3 Councillors + 1 Reserve Councillor	Mayor, Cr Peter Petty, Cr John Macnish, Cr Greg Sauer, Reserve Cr Kim Rhodes
Sir Henry Parkes Memorial School of Arts Joint Management Committee	Mayor + 1 Councillor	Mayor, Cr Kim Rhodes
Tenterfield Saleyards Advisory Committee	Mayor + 2 Councillors	Mayor, Cr Peter Petty, Cr Tim Bonner
Aboriginal Advisory Group	Mayor + 1 Councillor	Mayor, Cr Giana Saccon
Heritage Advisory Committee	Mayor + 2 Councillors	Mayor, Cr Kim Rhodes, Cr Tim Bonner
Disability, Inclusion & Access Advisory Committee	1 Councillor + 1 Alt Councillor	Cr Giana Saccon, Cr John Macnish (alt)
Parks, Gardens & Cultural Advisory Committee	3 Councillors	Cr Giana Saccon, Cr Geoffrey Nye, Cr Peter Murphy.
Tourism Advisory Committee	Mayor + 2 Councillor	Mayor, Cr Kim Rhodes, Cr Tim Bonner
Youth Advisory Group	Mayor + 2 Councillor	Mayor, Cr Greg Sauer, Cr Giana Saccon
External Boards, Committees & Organisations		
Country Mayors Association	Mayor	Mayor
Arts North West	1 Councillor	Cr Kim Rhodes
Border Region Organisation of Councils (BROC)	Mayor + 1 Councillor	Mayor, Cr John Macnish
Northern Inland Regional Waste	Mayor	Mayor
North West Weight of Loads Group	1 Councillor	Cr Tim Bonner.
Local Health Advisory Committee	Mayor	Mayor
Tenterfield Shire Local Traffic Committee	Mayor + 2 Councillors	Mayor, Cr Tom Peters & Cr Tim Bonner
Local Emergency Management Committee	Mayor + 1 Councillor	Mayor, Cr Tom Peters
Bushfire Management Committee	1 Councillor	Cr Tom Peters
NSW RFS Service Level Agreement Liaison Committee	Mayor + 1 Councillor	Mayor, Cr Tom Peters
Tenterfield Liquor Accord + seeking clarification from Licensing Sergeant	1 Councillor	Cr Kim Rhodes

<i>regarding devolving responsibility.</i>		
NSW Public Libraries Association	1 Councillor	Cr John Macnish
Granite Borders Landcare Committee Inc	1 Councillor	Cr Giana Saccon
Northern Tablelands Regional Weeds Committee	1 Councillor	Cr Tom Peters
Murray Darling Association	Executive Member + Mayor/and or Deputy Mayor	Cr Greg Sauer, Mayor, Deputy Mayor
Tenterfield FM Radio Association	1 Councillor	Cr Tom Peters
Community Safety Precinct Committee	Mayor	Mayor
Bruxner Way Joint Committee	Mayor	Mayor
Joint Regional Planning Panels	Mayor + 1 Councillor as alternative	Mayor + Cr Greg Sauer + Cr Peter Petty
National Timber Councils'	1 Councillors	Cr Bronwyn Petrie
Tenterfield Heavy Vehicle Bypass Economic Enhancement Advisory Group – <i>This group is "parked" until further notice due to no funding being currently provided.</i>	All Councillors	All Councillors
Community Engagement Forums		
Our Community	Mayor + 3 Councillors	Mayor, Cr Greg Sauer, Cr Kim Rhodes & Cr Giana Saccon
Our Economy	Mayor + 3 Councillors	Mayor, Cr Greg Sauer, Cr Kim Rhodes & Cr Giana Saccon
Our Environment	Mayor + 3 Councillors	Mayor, Cr Peter Petty, Cr Giana Saccon & Cr Tom Peters

AMENDMENT

That Council:

- (1) Adopts the amended Committee Register below; and
- (2) Notes that there will be no further Councillor representation on the "North West Weight of Loads Group", only staff.

(Greg Sauer/Kim Rhodes)

Amendment Carried

Specific Purpose Committees	Representation	Delegate/s September to September 2023
Audit & Risk Committee	Mayor	Mayor (observer)
Contributions/Donations Assessment Panel	Mayor + 3 Councillors + 1 Reserve Councillor	Mayor, Cr Greg Sauer, Cr Peter Murphy, Cr John Macnish, Reserve Cr Giana Saccon
Australia Day Awards Committee	Mayor + 3 Councillors + 1 Reserve Councillor	Mayor, Cr Peter Petty, Cr John Macnish, Cr Greg Sauer, Reserve Cr Kim Rhodes
Sir Henry Parkes Memorial School of Arts Joint Management Committee	Mayor + 1 Councillor	Mayor, Cr Kim Rhodes
Tenterfield Saleyards Advisory Committee	Mayor + 2 Councillors	Mayor, Cr Peter Petty, Cr Tim Bonner
Aboriginal Advisory Group	Mayor + 1 Councillor	Mayor, Cr Giana Saccon
Heritage Advisory Committee	Mayor + 2	Mayor, Cr Kim Rhodes, Cr Tim Bonner

	Councillors	
Disability, Inclusion & Access Advisory Committee	1 Councillor + 1 Alt Councillor	Cr Giana Saccon, Cr John Macnish (alt)
Parks, Gardens & Cultural Advisory Committee	3 Councillors	Cr Kim Rhodes, Cr Geoffrey Nye, Cr Peter Murphy.
Tourism Advisory Committee	Mayor + 2 Councillor	Mayor, Cr Kim Rhodes, Cr Tim Bonner
Youth Advisory Group	Mayor + 2 Councillor	Mayor, Cr Greg Sauer, Cr Giana Saccon
External Boards, Committees & Organisations		
Country Mayors Association	Mayor	Mayor
Arts North West	1 Councillor	Cr Kim Rhodes
Border Region Organisation of Councils (BROC)	Mayor + 1 Councillor	Mayor, Cr John Macnish
Northern Inland Regional Waste	Mayor	Mayor
North West Weight of Loads Group	Staff	No Councillor representation.
Local Health Advisory Committee	Mayor	Mayor
Tenterfield Shire Local Traffic Committee	Mayor + 2 Councillors	Mayor, Cr Tom Peters & Cr Tim Bonner
Local Emergency Management Committee	Mayor + 1 Councillor	Mayor, Cr Tom Peters
Bushfire Management Committee	1 Councillor	Cr Tom Peters
NSW RFS Service Level Agreement Liaison Committee	Mayor +1 Councillor	Mayor, Cr Tom Peters
Tenterfield Liquor Accord + seeking clarification from Licensing Sergeant regarding devolving responsibility.	1 Councillor	Cr Kim Rhodes
NSW Public Libraries Association	1 Councillor	Cr John Macnish
Granite Borders Landcare Committee Inc	1 Councillor	Cr Giana Saccon
Northern Tablelands Regional Weeds Committee	1 Councillor	Cr Tom Peters
Murray Darling Association	Executive Member + Mayor/and or Deputy Mayor	Cr Greg Sauer, Mayor, Deputy Mayor
Tenterfield FM Radio Association	1 Councillor	Cr Tom Peters
Community Safety Precinct Committee	Mayor	Mayor
Bruxner Way Joint Committee	Mayor	Mayor
Joint Regional Planning Panels	2 Councillor	Cr Peter Petty & Cr Greg Sauer
National Timber Councils'	1 Councillors	Cr Bronwyn Petrie
Tenterfield Heavy Vehicle Bypass Economic Enhancement Advisory Group	All Councillors	All Councillors - This group is "parked" until further notice due to no funding being currently provided.
Community Engagement Forums		
Our Community	Mayor + 3 Councillors	Mayor, Cr Greg Sauer, Cr Kim Rhodes, & Cr Giana Saccon
Our Economy	Mayor + 3 Councillors	Mayor, Cr Greg Sauer, Cr Kim Rhodes & Cr Giana Saccon
Our Environment	Mayor + 3 Councillors	Mayor, Cr Peter Petty, Cr Giana Saccon & Cr Tom Peters

210/22 **Resolved** that Council:

- (1) Adopts the amended Committee Register below; and
- (2) Notes that there will be no further Councillor representation on the "North West Weight of Loads Group", only staff.

(Greg Sauer/Kim Rhodes)

Motion Carried

Specific Purpose Committees	Representation	Delegate/s September to September 2023
Audit & Risk Committee	Mayor	Mayor (observer)
Contributions/Donations Assessment Panel	Mayor + 3 Councillors + 1 Reserve Councillor	Mayor, Cr Greg Sauer, Cr Peter Murphy, Cr John Macnish, Reserve Cr Giana Saccon
Australia Day Awards Committee	Mayor + 3 Councillors + 1 Reserve Councillor	Mayor, Cr Peter Petty, Cr John Macnish, Cr Greg Sauer, Reserve Cr Kim Rhodes
Sir Henry Parkes Memorial School of Arts Joint Management Committee	Mayor + 1 Councillor	Mayor, Cr Kim Rhodes
Tenterfield Saleyards Advisory Committee	Mayor + 2 Councillors	Mayor, Cr Peter Petty, Cr Tim Bonner
Aboriginal Advisory Group	Mayor + 1 Councillor	Mayor, Cr Giana Saccon
Heritage Advisory Committee	Mayor + 2 Councillors	Mayor, Cr Kim Rhodes, Cr Tim Bonner
Disability, Inclusion & Access Advisory Committee	1 Councillor + 1 Alt Councillor	Cr Giana Saccon, Cr John Macnish (alt)
Parks, Gardens & Cultural Advisory Committee	3 Councillors	Cr Kim Rhodes, Cr Geoffrey Nye, Cr Peter Murphy.
Tourism Advisory Committee	Mayor + 2 Councillor	Mayor, Cr Kim Rhodes, Cr Tim Bonner
Youth Advisory Group	Mayor + 2 Councillor	Mayor, Cr Greg Sauer, Cr Giana Saccon
External Boards, Committees & Organisations		
Country Mayors Association	Mayor	Mayor
Arts North West	1 Councillor	Cr Kim Rhodes
Border Region Organisation of Councils (BROC)	Mayor + 1 Councillor	Mayor, Cr John Macnish
Northern Inland Regional Waste	Mayor	Mayor
North West Weight of Loads Group	Staff	No Councillor representation.
Local Health Advisory Committee	Mayor	Mayor
Tenterfield Shire Local Traffic Committee	Mayor + 2 Councillors	Mayor, Cr Tom Peters & Cr Tim Bonner
Local Emergency Management Committee	Mayor + 1 Councillor	Mayor, Cr Tom Peters
Bushfire Management Committee	1 Councillor	Cr Tom Peters
NSW RFS Service Level Agreement Liaison Committee	Mayor +1 Councillor	Mayor, Cr Tom Peters
Tenterfield Liquor Accord + seeking clarification from Licensing Sergeant regarding devolving responsibility.	1 Councillor	Cr Kim Rhodes
NSW Public Libraries Association	1 Councillor	Cr John Macnish
Granite Borders Landcare Committee Inc	1 Councillor	Cr Giana Saccon

Northern Tablelands Regional Weeds Committee	1 Councillor	Cr Tom Peters
Murray Darling Association	Executive Member + Mayor/and or Deputy Mayor	Cr Greg Sauer, Mayor, Deputy Mayor
Tenterfield FM Radio Association	1 Councillor	Cr Tom Peters
Community Safety Precinct Committee	Mayor	Mayor
Bruxner Way Joint Committee	Mayor	Mayor
Joint Regional Planning Panels	2 Councillor	Cr Peter Petty & Cr Greg Sauer
National Timber Councils'	1 Councillors	Cr Bronwyn Petrie
Tenterfield Heavy Vehicle Bypass Economic Enhancement Advisory Group – <i>This group is "parked" until further notice due to no funding being currently provided.</i>	All Councillors	All Councillors
Community Engagement Forums		
Our Community	Mayor + 3 Councillors	Mayor, Cr Greg Sauer, Cr Kim Rhodes, & Cr Giana Saccon
Our Economy	Mayor + 3 Councillors	Mayor, Cr Greg Sauer, Cr Kim Rhodes & Cr Giana Saccon
Our Environment	Mayor + 3 Councillors	Mayor, Cr Peter Petty, Cr Giana Saccon & Cr Tom Peters

Roy Jones, Manager Finance & Technology entered the meeting via zoom, the time being 11.54 am.

Gillian Marchant, Manager Water & Waste entered the meeting, the time being 12.02 pm.

(ITEM GOV76/22) FINANCE & ACCOUNTS - PERIOD ENDED 31 AUGUST 2022

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.

199/22

Resolved that Council receive and note the Finance and Accounts Report for the period ended 31 August 2022.
 That Council write off \$1050.38 for Urbenville Showground water account.

(John Macnish/Greg Sauer)

Motion Carried

Gillian Marchant, Manager Water & Waste left the meeting, the time being 12.06 pm

(ITEM GOV77/22) CAPITAL EXPENDITURE REPORT AS AT 31 AUGUST 2022

SUMMARY

The purpose of this report is to show the Year-to-date (YTD) financial progress of Capital Works projects against the budget.

200/22

Resolved that Council receive and note the Capital Expenditure Report for the period ended 31 August 2022.

(Kim Rhodes/Geoff Nye)

Motion Carried

Roy Jones, Manager Finance & Technology left the meeting via zoom, the time being 12.09 pm.

Erika Bursford, Manager Customer Service, Governance & Records entered the meeting, the time being 12.09 pm.

(ITEM GOV78/22) TRIAL CLOSURE OF MAIN ADMINISTRATION BUILDING CUSTOMER SERVICE COUNTER DURING LUNCH BREAKS AND FRIDAYS

SUMMARY

The purpose of this report is to propose a six-month trial, from Monday 3 October 2022 to Monday 3 April 2023, to close the Tenterfield Shire Council main administration building's customer service counter from 1pm to 2pm on Mondays to Thursdays, and remain closed all day on Fridays.

OFFICER'S RECOMMENDATION:

That Council undertake a six-month trial, from Monday 3 October 2022 to Monday 3 April 2023, of reduced face to face and telephone customer services by:

- (1) Closing the main administration building customer service counter on days of business, from 1pm to 2pm, for the purpose of staff lunch breaks, and**
- (2) Closing the main administration building customer service counter on Fridays.**

A customer feedback survey on the trial closures is to be conducted in February 2023, with results to be provided to Council's Ordinary Meeting of 22 March 2023.

AMENDMENT

That Council undertake a trial, from Monday 17 October 2022 to Monday 3 April 2023, of reduced face to face and telephone customer services by:

- (1) Closing the main administration building customer service counter on days of business, from 1pm to 2pm, for the purpose of staff lunch breaks, and
- (2) Closing the main administration building customer service counter on Fridays, authorising the CE to take any action required to adjust service due to community feedback.

A customer feedback survey on the trial closures is to be conducted in February 2023, with results to be provided to Council's Ordinary Meeting of 22 March 2023.

(John Macnish/Peter Murphy)

Amendment Carried

201/22

Resolved that Council undertake a trial, from Monday 17 October 2022 to Monday 3 April 2023, of reduced face to face and telephone customer services by:

- (1) Closing the main administration building customer service counter on days of business, from 1pm to 2pm, for the purpose of staff lunch breaks, and
- (2) Closing the main administration building customer service counter on Fridays, authorising the CE to take any action required to adjust service due to community feedback.

A customer feedback survey on the trial closures is to be conducted in February 2023, with results to be provided to Council's Ordinary Meeting of 22 March 2023.

(John Macnish/Peter Murphy)

Motion Carried

Erika Bursford, Manager Customer Service, Governance & Records left the meeting, the time being 12.31 pm.

David Counsell, Manager Asset & Program Planning entered the meeting, the time being 12.31 pm

(ITEM GOV79/22) UPPER ROCKY RIVER ROAD PUBLIC GATE ADJUSTMENTS

SUMMARY

The purpose of this report is to seek Council concurrence for adjustments to public gates located within Lot 50 DP 820213 on Upper Rocky River Road.

202/22

Resolved that Council:

- (1) Agree to the replacement of existing gates with cattle grids on the northern and southern boundary of Lot 50 DP 820213; and

- (2) Agree to the installation of a further cattle grid internally within Lot 50 DP 820213.

(Peter Petty/Geoff Nye)

Motion Carried

REPORTS OF DELEGATES & COMMITTEES

Nil.

NOTICES OF MOTION

Nil.

RESOLUTION REGISTER

(ITEM RES9/22) COUNCIL RESOLUTION REGISTER - AUGUST 2022

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.

- 203/22** **Resolved** that Council notes the status of the Council Resolution Register to August 2022.

(Peter Murphy/Tom Peters)

Motion Carried

CONFIDENTIAL BUSINESS

SUSPENSION OF STANDING ORDERS

- 204/22** **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.

(Peter Petty/Kim Rhodes)

Motion Carried

The recording device was turned off and the meeting moved into Closed Committee, the time being 12.38 pm.

Gillian Marchant, Manager Water & Waste entered the meeting, the time being 12.39pm.

(ITEM ENV11/22) AWARD OF QUOTATION/TENDER RFQ 01-22/23, BORE DRILLING LOCATIONS VILLAGES (LISTON, LEGUME, DRAKE, TORRINGTON & URBENVILLE)

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

SUMMARY

The purpose of this report is to provide Council with the assessment of the Village Bore Drilling Quotation, RFQ 01-22/23 for approval.

205/22

Resolved that Council:

- (1) Approve the recommendation to engage Slade PTY LTD to undertake drilling of bores at the villages of Liston, Legume, Drake, Torrington & Urbenville

(Peter Petty/Tim Bonner)

Motion Carried

Gillian Marchant, Manager Waste & Water left the meeting, the time being 12.53pm.

(ITEM ECO18/22) SALE OF 780 SUGARBAG ROAD, DRAKE.

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

SUMMARY

The purpose of this report is to advise Tenterfield Shire Council that the original offer as accepted and resolved by council at the pervious council meeting was rescinded, however there has been a second offer to buy 780 Sugarbag Road West, Drake 2469 – Lot 26 DP 735029 from a different agent and purchaser. The offer is \$235,000 cash, 42 days on exchange settlement.

OFFICER'S RECOMMENDATION:

That Council:

- (1) Receive and note the Report;
- (2) Consider the sale offer of \$235,000, by either

- a) Accepting the \$235,000 sale offer; or
- b) Declining the \$235,000 sale offer.

AMENDMENT

That Council:

- (1) Receive and note the Report;
- (2) Accept the \$235,000 sale offer.

(Geoff Nye/Greg Sauer)

Amendment Carried

206/22 **Resolved** that Council:

- (1) Receive and note the Report;
- (2) Accept the \$235,000 sale offer.

(Geoff Nye/Greg Sauer)

Motion Carried

Neville Coonan, Property Specialist entered the meeting, the time being 12.54 pm.

(ITEM ECO19/22) OPTIONS TO MANAGE 142 MANNERS STREET, TENTERFIELD.

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

SUMMARY

The purpose of this report is to present options to Council for the future use and management of 142 Manners Street, Tenterfield (Lot 2 DP 576164 and Lot 2 DP 577696). 142 Manners Street is subject to a lease to Tenterfield & District Community FM Radio Association Inc (Ten FM). It commenced from 1 October 2019 and expires at the end of this month (30 September 2022). The lease was based on a Financial Contribution Agreement (FCA) which was also executed for the same term. The FCA provided Ten FM with exclusive use of a Council array and shared use of an equipment shed at the Digital Tower at Mt Mackenzie. The digital tower is erected on Lot 5 DP 1007389.

All land is Council owned, operational land.

142 Manners Street and the facilities at Mt Mackenzie Digital Tower occupied or used by Ten FM are referred to as 'The Property' in this report

OFFICER'S RECOMMENDATION:

That Council delegate authority to the Chief Executive to:

1. Leave the current lessee in occupation of 'The Property' on a month to month basis at the same rent or;
2. Commence negotiations for new commercial agreement(s) over 'The Property' with the existing tenant at market rents or;
3. Commence negotiations for new commercial agreement(s) over 'The Property' with the existing tenant at a concessional annual payment or rent or;
4. Investigate putting 'The Property' to the market for lease or;
5. Investigate the sale of 142 Manners Street with vacant possession or subject to a lease at a market rent.

AMENDMENT:

That Council delegate authority to the Chief Executive to:

1. Leave the current lessee in occupation of 'the property' on a month to month basis at the same rent until June 2023 and commence negotiations for the new commercial agreement with the existing tenant at a concessional rate for consideration of council

(Peter Petty/Tim Bonner)

Amendment Lost

AMENDMENT:

That Council delegate authority the Chief Executive to:

1. Leave the current lessee in occupation of 'the property' on a month to month basis at the same rent until June 2023.

(Greg Sauer/John Macnish)

Amendment Carried

Councillor John Macnish left the meeting, the time being 1.15 pm.

Councillor John Macnish re-entered the meeting, the time being 1.17 pm.

207/22 Resolved that Council delegate authority the Chief Executive to:

1. Leave the current lessee in occupation of 'the property' on a month to month basis at the same rent until June 2023.

(Greg Sauer/John Macnish)

Motion Carried

**(ITEM COM22/22) RFT 08-21/22 DESIGN AND CONSTRUCT TENDER
TENTERFIELD YOUTH PRECINCT AND MOUNTAIN BIKE TRAILHEAD
PROGRESS**

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

SUMMARY

The purpose of this report is to provide an update on the progress of award of RFT 08-21/22 – Design and Construct Tender – Tenterfield Youth Precinct and Mountain Bike Trailhead and to recommend actions to expedite the delivery of the Project.

OFFICER'S RECOMMENDATION:

That Council:

- (1) Receive and note Collaborative Construction Professionals' tender withdrawal from RFT 08-21/22; and**
- (2) Note that market testing has been undertaken to ensure fairness, accountability and transparency and that substantial time has been consumed in tendering procedures and undertakings; and**
- (3) Procure the project works in accordance with Local Government (General) Regulation 2021-178(3)(e) and (f) as detailed in the report; and**
- (4) Delegate the Chief Executive authority to negotiate and award subcontract packages of work to deliver the Youth Precinct and Mountain Bike Trailhead project within the approved budgeted funding allocations.**

PROCEDURAL MOTION

208/22 Resolved that the Officer's Recommendation be put to the vote.

(Peter Murphy/Greg Sauer)

Motion Carried

**(ITEM COM22/22) RFT 08-21/22 DESIGN AND CONSTRUCT TENDER
TENTERFIELD YOUTH PRECINCT AND MOUNTAIN BIKE TRAILHEAD
PROGRESS**

209/22 Resolved that Council:

- (1) Receive and note Collaborative Construction Professionals' tender withdrawal from RFT 08-21/22; and
- (2) Note that market testing has been undertaken to ensure fairness, accountability and transparency and that substantial time has been consumed in tendering procedures and undertakings; and
- (3) Procure the project works in accordance with Local Government (General) Regulation 2021-178(3)(e) and (f) as detailed in the report; and
- (4) Delegate the Chief Executive authority to negotiate and award subcontract packages of work to deliver the Youth Precinct and Mountain Bike Trailhead project within the approved budgeted funding allocations.

(Kim Rhodes/John Macnish)

Motion Carried

Neville Coonan, Property Specialist entered the meeting, the time being 1.57 pm.

(ITEM COM23/22) LEASING OF COUNCIL OWNED PROPERTY

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

SUMMARY

The purpose of this report is to seek approval for the proposed Licence to BackTrack over part of Lot 1 Section 37 DP 758959 to allow the construction of permanent buildings such as a shed.

210/22

Resolved that Council:

- (1) Delegate authority to the Chief Executive to enter into a new License over part of Lot 1 Section 37 DP 758959 which allows BackTrack to erect permanent structures on the land; and
- (2) Authorises the License to be signed under the Seal of Council by the Mayor and Chief Executive.

(Kim Rhodes/Geoff Nye)

Motion Carried

Neville Coonan, Property Specialist left the meeting, the time being 2.02 pm.

(ITEM ECO20/22) SALE OF SURPLUS PLANT ITEMS

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

SUMMARY

The purpose of this report is to advise Council of several items of plant assets that are surplus to current and future predicted operational requirements and to determine their suitability for disposal by public auction.

211/22 **Resolved** that Council:

- (1) Delegate the Chief Executive the authority to arrange for sale of the surplus items of plant identified in the report by public auction with a reserve price to be set by the Chief Executive.

(Greg Sauer/Geoff Nye)

Motion Carried

Neville Coonan, Property Specialist entered the meeting, the time being 2.07 pm.

(ITEM COM25/22) COMMENCE NEGOTIATIONS WITH THE CURRENT OCCUPIER OF RESERVE R83670 WITH THE INTENT OF ENTERING INTO A LONG TERM LEASE.

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

SUMMARY

The purpose of this report is to provide information to assist in determining an appropriate path forward for the management of Crown Land Reserve R83670 and contiguous Council owned land with the intent of issuing each of the occupants with long term leases over the section of the reserve they occupy.

OFFICER'S RECOMMENDATION:

That Council:

- (1) **Ratify the Letter of Support (Attachment A) to current occupier to apply for a grant to revitalise the clubhouse by extending the kiosk function area and construct amenities, noting that any additional asset cost will be on Councils Asset Register until a Lease is effected;**

- (2) Prepare and have approved a Plan of Management (PoM) for the Reserve (Reserve R83670 - Lot 599 DP 704008) in consultation with the occupiers, and
- (3) Provide 'in principle' approval for the Chief Executive to commence negotiations for a long-term Lease over the Reserve. The 'in principle' approval is provided subject to the satisfactory resolution of community consultation processes, necessary Crown Land approvals, satisfactory site analysis, Lease negotiation and development approval process.

PROCEDURAL MOTION

212/22 Resolved that the Officer's Recommendation be put to the vote.

(Greg Sauer/Peter Murphy)

Motion Carried

Upon being put to the meeting, the motion was declared carried. The record of vote was sought by Cr Giana Saccon and supported by the Chairperson. Recorded under the Model Code of Meeting Practice (Local Government NSW) – Section 11 Point 6.

Against the Motion was Cr G Saccon Total (1).

Neville Coonan, Property Specialist left the meeting, the time being 2.21pm.

RESUMPTION OF STANDING ORDERS

213/22 Resolved that Standing Orders be resumed.

(Peter Petty/Kim Rhodes)

Motion Carried

The meeting moved out of Closed Committee and the recording device was turned on, the time being 2.22 pm.

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 2.27pm.

.....
Councillor Bronwyn Petrie
Mayor/Chairperson

Department:	Office of the Chief Executive
Submitted by:	Acting Executive Assistant & Media
Reference:	ITEM COM26/22
Subject:	COMMUNITY CONTRIBUTIONS/DONATIONS - 2022/2023 FINANCIAL YEAR

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

CSP Goal:	Community - Tenterfield Shire is a vibrant, inclusive, and safe community where diverse backgrounds and cultures are respected and celebrated.
CSP Strategy:	Provide opportunities for residents to enjoy access to arts, festivals, sporting activities, recreation, community and cultural activities.
CSP Delivery Program	Enrich the cultural life of the community by supporting a variety of cultural events and activities for residents and visitors.

SUMMARY

The purpose of this report is 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 2022/2023 financial year.

OFFICER'S RECOMMENDATION:

That Council adopt the individual allocation of community contributions / donations to a total of \$20,000, 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	No longer exist	0.00
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	No longer operational	0
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

Our Community No. 26 Cont...

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		\$9,300.00
No.	Organisation	Project	Amount Sought \$	Recommended Amount \$	Comment
24	Urbenville Progress Association	Annual costs associated with operating a small, wheelchair accessible bus.	\$5,000.00	\$ 1,000	Target Group - Youth
25	Seniors Week Committee	Contribution towards Seniors Week activities including bus tours, lunch at bowling club, cinema, art of aging exhibition, Gunmaa nursery visit.	\$500	\$ 500	Target Group – Aged
26	Tenterfield Show Society Inc	145 th Annual Tenterfield Agricultural Show Special Children’s entertainment – horse shows by Sam Hannaford of Lismore.	\$3,000	\$ 2,000	Target Group – Youth
27	Oracles of the Bush Inc.	Sponsorship Looming Legend Poetry Competition (Adult Section) at the 2023 Oracles of the Bush.	\$3,000.00	\$1,200	Support for events
28	Tenterfield Gem & Mineral Club Inc.	Insurance for equipment in private storage	\$433.00	\$ 0	Did not meet criteria
29	Tenterfield Autumn Festival Inc.	Contribution towards cost of hiring equipment to provide free entertainment /activities at markets on the main festival day – Easter 2023.	\$2,000	\$ 2,000	Support for events
30	Tenterfield Transport Museum	Connection of Museum Road water into 240,000 ltr water tank.	\$4,500	\$1,000	Target Group – Community & RFS
31	Tenterfield Quilting & Crafts Inc.	Contribution towards materials to make quilts to donate to charity.	\$1,000	\$ 1,000	Target Group - Community
32	Tenterfield Rugby League Football Club	Contribution towards scoreboard upgrade and promotional	\$2,000	\$ 2,000	Target Group – Youth & Community

Our Community No. 26 Cont...

No.	Organisation	Project	Amount Sought \$	Recommended Amount \$	Comment
		material for 2023 Football Season.			
33	Tenterfield Pre-School Kindergarten	Repair, upgrade and improve the gardens in the play area.	\$500	\$ 0	Did not meet criteria
34	Mingoola RFS Brigade	Pantry cupboard for kitchen and utility cupboard for bathroom in their new shed.	\$500	\$ 0	Eligible for funding through RFS
		Sub Total	\$22,443	\$10,700	
		Sub Total	\$9,300.00	\$9,300.00	
		TOTAL	\$32,243	\$20,000.00	

BACKGROUND

In July 2021 Council adopted the Community Donations/Contributions Policy which states as follows:

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

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

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

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

An amount of \$20,000 was allocated in the 2022/2023 Operational Plan Budget and applications/submissions were invited through Council's fortnightly newsletter "Your Local News", via advertisements in local media, and on Council's website. Closing date for applications was 5:00 pm on Friday, 30 September 2022.

REPORT:

Council has previously determined to consider a contribution/donation to the following groups/organisations without the need for an application to be submitted each year.

No.	Organisation	Project	Amount \$
1	Drake Primary School	Presentation Night	150.00
2	Jennings Public School	Presentation Night	150.00
3	Mingoola Primary School	No longer operate	0.00
4	St Joseph's Convent Schools	Presentation Night	150.00

Our Community No. 26 Cont...

No.	Organisation	Project	Amount \$
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
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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
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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	\$9,300.00

An Assessment Committee comprising Mayor Bronwyn Petrie, Councillor Greg Sauer, Councillor Peter Murphy, supported by Chief Corporate Officer Kylie Smith, and Community Development Officer Natalia Londono met on Wednesday, 12 October 2022 to assess the applications.

In addressing the thirty-four (34) applications received, the Assessment Committee used the Selection Criteria as well as the direction of Council's Community Strategic Plan to address the various target groups - (e.g., Aboriginal, aged, youth) a physically and mentally healthy community, and support for events and public spaces.

The organisation, amount sought and recommended allocation, together with relevant comments are outlined in the table below:

No.	Organisation	Project	Amount Sought \$	Recommended Amount \$	Comment
24	Urbenville Progress Association	Annual costs associated with operating a small, wheelchair accessible bus.	\$5,000.00	\$ 1,000	Target Group - Youth
25	Seniors Week Committee	Contribution towards Seniors Week activities including bus tours, lunch	\$500	\$ 500	Target Group - Aged

Our Community No. 26 Cont...

No.	Organisation	Project	Amount Sought \$	Recommended Amount \$	Comment
		at bowling club, cinema, art of aging exhibition, Gunmaa nursery visit.			
26	Tenterfield Show Society Inc	145 th Annual Tenterfield Agricultural Show Special Children's entertainment – horse shows by Sam Hannaford of Lismore.	\$3,000	\$ 2,000	Target Group – Youth.
27	Oracles of the Bush Inc.	Sponsorship Looming Legend Poetry Competition (Adult Section) at the 2023 Oracles of the Bush.	\$3,000	\$ 1,200	Support for events.
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32	Tenterfield Rugby League Football Club	Contribution towards scoreboard upgrade and promotional material for 2023 Football Season.	\$2,000	\$ 2,000	Target Group – Community
33	Tenterfield Pre-School Kindergarten	Repair, upgrade and improve the gardens in the play area.	\$500	\$ 0	Did not meet criteria
34	Mingoola RFS Brigade	Pantry cupboard for kitchen and utility cupboard for bathroom in their new shed.	\$500	\$	Eligible for funding through RFS
Sub Total			\$22,443	\$10,700	
Sub Total			\$9,300.00	\$9,300.00	
TOTAL			\$32,243	\$20,000	

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

The applications for 2022/2023 are varied with a strong focus on community.

2. Policy and Regulation

- Council Policy 1.031 – Community Donations/Contributions (This Policy is to be updated removing Mingoola Public School and Tabulam SES.)
- Local Government (General) Regulations 2005

3. Financial (Annual Budget & LTFFP)

An amount of \$20,000 was allocated in the 2022/2023 Operational Plan Budget.

Our Community No. 26 Cont...

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

Nil.

7. Performance Measures

Recommendation supports the measures outlined in Council's Integrated Planning and Reporting documents.

8. Project Management

Nil.

Kylie Smith
Chief Corporate Officer

Prepared by staff member:	Elizabeth Melling
Approved/Reviewed by Manager:	Kylie Smith, Chief Corporate Officer
Department:	Office of the Chief Executive
Attachments:	There are no attachments for this report.

Department:	Office of the Chief Executive
Submitted by:	Manager Arts Culture & Library Services
Reference:	ITEM COM27/22
Subject:	Arts, Culture and Library Services - Updates of Policies

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

CSP Goal:	Leadership - Council is a transparent, financially-sustainable and high-performing organisation, delivering valued services to the Community.
CSP Strategy:	Ensure the performance of Council as an organisation complies with all statutory Guidelines, supported by effective corporate management, sound integrated planning and open, transparent and informed decision making.

SUMMARY

The purpose of this report is to update the listed policies that align with Arts, Culture and Library Services.

OFFICER'S RECOMMENDATION:

That Council:

(1) Adopt the following policies:

- **Library Services Policy**
- **School of Arts Theatre/Cinema Front of House Policy**
- **School of Arts – Use for Weddings and other Activities Policy**

(2) Adopt the following policy, pending a 28-day public exhibition period for community comment:

- **Public Art Policy**

BACKGROUND

Council policies are instruments that communicate decisions and directions for pursuing Council's specific goals. Regular reviews of Council policies are required, to maintain currency of these decisions and directions, and to ensure policies are delivering the outcomes desired from such policies.

REPORT:

The four (4) policies have been reviewed and amended for accuracy, where required, for insertion into Council's current policy template and updated according to NSW government agency updates, being:

Library Services Policy

This policy was previously amended and adopted by Council on 24 March 2021. The policy has been reviewed, with no major changes identified.

School of Arts Theatre/Cinema Front-of-house Policy

This policy was previously amended and adopted by Council on 23 September 2020. The policy has been reviewed, with no major changes identified.

Our Community No. 27 Cont...

School of Arts – Use for Weddings and other Activities Policy

This policy was previously amended and adopted by Council on 23 September 2020. The policy has been reviewed, with no major changes identified.

Public Art Policy

This policy was previously amended and adopted by Council on 23 September 2020. The policy has been reviewed, with moderate changes applied. The overall policy has been streamlined with editing back of detailed information more applicable to strategic planning or procedural documentation. Key amendments include inclusion of top level Policy Principals only; inclusion of Public Liability and Copyright frameworks; itemised definition categories; the addition of two key arts and cultural standards and guidelines added to section 8 being, the National Association of Visual Artists (NAVA) Code of Practice for Visual Arts, Craft and Design; and The Australia Council for the Arts – Protocols for using First Nations Cultural and Intellectual Property in the Arts. A new supporting document has been included as an Attachment 'Public Art Application Form' to streamline the process of receiving and assessing independent proposals for public art on Council owned or managed assets.

The Public Art Policy will be publicly exhibited for 28 days for community comment. Should Council receive comments, these will be presented to Council's Ordinary Meeting of 23 November for consideration.

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

The existing policies have been developed in accordance with the engagement process at their time of writing. Exhibition of the minor amendments and administrative corrections is not required, other than the Public Art Policy, which will be placed on public exhibition for 28 days.

2. Policy and Regulation

As detailed in each policy.

3. Financial (Annual Budget & LTFP)

Nil

4. Asset Management (AMS)

Nil

5. Workforce (WMS)

Nil

6. Legal and Risk Management

Nil

7. Performance Measures

Nil

8. Project Management

Nil

Our Community No. 27 Cont...

Daryl Buckingham
Chief Executive

Prepared by staff member:	Lee Mathers															
Approved/Reviewed by Manager:	Daryl Buckingham, Chief Executive															
Department:	Office of the Chief Executive															
Attachments:	<table><tbody><tr><td>1</td><td>1. Library Services Policy - October 2022 Revision V4.0.docx</td><td>10 Pages</td></tr><tr><td>2</td><td>2. School-of-Arts-Cinema-Front-of-House Policy - October 2022 V6.0.docx</td><td>4 Pages</td></tr><tr><td>3</td><td>3. School-of-Arts-Use-for-Weddings-and-other-activities Policy - October 2022 V6.0.docx</td><td>3 Pages</td></tr><tr><td>4</td><td>4. Public-Art Policy - 4 October 2022 - DRAFT V5.0.docx</td><td>8 Pages</td></tr><tr><td>5</td><td>5. TSC - Public Art Application form - Oct 2022.pdf</td><td>4 Pages</td></tr></tbody></table>	1	1. Library Services Policy - October 2022 Revision V4.0.docx	10 Pages	2	2. School-of-Arts-Cinema-Front-of-House Policy - October 2022 V6.0.docx	4 Pages	3	3. School-of-Arts-Use-for-Weddings-and-other-activities Policy - October 2022 V6.0.docx	3 Pages	4	4. Public-Art Policy - 4 October 2022 - DRAFT V5.0.docx	8 Pages	5	5. TSC - Public Art Application form - Oct 2022.pdf	4 Pages
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LIBRARY SERVICES POLICY

Summary:

The purpose of this policy is to provide detailed guidance on the provision of Tenterfield Public Library services.

Policy Number	1.120
File Number	(Insert)
Document version	V4.0
Adoption Date	tbc
Approved By	Council; (Insert Committee if applicable)
Endorsed By	Executive Management Team
Minute Number	tbc
Consultation Period	N/A
Review Due Date	October 2025 – 3 Years
Department	Office of Chief Executive
Policy Custodian	Manager Arts, Culture & Library Services
Superseded Documents	<ul style="list-style-type: none">• Library – Borrowings• Library – Internet Users• Library – Collection Development
Related Legislation	<ul style="list-style-type: none">• The Library Act 1939• The Library Regulation 2018 Part 2 and Part 3• The Local Government Act 1993.
Delegations of Authority	Library Co-ordinator

1. Overview

A thriving culture, economy, and democracy requires the free flow of information and ideas. Fundamental to the free flow of information and ideas is equitable access to, and interaction with, information and support mechanisms for all community members. Public Library and Information Services facilitate connectivity within the local community and the wider community.

2. Policy Principles

Public libraries in NSW operate under the Library Act 1939, the Library Regulation 2018 and the Local Government Act 1993. This policy supports the administration

of the provisions of the Library Regulation 2010 Part 2, Local Library Rules; and Part 3, Use of libraries and library books.

This policy is guided by the Australian Library and Information Association's core values policy statement, available at www.alia.org.au

3. Policy Objectives

(Insert Information)

The objectives of this policy are:

- To define the conditions of membership for borrowers to the Tenterfield Public Library service;
- To define the general conditions and requirements for users of the Public Internet Access service at Tenterfield Public Library;
- Detail the responsibilities of library customers in using the library services and facilities, and
- Inform the public of collection parameters, guidelines used for acquisition and discarding, act as a management tool for staff as well as being used to support State Library Grant applications.

4. Policy Statement

The Library Services policy:

- Defines conditions of membership;
- Defines general conditions and user requirements for Internet Access;
- Details library customers responsibilities;
- Provides guidelines for acquisition and discarding;
- Informs the public of selection criteria for collections;
- Defines parameters of Library collections;
- Acts as a management tool for staff, and
- Supports State Library Development Grant Applications for Collections.

5. Scope

5.1 Library Membership Categories

Adult – eighteen (18) years and over who are residents of Tenterfield Shire or non-residents who work on a regular basis, attend an educational institution or conduct private business regularly within the Tenterfield Shire are eligible for membership without charge. A membership card will be issued on completion of a membership application form and provision of satisfactory proof of identity and address in the Tenterfield Shire or neighbouring areas (e.g. driver's licence, rates notice or rent receipt, Centrelink card etc.). If an applicant is suspended from borrowing from any other library, in so far as this can be determined, they are not eligible for membership.

Young Adult – fourteen (14) years to under eighteen (18) years. Applications by persons in this group must be signed by a guarantor, that is, a parent, caregiver or other responsible adult who will be liable for any fees and charges accrued, but not paid, by the young adult member. The guarantor must provide proof of identity and contact details.

Junior – under fourteen (14) years of age. The membership application must be signed by a guarantor, that is, a parent, caregiver or other responsible adult who will be liable for any fees and charges accrued. The guarantor must provide proof of identity and contact details.

Visitor – persons who do not meet the criteria for the above memberships may pay a deposit (as per Council's Fees and Charges schedule) which will be refunded at the request of the Visitor when all loans have been returned and the receipt for the deposit is produced.

Digital – persons who wish to only access online library resources (e-Resources) such as databases and eBooks.

5.2 Issues and renewals

General Loan Conditions - It is the responsibility of the borrower to manage their borrowing, that is, keep borrowed items free from damage, monitor the due dates of their borrowed items and return the items on or before the due date.

Loan period – 28 days. eResources are generally loaned for 14 days but may vary according to the hosting website.

Maximum renewals per item: two (2) provided that the item has not been reserved by another borrower. After two (2) renewals the items must be returned to the library by the due date.

Maximum loans – twenty (20) items, Visitor membership – five (5) items.

Reference Collection – not for loan, must be used within the library.

Family History collection – only able to be borrowed by members of the Family History Group, otherwise treated as Reference resources.

Talking books – a maximum of five (5) at any one time.

5.3 Membership Cards

No Library materials will be issued without the borrower's membership card. The first card will be issued free of charge. A fee (as per Council's Fees and Charges Schedule) will be charged for lost and damaged cards. Unauthorised use of another borrower's membership card will result in suspension of borrowing privileges. Borrowers are responsible for advising the Library of any changes in their personal and contact details.

5.4 Reservations

Registered members may place reserves on up to four (4) items at any one time.

5.5 Inter-Library Loans

Items not held by Tenterfield Public Library may generally be obtained from other libraries. When requesting such items, patrons will be asked to indicate if they are willing to pay charges incurred for postage (other Public Libraries) and/or fees (University or Special Libraries). Limited quantities of large print, talking books, non-fiction and multicultural items are available from NSW State Library free of postage charges. Items may be withheld or returned and borrowing privileges will be suspended if clients fail to pay charges incurred. Lost or damaged items obtained by inter-library loan will incur charges set by the lending library and failure to pay will result in suspension of borrowing privileges. Patrons are liable for any fees incurred even if they fail to collect the requested item.

5.6 Overdue Loans

Overdue notices will be issued once items become overdue. No overdue fines apply but long overdue items will be invoiced if not returned. No further items may be borrowed, that is, borrowing privileges will be withdrawn until overdue items are returned or replacement charges (as per Council's Fees and Charges Schedule) are paid.

5.7 Loss or Damage

Borrowers shall be required to pay for damage to library resources and for replacement of lost items. The fee charged will be for the replacement value plus a processing fee (as per Council's Fees and Charges Schedule). Failure to make appropriate arrangements to pay the fee will result in suspension of borrowing privileges. Lost items which have been paid for and later found become the property of the borrower and no refund will be given.

Library Coordinator shall retain discretionary power to override the above conditions in special cases.

6. Public Computer and Internet use

Tenterfield Public Library endeavours to provide the people of the Tenterfield Shire with open access to ideas and information. The Internet is an information resource

which enables the Library to offer access to information beyond the confines of its collection.

By providing public Internet access, the Library will enhance the depth and scope of its existing collection and also will provide an opportunity for citizens to navigate the Internet for themselves for the pleasure and Lifelong learning.

6.1 Responsibility

Tenterfield Shire Council does not condone access to pornographic, violent or illegal material. Consequently, while the Library does not monitor or take responsibility for information accessed through the Internet, Library staff may disallow access to websites which may be inappropriate for use in a public Library. Persons who continue to access offensive or illegal material following a warning may be refused further Library Internet use.

Censorship is deemed to be the right and responsibility of the parent or guardian of library users under the age of eighteen (18) years. Library members are required to use their library card as identification when making a computer/internet booking. Visitors and other casual library users are required to show identification such as a driver's license when making a computer/internet booking.

6.2 Charges

Public access to the Internet in the Library will be free of charge as described in the *Library Act 1939, Section 10, Guideline 2 – Free access*. Printing charges will apply as listed in Council's current Fees and Charges schedule.

<http://www.sl.nsw.gov.au/public-library-services/guidelines-section-10>

6.3 Rules and procedures

The Library Coordinator shall determine and review procedures in relation to length of session, age restrictions, downloading, staff assistance, user documents and other operational matters as the need arises.

7. Collection Development

Tenterfield Public Library was originally established as a School of Arts Library. It has been rehoused in premises which are a combination of a new building and the adaptive reuse of an old one. There are community service points at Drake and Urbenville.

7.1 The Right to Read and Access to Library Services for all

Tenterfield Public Library supports the Australian Library Association's statements on *Public Library Services, Free Access to Information, Libraries and Literacies, Library Services for People with a Disability, Information Literacy for All Australians*, and *Professional Conduct*.

7.2 Censorship

Tenterfield Public Library respects the rights of its clients to pursue their own interests, on the understanding that:

- Censorship is vested in State and Federal Governments, not the local public library or its staff;
- Prohibited materials may not be accessed in the Library (including prohibited sites on the Internet), and
- Parents and guardians are held responsible for their children's selection of Library resources and use of Library services.

7.3 Selection Criteria for Acquisitions

One or more of following criteria will be applied:

- Accuracy and reliability of information
- Currency
- Suitability of format and level for target audience
- Popularity/reputation of author
- Physical durability
- Cost
- Local interest
- Relevance to local collections
- Ease of use
- Storage considerations

7.4 Selection Methods

Selection methods/tools include:

- Reviews
- Visiting book suppliers
- Online book suppliers
- Best seller lists
- Book award lists
- Client and staff suggestions
- Online and print catalogues
- Bookshop visits
- Donations (subject to normal selection criteria)

7.5 Formats

Any format deemed suitable in accordance with the selection criteria may be collected.

7.6 Exclusions

The provision of prescribed textbooks is considered to be the responsibility of educational institutions. Some of this material may be provided where it serves the general interest.

7.7 Multiple copies

Generally, only single copies of a title will be purchased.

7.8 Collection Maintenance

The collection is continually evaluated for effectiveness, currency, quality and integrity. Stock may be discarded if it meets one or more of the following criteria:

- Badly damaged
- Obsolescent (information dated/incorrect)
- Low circulation
- Duplicate copies available

Rare and important books may be relegated to Stack. Discarded stock in reasonable condition may be sold, given to charitable organisations or to another library at the discretion of the Manager Library Services.

8. Collections

8.1 Reference Collection

The Reference Collection will consist of up-to-date information resources in any format for use in the Library.

8.2 Legal Information Access Centre

The Legal Information Access Centre comprises up-to-date plain language law resources as prescribed by LIAC, State Library of New South Wales, for use in the Library.

8.3 George Woolnough Collection

Contains important local history resources as well as books by local authors.

8.4 Indigenous Collection

This is a growing lending collection of adult and junior fiction and non-fiction resources of particular interest to the indigenous community. These resources are part of the borrowing collection.

8.5 Adult Non-Fiction

This collection encompasses a broad range of interests and culture; information and factual material which will assist individuals in their life-long learning needs and recreational pursuits with an emphasis on current information. This collection will support and complement library services and programming.

8.6 Junior Non-Fiction

The junior non-fiction lending collection encompasses the broad range of knowledge for informational, recreational, cultural and general educational purposes while paying particular attention to a juvenile target audience.

8.7 Young Adult Non-Fiction

The Young Adult non-fiction is a lending collection that encompasses a broad range of knowledge for informational, recreational, cultural and general educational purposes that would be of particular interest to young adults.

8.8 Adult Fiction

Fiction collections consist of high interest, popular, bestselling and enduring works in all genres and formats to involve all ages and encourage the love of reading for pleasure.

8.9 Young Adult Fiction

This is a lending collection especially for persons 13-18 years of age. It includes:

- Popular works, both Australian and other;
- Classics;
- Award-winning titles, and
- Titles requested by the target group.

8.10 Junior fiction

This is a lending collection especially for persons under 13 years. It includes:

- Popular works, both Australian and other;
- Classics;
- Award-winning titles, and
- Titles requested by the target group.

8.11 Easy Picture Books

This is a lending collection of picture books to interest children 0-7 years of age.

8.12 Large Print Books

This lending collection is intended primarily for visually impaired people. Any available genre in accordance with Adult Fiction and Non-Fiction criteria may be included. Large Print books are generally purchased as a shared resource of Northern Tablelands Cooperative Library Service.

8.13 Talking Books

This lending collection is appropriate for visually or literacy impaired people and for multitasking. Any available genre in accordance with the Adult Fiction and Non-Fiction and Junior Fiction criteria may be included. Adult Talking books are generally purchased as a shared resource of Northern Tablelands Cooperative Library Service.

8.14 Digital resources

Access is available via the Library website and online catalogue to our supported digital platforms. These include e-Books, e-Audiobooks, e-Magazines, e-Newspapers and e-Comics through Tenterfield Library and outside sources, such as the State Library of New South Wales, these resources are reviewed annually.

Access to a growing selection of digital content is purchased as a shared resource of Northern Tablelands Cooperative Library Service as well as a collection wholly owned by Tenterfield Public Library.

8.15 Music on Compact Disks

The music on compact discs lending collection includes classical, jazz, country & western, easy listening and popular music. It is generally a joint collection of the Northern Tablelands Cooperative Library service.

8.16 Digital Video Discs (DVD's)

The collection includes documentaries, do-it-yourself, travel guides, movies, and television series and also includes junior resources and donations.

8.17 Language Kits

The Language Kits are designed for self-paced learning to assist native English speakers to learn languages other than English. Translation dictionaries for languages are held in the Reference Collection.

8.18 Periodicals

This small range, relative to budget allocation, addresses various local interests.

8.19 Newspapers

One national and one local newspaper are purchased. The local *Tenterfield Star* newspaper is bound and preserved on an annual basis as part of the historical hardcopy collection. *The Tenterfield Star* 1875-1955 is also available online for searching via a link on the Library's online catalogue page on Council's website.

8.20 Local/Family History

The collection includes:

- A range of historical newspapers on microfilm;
- Historical records in print and microform;
- State Records Access for All collection;
- Books and journals about local areas, and
- Tenterfield Family History Group collection, which has been catalogued and shelved.

9. Accountability, Roles & Responsibility

Elected Council

N/A

General Manager, Executive and Management Teams

Ensure the implementation of the policy

Management Oversight Group

Manager Arts, Culture and Library Services

Individual Managers

Manager Arts, Culture and Library Services
Library Coordinator

10. Definitions

Nil

11. Related Documents, Standards & Guidelines

- Library Act 1939 and; (section 10, Library Amendment Act 1992)
- Library Regulation 2018
- State Library NSW Guidelines for Local Government Authorities

12. Version Control & Change History

Version	Date	Modified by	Details
V1.0	28/08/17	Council	Adoption of Original Policy
V2.0	28/02/18	Council	Reviewed Policy (Res No. 17/18)
V3.0	24/03/21	Council	Reviewed Policy (Res No. 64/21)
V4.0	26/10/22		Reviewed Policy (Res No.



SCHOOL OF ARTS THEATRE/CINEMA FRONT OF HOUSE

Summary:

The purpose of this policy is to provide clear direction for the Theatre/Cinema staff and volunteers for the management of audiences and to inform the public of Council's front of house code of conduct.

Policy Number	1.194
File Number	N/A
Document version	V6.0
Adoption Date	tbc
Approved By	Council
Endorsed By	Council
Minute Number	tbc
Consultation Period	N/A
Review Due Date	October 2025 – 3 years
Department	Office of Chief Executive
Policy Custodian	Manager Arts, Culture and Library Services
Superseded Documents	N/A
Related Legislation	N/A
Delegations of Authority	Arts and Culture Officer

1. Overview

The purpose of this policy is to provide a code of conduct for Theatre/Cinema staff and volunteers for the management of audiences and to inform the public of Council's front of house code of conduct.

2. Policy Principles

Be proactive in providing patrons and venue visitors with information and assistance. Ensure the provision of excellent customer service to all patrons of the facility.

3. Policy Objectives

Welcome patrons into the building. Ensure a high quality of customer service at all times. Sell food, drink and merchandise (candy bar). Guide audience members in Version 5.0 Page 2 of 4 Section: Theatre & Museum Complex the right direction. Manage incoming ticket sales over the phone and in person (box office)

4. Policy Statement

1. Entry

1.1 Admission

All patrons must be in possession of a ticket before entering the Cinema. Management reserves the right to refuse entry to patrons once the capacity of the venue has been reached.

Management also reserves the right to refuse admission to any person whose condition, conduct, dress or manner is likely to give offence to any person in the School of Arts.

1.2 Reservations

Seat reservations may be made for live performances. Regular cinema seating is on a first in, first served basis. Doors are open thirty minutes before the advertised starting time. For live events and special screenings pre-seat reservation may apply through online bookings based on the nature of the event.

1.3 Accessibility

The building is equipped with wheelchair access and with audio loop for hearing impaired people. For patron's convenience, management may be advised of special needs by telephoning the School of Arts prior to attending a performance.

1.4 Late seating

Patrons who arrive late for live performances will not be permitted to enter the auditorium until an appropriate "break" in the performance (determined by staff). This policy is to minimize distraction of the artists. Some event organiser's may require lock out policy to prevent late patrons causing disruption to the performance once a show has commenced.

For cinema screenings patrons are allowed to enter during the opening credits before starting of the movie.

2. Personal Effects

2.1 Animals

Except for trained assistance dogs for people with disabilities, patrons will not be permitted to bring animals into the School of Arts museum, theatre and/or cinema space.

2.2 Food and drink

Food and drink may be taken into the Theatre if purchased on the premises. Patrons caught throwing food will be cautioned and may be asked to leave the building.

2.3 Mobile phones

Mobile phones must be turned off prior to entering the Theatre/Cinema.

2.4 Cameras and recording devices

The use of recording devices of any kind in the Theatre/Cinema requires the prior authorisation of the management.

3. Patron Conduct

3.1 Smoking

Smoking is not permitted anywhere inside the School of Arts buildings, or within 4 metres of a pedestrian entry or exit in line with the NSW Smoke Free Environment Act 2000.

3.2 Objectionable Behaviour

Management reserves the right to caution in the first instance persons whose behaviour interferes with the enjoyment of other patrons. Persons who persist in disruptive or objectionable behaviour will be required to leave the premises.

3.3 Children and Infants

Council advocates the benefits of exposing young persons to the performing arts at an early age and recommends that parents explain basic audience etiquette to their children before visiting the Theatre/Cinema.

In relation to behaviour that is distracting to other patrons or performers, such as talking, moving around or otherwise behaving in a manner which interferes with the enjoyment of other patrons, staff will, in the first instance, caution children (or their accompanying adult). If disruptive behaviour persists, these patrons will be asked to leave the building.

3.4 Dancing

Dancing will be permitted in the auditorium only by prior arrangement with management.

5. Scope

To provide a safe and enjoyable facility for patrons to enjoy theatre and cinema activity.

6. Accountability, Roles & Responsibility

Elected Council

N/A.

General Manager, Executive and Management Teams

- Ensure the implementation of the policy

Management Oversight Group

- Manager Arts, Culture and Library Services

Individual Managers

- Arts and Culture Officer

7. Definitions

N/A

8. Related Documents, Standards & Guidelines

N/A

9. Version Control & Change History

Version	Date	Modified by	Details
V1.0	17/03/05	Council	Adoption of Original Policy (Res No. 120/05))
V2.0	26/09/12	Council	Review/Amendment (Res No. 394/12)
V3.0	23/09/15	Council	Review/Amendment (Res No. 303/15)
V4.0	23/08/17	Council	Review/Amendment (Res No. 168/17)
V5.0	23/09/20	Council	Review/Amendment (Res No. 196/20)
V6.0	26/10/22	Council	



SCHOOL OF ARTS – USE FOR WEDDINGS AND OTHER ACTIVITIES

Summary:

The purpose of this policy is to provide clear direction for the conduct of weddings and other events and activities in the Sir Henry Parkes Memorial School of Arts complex.

Policy Number	1.195
File Number	N/A
Document version	V6.0
Adoption Date	
Approved By	Council
Endorsed By	Council
Minute Number	
Consultation Period	N/A
Review Due Date	October 2025 – 3 years
Department	Office of Chief Executive
Policy Custodian	Manager Arts, Culture and Library Services
Superseded Documents	School of Arts Use for Weddings and other Activities Policy – Adopted 23/09/22. Resolution Number 196/20.
Related Legislation	N/A
Delegations of Authority	Arts and Culture Officer

1. Overview

The Sir Henry Parkes Memorial School of Arts is a multi-purpose facility providing access to a museum dedicated to the life of Sir Henry Parkes, a theatre for live performance and cinema plus community events i.e., weddings, workshops and corporate events.

From time-to-time Council has found it necessary to consider, what is appropriate use for the Sir Henry Parkes Memorial School of Arts complex.

2. Policy Principles

That the Sir Henry Parkes Memorial School of Arts facility be available to the public as an entertainment and multi-use facility for local residents and visitors to our community.

3. Policy Objectives

That the School of Arts complex be available to the public to use as venue for weddings and other community activities under the terms and condition of the Sir Henry Parkes School of Arts fees and charges schedule.

4. Policy Statement

In respect of the use of the Sir Henry Parkes Memorial School of Arts:-

- Council allows weddings and other community activities in the main theatre of the Sir Henry Parkes Memorial School of Arts, at the discretion of the School of Arts management staff; and
- The banquet hall be used in conjunction with such functions where appropriate.

5. Scope

This policy applies to all the Sir Henry Parkes Memorial School of Arts and its staff.

6. Accountability, Roles & Responsibility

Elected Council

- Adopt the policy

General Manager, Executive and Management Teams

- Ensure the implementation of the policy

Management Oversight Group

- Manager Arts, Culture and Library Services

Individual Managers

- Arts and Culture Officer

7. Definitions

N/A

8. Related Documents, Standards & Guidelines

N/A

9. Version Control & Change History

Version	Date	Modified by	Details
V1.0	26/05/10	Council	Adoption of Original Policy (Res No. 311/10)
V2.0	15/05/13	Council	Review/Amendment (Res No. 155/13)
V3.0	18/05/16	Council	Review/Amendment (Res No. 120/16)
V4.0	23/08/17	Council	Review/Amendment (Res No. 168/17)
V5.0	23/09/20	Council	Review/Amendment (Res No. 196/20)
V6.0	26/10/22	Council	Review/Amendment (Res No.



PUBLIC ART POLICY

Summary:

The purpose of this policy is to provide clear framework of principles which expresses a commitment to the enhancement of the cultural environment of Tenterfield Shire. This policy will ensure that a consistent and planned approach is applied to the commissioning, maintaining, managing and de-commissioning of public art.

Policy Number	1.166
File Number	N/A
Document version	V5.0 (DRAFT REVISION)
Adoption Date	tbc
Approved By	Council; Parks, Gardens and Culture Committee
Endorsed By	Executive Management Team
Minute Number	tbc
Consultation Period	N/A
Review Due Date	October 2025 – 3 years
Department	Office of Chief Executive
Policy Custodian	Manager Arts, Culture and Library Services
Superseded Documents	<ul style="list-style-type: none">Public Art Policy – 23 September 2020 Adopted. Resolution Number 196/20
Related Legislation	
Delegations of Authority	Community Development Officer

1. Overview

Tenterfield Shire is the gateway to both the New England and Northern Rivers Regions rich in both Indigenous and post-colonial culture.

Tenterfield Shire was first inhabited by the Jukembal people with their territory straddling the Great Dividing Range from near Glen Innes to Stanthorpe. Today the Aboriginal community in Tenterfield Shire has two main language groups: The Kamilaroi people and the Bundjalung people.

The most momentous and far-reaching event in the history of Tenterfield since white settlement was the 'Federation Speech' by the then NSW Premier, Sir Henry Parkes, which lead to Federation of the Australian states on January 1, 1901 and gave Tenterfield the name of 'birthplace of a nation'.

Council acknowledges our community's strong cultural and historic ties to the land, the quality of the shire's natural and environmental attributes, and the strength and diversity of the region's artistic community.

It is recognised that public art provides opportunities for creativity and diversity, learning, cultural tourism and economic development, and the expression of Tenterfield Local Government Area's unique culture and heritage.

This policy focuses on the development, installation, management, preservation and deaccession of the Tenterfield Shire Council public art asset collection.

The Public Art Policy integrates with Council's Community Strategic Plan 2032 (CSP) and Delivery Program (DP) and Operational Plans (OP).

Integrated Planning Linkages

CSP - Community

C1: Tenterfield Shire is a vibrant, inclusive, and safe community where diverse backgrounds and cultures are respected and celebrated.

C2: The community is supported by accessible and equitably distributed facilities and recreational opportunities for people of all ages.

Delivery Program 2022 – 2026; and Operational Plan 2022 – 2023

DP Strategy 1.1.1: The individual unique qualities and strong sense of local identity of Tenterfield Shires towns, villages and community groups is respected, recognised and promoted.

DP Strategy 1.1.3: Provide opportunities for residents to enjoy access to arts, festivals, sporting activities, recreation, community and cultural activities.

2. Policy Principles

Public art created through this policy will:

- Respect and improve our 'sense of place'.
- Reflect the cultural diversity of the Tenterfield Shire.
- Acknowledge history of place and community.
- Recognise Aboriginal cultural heritage.

The creation, management and deaccession of public art will consider:

- Developing an inclusive and creative environment.
- Building partnerships across the community (i.e., bringing together design professionals, business, and arts related industries).
- Linking communities to the creative planning processes, to encourage pride and develop character in the Tenterfield Shire.

- Consider opportunities for public artworks to be supported by Developer Contributions, external grant funding and private donations.
- Maintaining works that are safe for the public, with reasonable upkeep, and do not detract from the current vision for the Tenterfield Shire.
- Deaccession of public art may occur based on:
 - a) Deterioration of the artwork as a result of natural ageing or weathering;
 - b) Damage from natural causes such as a disaster or major weather event;
 - c) Damage caused by vandals or as a result of an incident/ accident;
 - d) The artistic merit of the work has diminished;
 - e) The artwork is no longer relevant or valued by the community;
 - f) A change in land use or environment is no longer suitable for the artwork.
- If circumstances require that a public artwork need to be removed, Tenterfield Shire Council will make all reasonable efforts to notify the artist.

3. Policy Objectives

For the purpose of achieving the objectives of this policy, the following actions will be taken:

- Form a Parks, Garden and Culture Committee that is responsible for providing advice to the Council's Executive Officer in relation to the effective implementation of this policy. The membership of this committee may invite additional specialist representatives as required.
- Establish a clear and effective process for managing Public Art activities to:
 - a) Increase community enjoyment and appreciation of, and participation in, public art.
 - b) Involve interested community groups from indigenous, western and other cultures in the commissioning of projects.
 - c) Recognize that both local and visiting artists may contribute to the planning and installation of projects.
 - d) Enable and facilitate private and commercial support for public art, including Grant funding.
 - e) Allow for and coordinate the provision of public art in street scaping, master planning and town design projects when feasible.
 - f) Ensure evidence of funding and satisfactory budget including provision for ongoing maintenance.

- g) Ensure that the requirements of public and workplace safety are adhered to in the creation, installation, access to and maintenance of public art works.

Selection of Artworks

Recommendations by the Committee for commissioning, purchases or donations of Public Art will observe the Principles described in Item 2 and be based on the following criteria:

- Excellence - quality of design and proposed execution.
- Relevance – degree of connection to the community and environments.
- Diversity – the overall public art program to encompass a range of styles, media, artists and locations to cater to a diversity of audiences.
- Public safety – no unacceptable risk associated with any public art proposal.
- Location – the proposed location is both appropriate for the work and suitable in terms of community access.
- Feasibility – the proposed work will be achievable, affordable and ensure the artist/production team possess the skills and experience to produce and install the work.
- Maintenance – ongoing maintenance costs and/or requirements for removal of the artwork.

Liability

The artist or the commissioner will be liable for any loss or damage arising at Common Law or under any statute relating to property damage and personal injury during construction and installation of the work. The artist will be liable for any injury or damage resulting from the work occurring as a result of their negligence.

Copyright

Where the public art is in a public space, the title to both the design and the public art passes to Council. Copyright, moral rights and resale royalties in the design and the work remain with the artist. Where the work is in a private building the title, design and art remain with the artist or the identified owner of the private space or building.

Council retains the right to use the image of the artwork for promotional and historical purposes. Council is obliged to identify the creator of the work wherever the work is exhibited to the public and whenever the work is reproduced in a material form, published or broadcast and ensure to its best endeavours that any adaptation of the work will not be subject to any material distortion, mutilation or alteration that is unreasonable or is prejudicial to the honour or reputation of the artist.

4. Policy Statement

Tenterfield Shire Council is committed to:

- Provide a clear framework for Council planning and decision making in relation to the commissioning, acquisition and deaccession of public art and its ongoing care and maintenance.
- Explain clearly the rationale underlying that plan; provide Council staff with the structure necessary for a coordinated approach to public art and ensure that the community clearly understand Council's role in providing this art; and
- Lead by example in the area of public art, particularly in relation to what is expected from developers and the establishment of criteria against which refurbishments or major new developments are judged with regard to the integration of public art.
- Support the principles endorsed by Local Government NSW in regard to Arts, Culture and Creative Placemaking.

5. Scope

This Public Art Policy relates to the whole of the Tenterfield Local Government Area.

The Public Art Policy will be reviewed every 3 years and is considered part of Council's long term Integrated Plan.

6. Accountability, Roles & Responsibility

Elected Council

- Tenterfield Shire Councillors

General Manager, Executive and Management Teams

- Chief Executive Officer
- Manager Arts Culture and Library Services

Individual Managers

- Manager Arts Culture and Library Services
- Community Development Officer

Advisory Group

- Parks, Garden and Culture Committee

7. Definitions

Artist is a person or a group of people (production team) who have created a work of art.

Asset database records information on each artwork owned or managed by the Council.

Commissioner refers to the person, or company funding the artwork.

Community art refers to art by members of the community or service based organisation, created in consultation with and supervised by an artist.

Council refers to Tenterfield Shire Council and Council as the certifying authority and land manager.

Deaccession The administrative process by which an artwork is removed. It may constitute the first step in the physical act of disposing of an item.

Memorial is a two or three-dimensional object or feature designed to recognise a person, group or event. It could be a sculptural or artistic work, or a water, horticultural or landscape element.

New Works are all proposals and acquisitions for permanent and/or temporary public art.

Public Art is lawfully undertaken works/activities located in a public space or private sites impacting on the public domain. The public art spectrum includes; performance art, kinetic/interactive installations and multimedia. It may be street furniture, sculptural works, digital projections, sound or

light pieces. Permanent works have an expected life of 15 years. Public art does not include memorial spaces.

Parks, Gardens and Culture Committee formed to provide recommendations and advice on Council strategy to enhance our natural and urban environment, as well as advising Council on the opportunities, management, installation and promotion of Arts and Cultural Activities, Strategy and Public Art across the Shire.

Plaque is a flat piece of metal, stone or other durable material with a two-dimensional face that can be fixed to an object, pavement or building. A plaque includes text and/or images to recognise a person, group, place or event, or to interpret the history of a public place.

Public space/open space any exterior place and/or space under the care, control and management of council.

Street Art is public art created, often spontaneously, in areas designated by Council, often to reinvigorate spaces (e.g., laneways).

Temporary public art is time limited, less than 5 years (e.g., street art, graffiti art, ephemeral sculptures, performance art, murals and mosaics, digital projections, sound or light pieces.).

Works The term used to describe artworks, memorabilia, objects, and support material such as books, photographs, newspaper clippings and sculpture.

8. Related Documents, Standards & Guidelines

- Community Strategic Plan 2032
- Tenterfield Shire Delivery Program 2022 – 2026; and Operational Plan 2022 – 2023
- Local Environmental Plan
- State of the Environment Comprehensive Report
- Tenterfield Shire Council Heritage Strategy
- Workplace Health and Safety Policy
- Streetscape Planning
- NSW Government – NSW Public Spaces Charter
- National Association for the Visual Arts (NAVA) – [Code of Practice for Visual Arts, Craft and Design](#)
- The Australia Council for the Arts ('the Council') - [Protocols for using First Nations Cultural and Intellectual Property in the Arts](#)

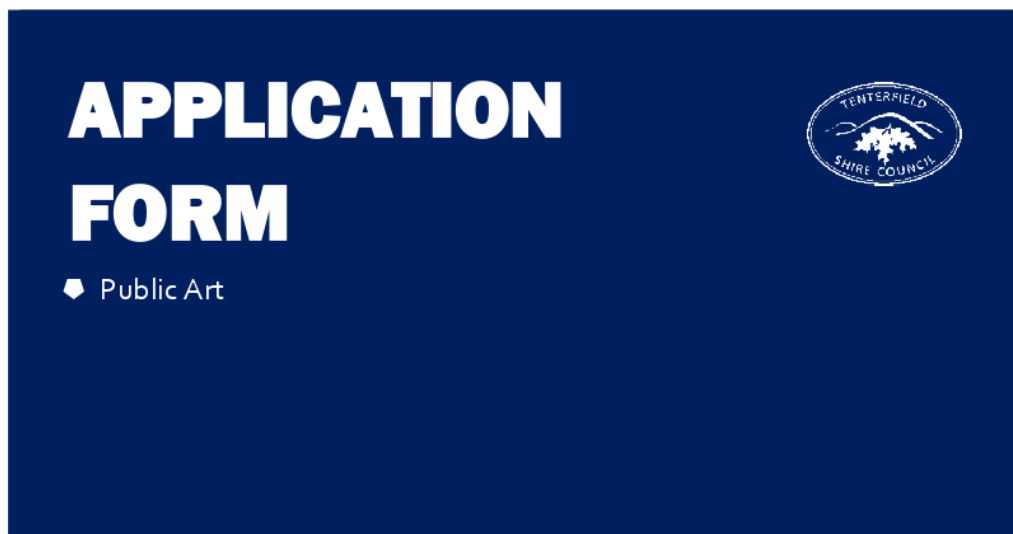
Other relevant Policies and Plans may be added.

9. Version Control & Change History

Version	Date	Modified by	Details
V1.0	22/02/13	Council	Adoption of Original Policy (Res No. 22/13)
V2.0	24/02/16	Council	Review/Amended Policy (Res No. 23/16)
V3.0	23/08/17	Council	Review/Amended Policy (Res No. 168/17)
V4.0	23/09/20	Council	Review/Amended Policy (Res No. 196/20)
V5.0	6/10/22	Draft	Review/Amended Policy (tbc)

10. Attachments

(a) Public Art Application Form – October 2022



Tenterfield Shire Council is committed to supporting artists to enhance our public spaces through the creation of new public art works.

Proposals are subject to all relevant permissions being granted and also require an endorsement by the Parks, Gardens and Culture Committee who consider each proposal against a set of criteria. Please read the [Public Art Policy](#) for further information on how Public Art is assessed and approved by Tenterfield Shire Council.

If the proposed location is not Council owned or managed land you will need to first obtain permissions from the landowner before contacting Council. A Development Application may be required for some public art works.

Public Art is lawfully undertaken works or activations located in a public space or private sites impacting on the public domain. Works can be in the form of permanent and/or temporary activations. The public art spectrum can include; performance art, kinetic/interactive installations and multimedia. It may be street furniture, sculptural works, digital projections, sound or light pieces. Permanent works have an expected life of 15 years. Public art does not include memorial spaces or structures.

APPLICANT INFORMATION

Contact Name:		
Phone:		Email:
Address:		

Public Art Application Form

Tenterfield Shire Council

PROJECT DETAILS

Project Name:		
Proposed Time Frame:		
Artist/s or Company Delivering the project:		
ABN Number:		Registered for GST? Yes / No
Street address of proposed artwork:		

Site Description: *What is the preferred location for the item to be installed? (please also attach an image/map of the intended location with your application).*

--

Is the location owned/managed by Council? *For proposals of public art on private property, permissions must first be obtained from the property owner.*

--

DESCRIPTION ASSESSMENT

Explain what the item will look like once completed. Include images or design drawings as attachments with the completed application form.

Physical description: *Outline the physical characteristics, materials being used and size of the work i.e. height x width x depth in mm.*

--

Public Art Application Form

Tenterfield Shire Council

Concept: Please describe the subject of the work including content, style, and theme.

FEASIBILITY CONSIDERATIONS

What is the estimated cost of the project?	
Who will be funding the project?	
Is a financial contribution being requested from Council? If so what amount?	
Proposed life span of the work:	
Does the artist/s have Public Liability Insurance (\$20M)	

Experience: Please outline the skills and experience of the artist/s to appropriately manage the design, production and installation of the work being proposed.

Provide detail of the maintenance plan requirements of the work:

Task	Occurrence

If the work is temporary who will de-install, remove or relocate the work:

Public Art Application Form

Tenterfield Shire Council

SUPPORT MATERIAL

Please submit your application form with the following support materials:

- ☐ Artist CV
- ☐ Artist concept design
- ☐ Examples of previous work
- ☐ Map/Image of proposed location

Please contact Tenterfield Shire Council's Community Advisor if you have any questions in relation to submitting an application.

Natalia Londono – Community Advisor on 02 6736 6000 or by email
council@tenterfield.nsw.gov.au

SUBMISSION

Return completed Application and supporting documents to:

council@tenterfield.nsw.gov.au

Attention: Community Advisor

Tenterfield Shire Council

247 Rouse Road
PO Box xx
TENTERFIELD NSW 2372

Once your proposal has been assessed by the Parks, Gardens and Culture Committee, you will be notified of the outcome. The artist or project coordinator of endorsed projects will be required to enter into an agreement with Tenterfield Shire Council. Submission of an application does not guarantee approval.

Department:	Office of the Chief Executive
Submitted by:	Executive Assistant & Media
Reference:	ITEM COM28/22
Subject:	SESQUICENTENARY 2021

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

CSP Goal:	Community - Tenterfield Shire is a vibrant, inclusive, and safe community where diverse backgrounds and cultures are respected and celebrated.
CSP Strategy:	The individual unique qualities and strong sense of local identity of Tenterfield Shires towns, villages and community groups is respected, recognised and promoted.

SUMMARY

Council at its February 2021 meeting resolved to establish a Steering Committee to make arrangements for celebration of the Sesquicentenary of the Municipality of Tenterfield.

A steering committee was formed together with community interest group participants to prepare for the event. Formalised meetings were conducted with celebration activities; gala dinners; souvenir publications and street parades planned.

Unfortunately, Council was unable to secure significant funding to undertake all these planned activities, this coupled with Covid-19 guidelines on events made the planning difficult.

The committee made the hard decision to down-scale the celebration, and in November 2022 Council unveiled a commemorative brass plaque and launched its souvenir publication.

This report is to officially conclude the Sesquicentenary celebrations, which were recently workshopped at Council's 10 August 2022 Councillor Workshop and remove the Committee from Council's 22/23 Committee Register.

OFFICER'S RECOMMENDATION:

That Council:

Receive and note the report regarding the celebration activities of the Sesquicentenary Steering Committee of Tenterfield Shire Council which have now been finalised; and

- (1) Remove the Sesquicentenary Steering Committee from Council's 22/23 Committees Register; and**
- (2) Write to the Committee members, thanking them for their interest, work and participation.**

BACKGROUND

Council at its February 2021 meeting resolved to establish a Steering Committee to make arrangements for celebration of the Sesquicentenary of the Municipality of Tenterfield.

Our Community No. 28 Cont...

A steering committee was formed together with community interest group participants to prepare for the event. Formalised meetings were conducted with celebration activities; gala dinners; open gardens; street banners; souvenir publications and street parades planned.

Unfortunately, Council was unable to secure significant funding to undertake all these planned activities, this coupled with Covid-19 guidelines on events made the planning difficult.

The Committee secured local sponsorship through "See-Group" (Quarry Solutions) which enabled the printing of the souvenir publication, which were sold from pre-orders. A generous donation from past Mayor Peter Jeffrey enabled a brass plaque to be ordered and installed onto the front entry to the newly refurbished Council Administration Building.

Mayor of the time Councillor Peter Petty officiated the afternoon, with past Mayors Lucy Sullivan; Peter Jeffrey and Toby Smith participated in the opening. Council opened the recently refurbished Chambers for the public to inspect, whilst playing the Peter Harris "Glimpses" movie, culminating in an afternoon tea celebration in the new Council staff kitchen.

SUMMARY

The purpose of this report is to conclude the Sesquicentenary celebrations, which were recently workshopped at its 10 August Councillor Workshop.

The following details summarise that the funding received has been spent in its entirety, with no outstanding invoices, events to take place.

Out of the 200 souvenir books printed – 14 remained as at 10 August 2022

Income	\$9,654.20
Expenditure	<u>\$9,968.48</u>
Balance	-\$ 314.28

This report is to officially conclude the Sesquicentenary celebrations, which was recently workshopped at its August Councillor Workshop.

REPORT:

A small, successful celebration was conducted for Tenterfield Sesquicentenary on 22 November 2021. With the unveiling of a brass celebratory plaque and the launch of Council's souvenir book and opening of Council's refurbished Council Chambers. The event was attended by approximately 200 community members, who took the opportunity to tour the front of the refurbished building, as well as collect their pre-order souvenir book.

Peter Harris' film "Glimpses" was played in the Chambers show-casing the changes seen within the community over the past 150 years.

The full version of the film was launched to a full house on 5 March 2022 at the School of Arts theatre, to a standing ovation.

As there are no further events planned or funds available, with past fund being expended, Council now wishes to conclude this Committee and event.

Our Community No. 28 Cont...

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

The Sesquicentennial Steering Committee last officially met on 20 October 2021 prior to the 22 November 2022 afternoon celebrations. There has been no formal call for further meetings.

2. Policy and Regulation

Nil.

3. Financial (Annual Budget & LTFP)

Nil.

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

Nil.

7. Performance Measures

Nil.

8. Project Management

Nil.

Kylie Smith
Chief Corporate Officer

Prepared by staff member:	Elizabeth Melling
Approved/Reviewed by Manager:	Kylie Smith, Chief Corporate Officer
Department:	Office of the Chief Executive
Attachments:	There are no attachments for this report.

Department:	Office of the Chief Corporate Officer
Submitted by:	Casual Administration & Customer Service Assistant
Reference:	ITEM GOV80/22
Subject:	MONTHLY OPERATIONAL REPORT SEPTEMBER 2022

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

CSP Goal:	Leadership - Council is a transparent, financially-sustainable and high-performing organisation, delivering valued services to the Community.
CSP Strategy:	Ensure the performance of Council as an organisation complies with all statutory Guidelines, supported by effective corporate management, sound integrated planning and open, transparent and informed decision making.
CSP Delivery Program	Promote and support community involvement in Council decision making process.

SUMMARY

The purpose of this report is to provide a standing monthly report to the Ordinary Meeting of Council that demonstrates staff accountabilities and actions taken against Council's 2022/2023 Operational Plan.

OFFICER'S RECOMMENDATION:

That Council receives and notes the status of the Monthly Operational Report for September 2022.

Kylie Smith
Chief Corporate Officer

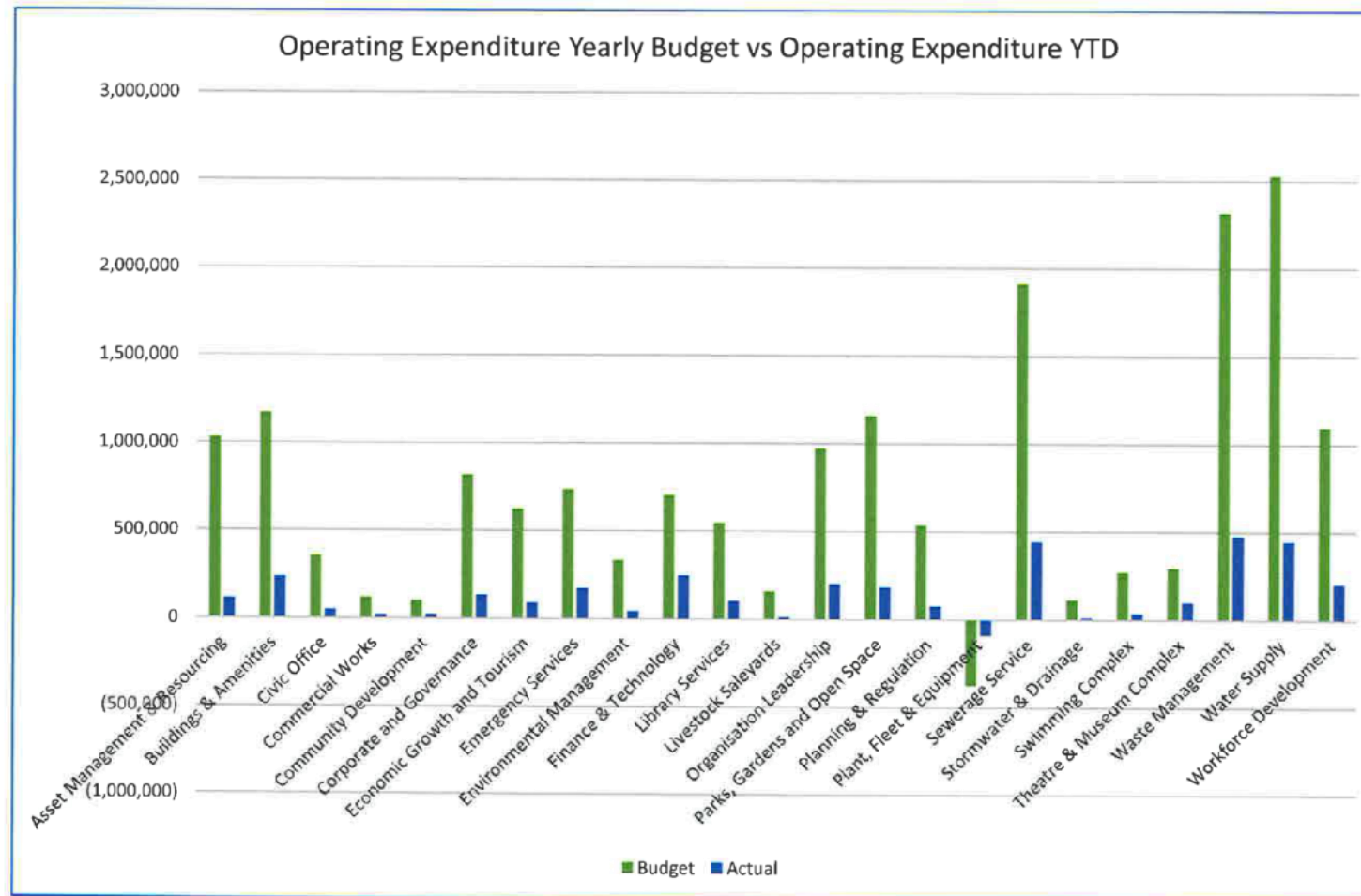
Prepared by staff member:	Lee Sisson	
Approved/Reviewed by Manager:	Kylie Smith, Chief Corporate Officer	
Department:	Office of the Chief Corporate Officer	
Attachments:	1 September 2022 - Monthly Operational Report	119 Pages

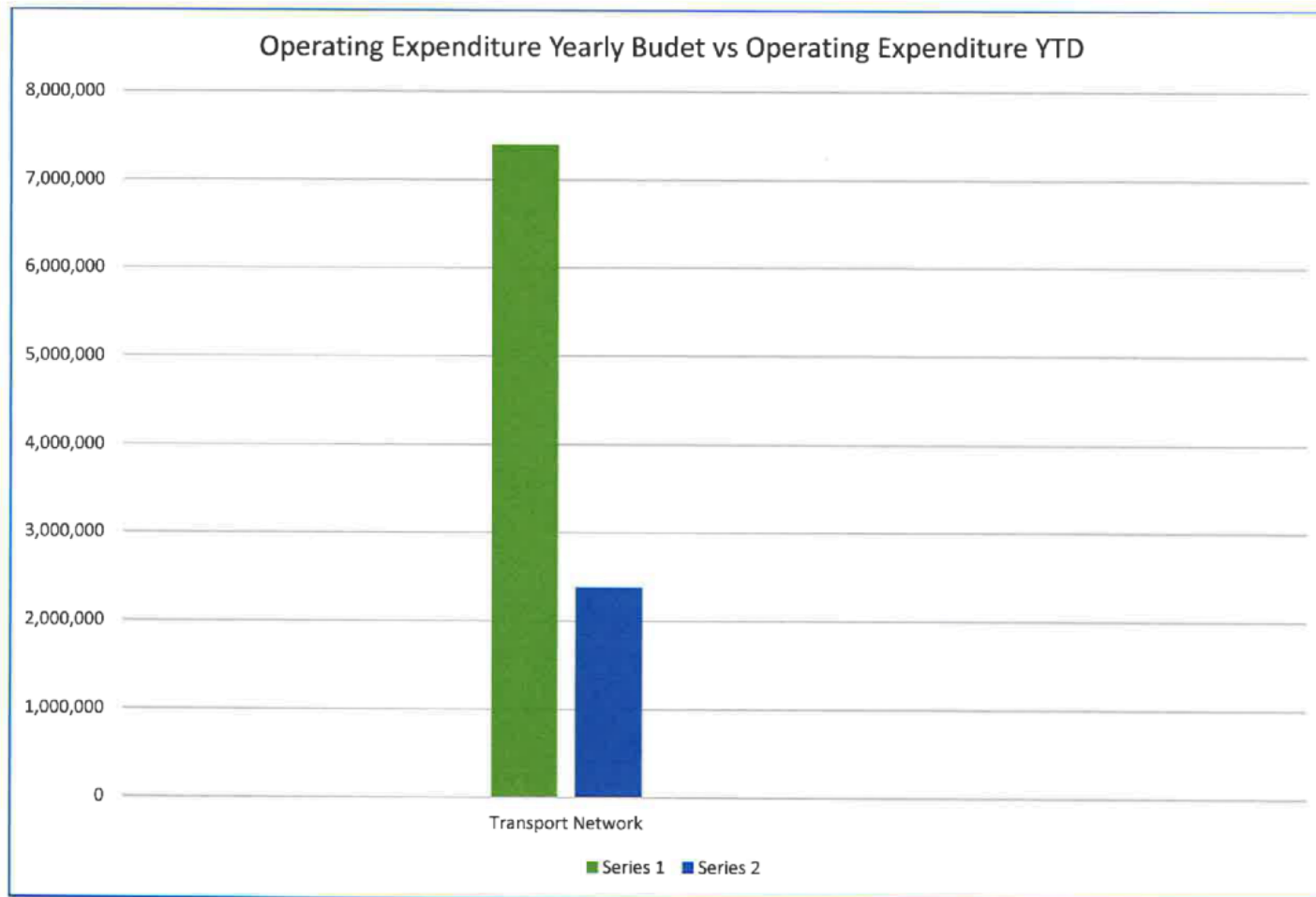


Monthly Operational Report

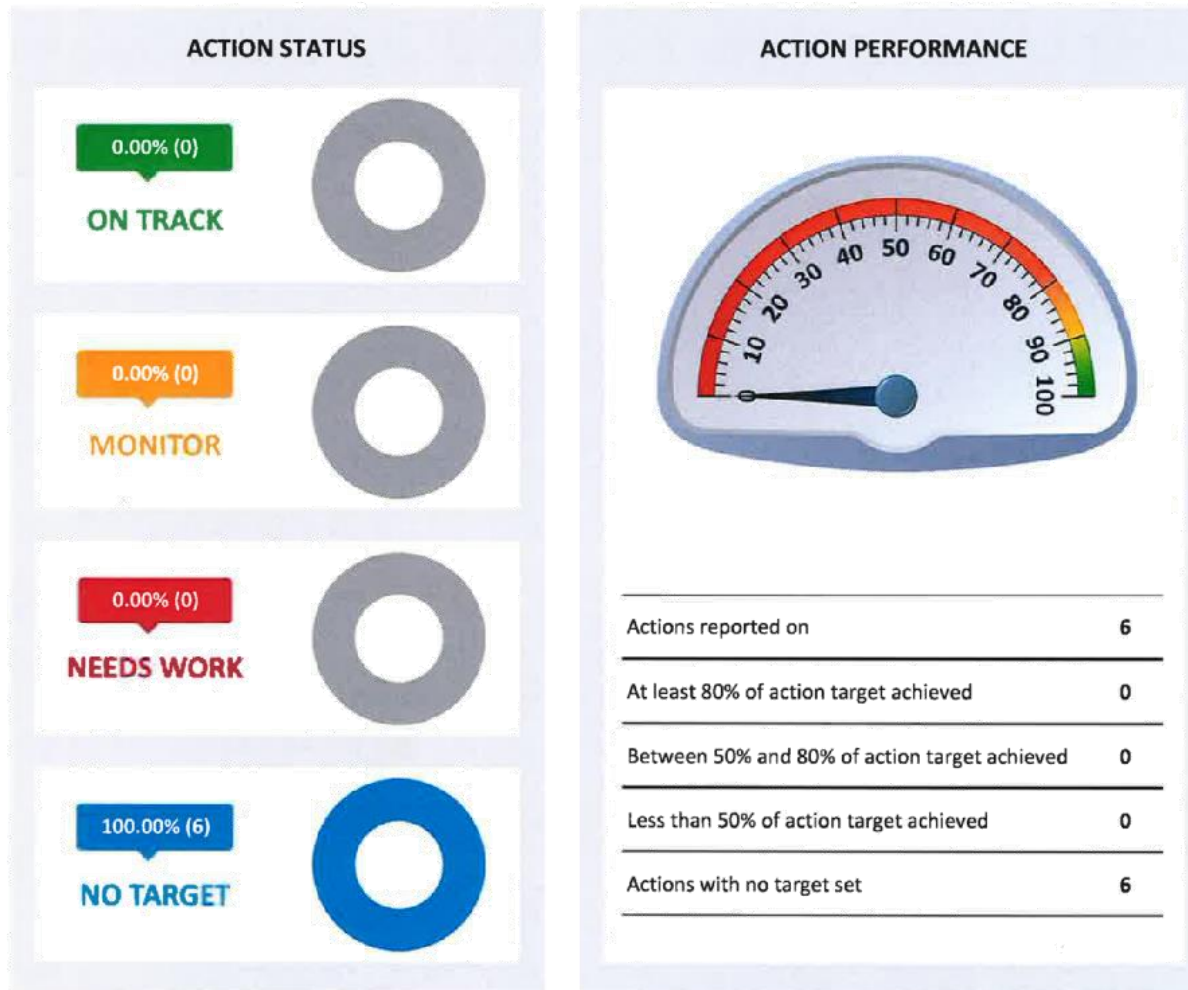
Tenterfield Shire Council September 2022

Council Meeting 27 October 2022





1. CIVIC OFFICE

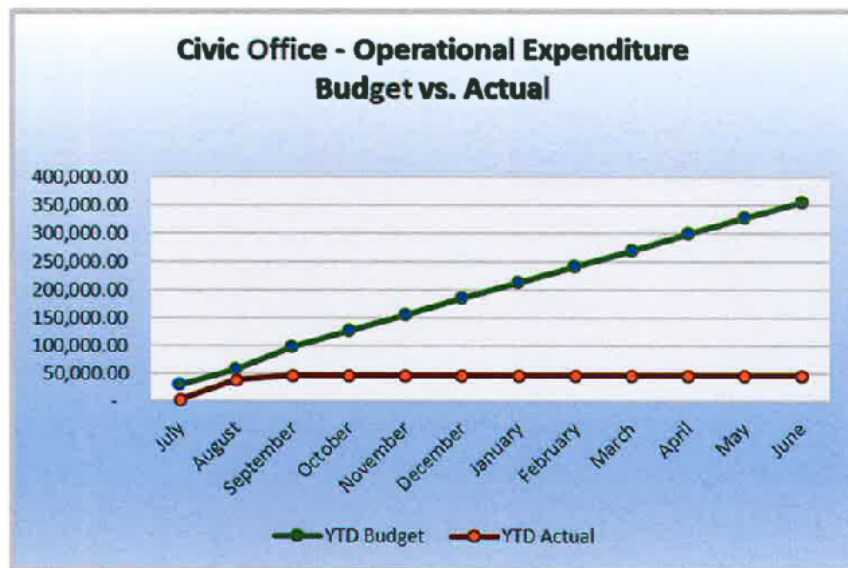


Tenterfield Shire Council

Monthly Operational Report - September 2020

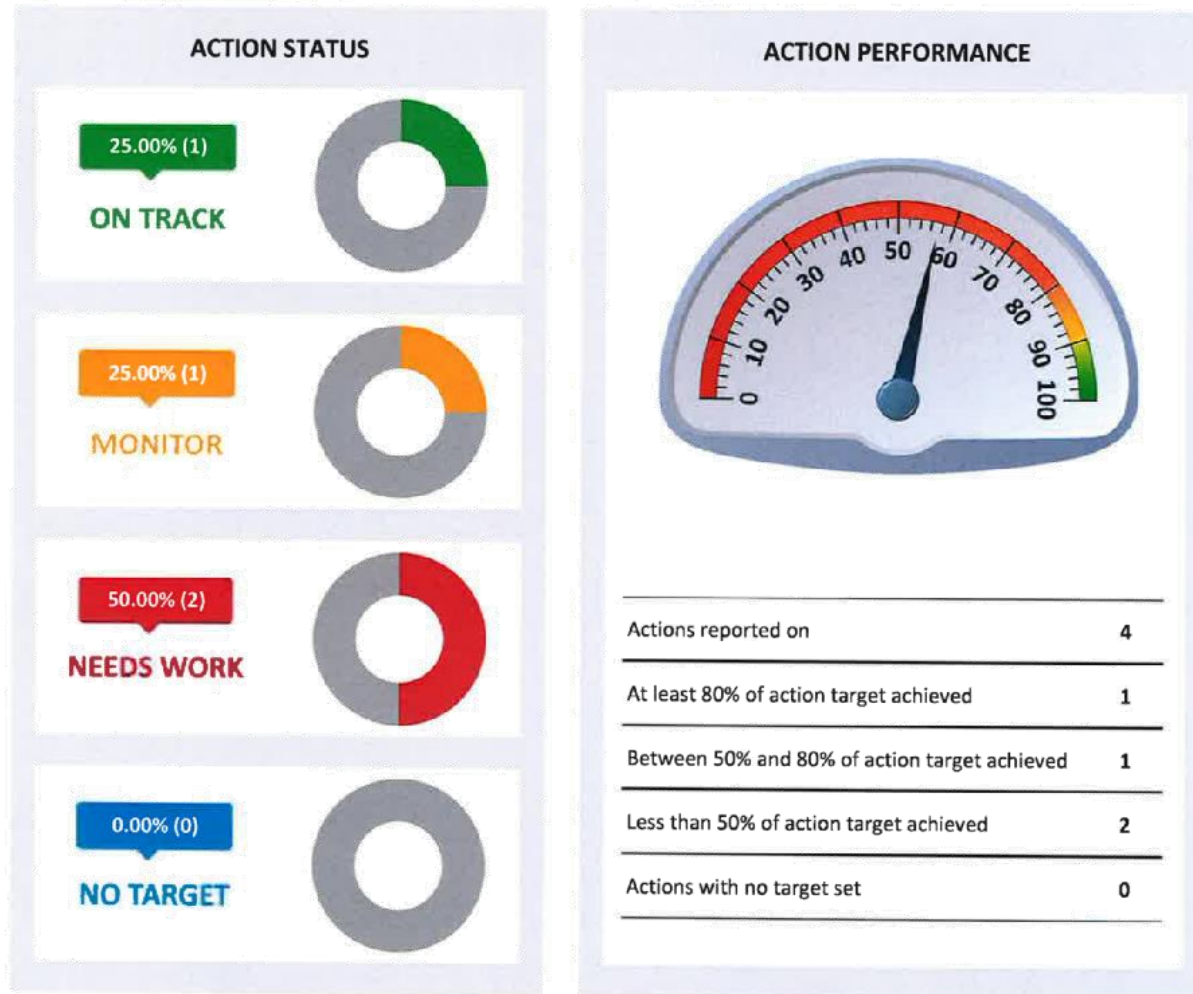
Service Profile: Civic Office								
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
2.1.3.1 Investigate, advocate for, and source funding to improve heavy vehicle access across the region.	Chief Executive	September - 2022 Ongoing nothing further to report.	Ongoing	01/07/22	30/06/23	0.00		 No TARGET
5.1.1.9 Influence and advocate support from Federal and State government in relation to promotion of Tenterfield community objectives.	Chief Executive	September - Ongoing waiting for federal budget to be handed down next month	Ongoing	01/07/22	30/06/23	0.00		 No TARGET
5.1.1.10 Advocate to hand back Bruxner Way and Mt Lindesay Road to State Government.	Chief Executive	September-2022 Ongoing still waiting for the outcome of our application to hand back. Nothing further to report .	Ongoing	01/07/22	30/06/23	0.00		 No TARGET
5.1.1.11 Manage communication, media and information channels.	Manager Economic Development & Special Projects	Publishers of the Regional Lifestyle Magazine with the Tenterfield Shire feature advise mag will come out 14 November – with planned launch of the magazine at the Golf Club on evening of Tue, 15 November.	Ongoing	01/07/22	30/06/23	0.00		 No TARGET
5.1.1.12 Deliver councillor services.	Chief Executive	September - 2022 business as usual nothing to report.	Ongoing	01/07/22	30/06/23	0.00		 No TARGET
5.2.2.1 Advocate for health services throughout the Region and ensure future government planning aligns with community needs.	Chief Executive	September - 2022 Ongoing nothing further to report.	Ongoing	01/07/22	30/06/23	0.00		 No TARGET

1. Civic Office






COA	22/23 Full Year Budget	22/23 YTD Actuals September	22/23 Percentage Spent
Civic Office	355,339	59,456	16.73%
1. Operating Income	0	11,921	0.00%
2. Operating Expenditure	355,339	47,536	13.38%

2. ORGANISATION LEADERSHIP



2. ORGANISATION LEADERSHIP

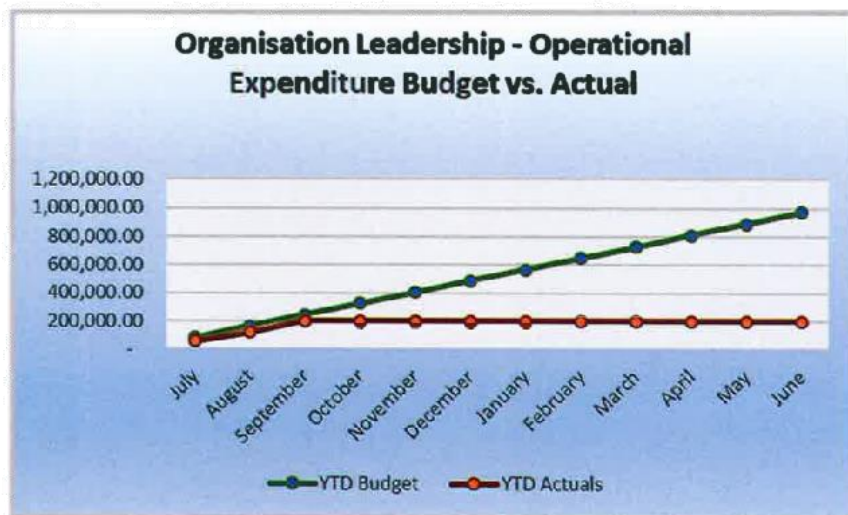
Business Unit: Organisation Leadership								
Service Profile: Organisation Leadership								
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
5.1.2.4 Implement the long-term financial strategy, aligning the Long-Term Financial Plan with the Asset Management Plan.	Chief Executive	September: We have engaged the OLG to do some benchmarking research and compare our performance against other councils, the OLG has also agreed to evaluate our LTFP and projections in regards the special rates variation and OPEX projections.	In Progress	01/07/22	30/06/23	29.00	100.00	 NEEDS WORK
5.1.2.5 Apply for a Special Rate Variation.	Chief Executive	September - 2022 The consultation, component of the SRV has now been completed. We are now waiting for councils resolution in terms of the numbers (variation) they resolve to apply to IPART.	In Progress	01/07/22	30/06/23	75.00	100.00	 MONITOR
5.1.2.6 Report to council identifying efficiency savings of 10-15% across the budget, for the 2022/23 financial year.	Chief Executive	Complete has been reported to council as directed	Completed	01/07/22	30/06/23	100.00	100.00	 ON TRACK

Tenterfield Shire Council

Monthly Operational Report - September 2022

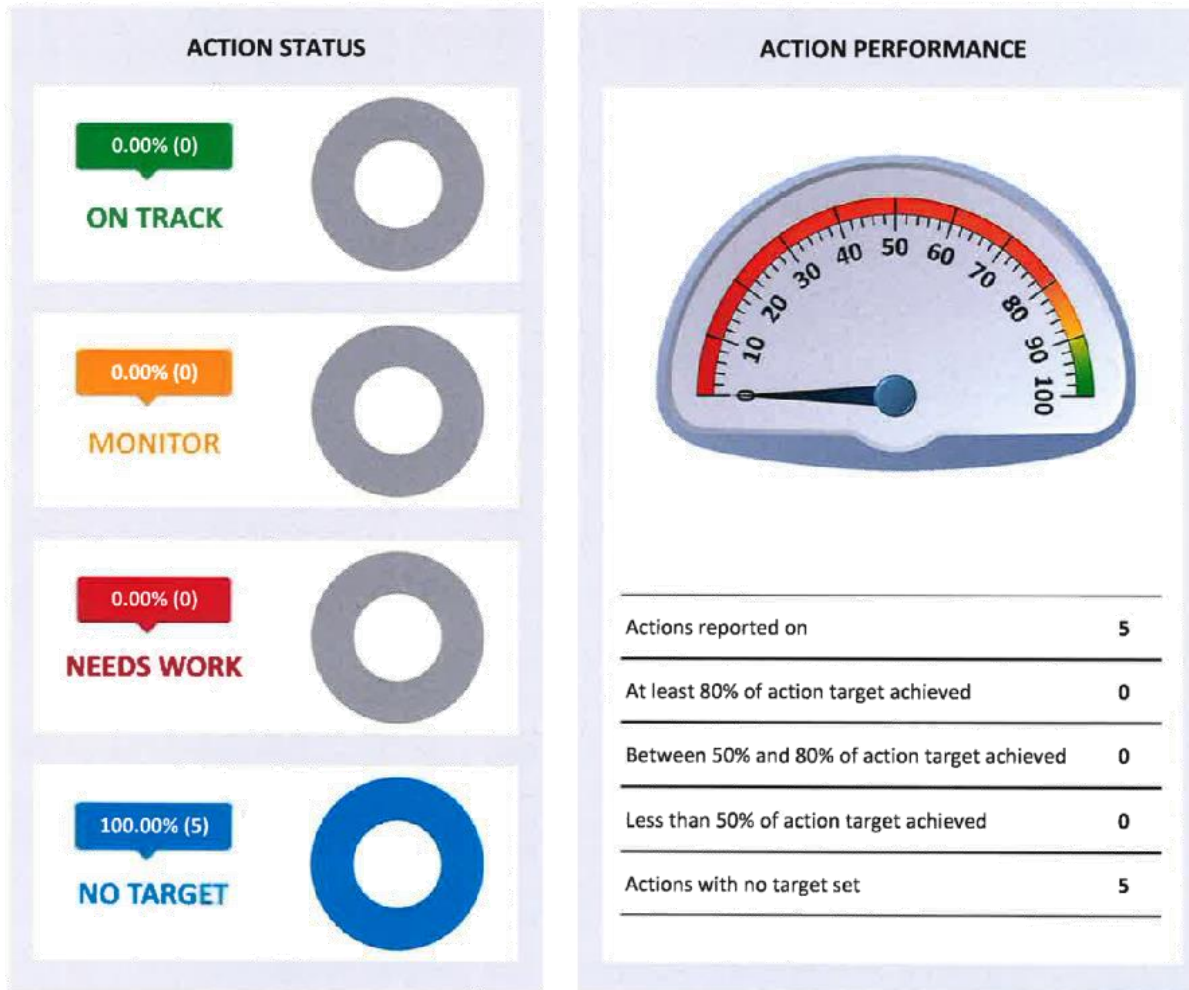
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
5.1.2.7 Provide Council a Review of operating plan for the Visitor Information Centre.	Manager Economic Development & Special Projects	<p>The Visitor Information Centre continues to operate six-days-a-week with reduced opening hours on Saturdays - now closing 2:30pm.</p> <p>Visitor Information Centre Update: September visitors to visitor information centre = 1,674 (0 visitors in September 2021 – COVID closures) September visitors to Visit Tenterfield website = 4,034 (87.9% increase on September 2021) 37% of visitors from New South Wales, 41% from Queensland and 11% from Victoria. Tenterfield Visitor Information Centre has a 4.5 star review on Google (151 reviews) & 4.5 star review on TripAdvisor (108 reviews).</p>	In Progress	01/07/22	30/06/23	25.00	100.00	

2. Organisation Leadership




COA	22/23 Full Year Budget	22/23 YTD Actuals September	22/23 Percentage Spent
Organisation Leadership	970,404	200,274	20.64%
2. Operating Expenditure	970,404	200,274	20.64%

3.COMMUNITY DEVELOPMENT



3. COMMUNITY DEVELOPMENT

Business Unit: Community Development								
Service Profile: Community Development								
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
1.1.1.1 Improve and maintain communication methods in accordance with the Community Engagement Strategy.	Manager Economic Development & Special Projects	<p>Staff use all available avenues to communicate Council activities - social media, local newspaper and radio as well as Your Local News and direct meetings with the public.</p> <p>In September, (trial) TSC Facebook page again proved popular with page reach of 5458.</p> <p>Individual posts have topped at 3123 (School of Arts - Women like Us) and 2301 for Trial Closure of Customer Services.</p> <p>Audience Age & gender Women 78.6% Men 21.4%</p> <p>Age & gender 18-24 25-34 35-44 45-54 55-64 65+ Women 4.5% 13.1% 15.8% 17.6% 15.8% 11.8% Men 0.5 2.3 5.9 5.9 4.5 2.3</p> <p>Top towns/cities Tenterfield, NSW, Australia 67.3% Stanthorpe, QLD, Australia 1.8% Toowoomba, QLD, Australia 1.8% Sydney, NSW, Australia 1.8% Brisbane, QLD, Australia 1.8%</p>	Ongoing	01/07/22	30/06/23		0.00	



Tenterfield Shire Council

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Wallangarra, QLD, Australia
1.8%
Armidale, NSW, Australia
0.9%
Drake, NSW, Australia
0.9%
Jennings, NSW, Australia
0.9%
Sunshine Coast, QLD, Australia
0.9%
Top countries
Australia
100%



Reach shows 3.7 views by women for every 1 male view.

Need to post more info of interest to males.

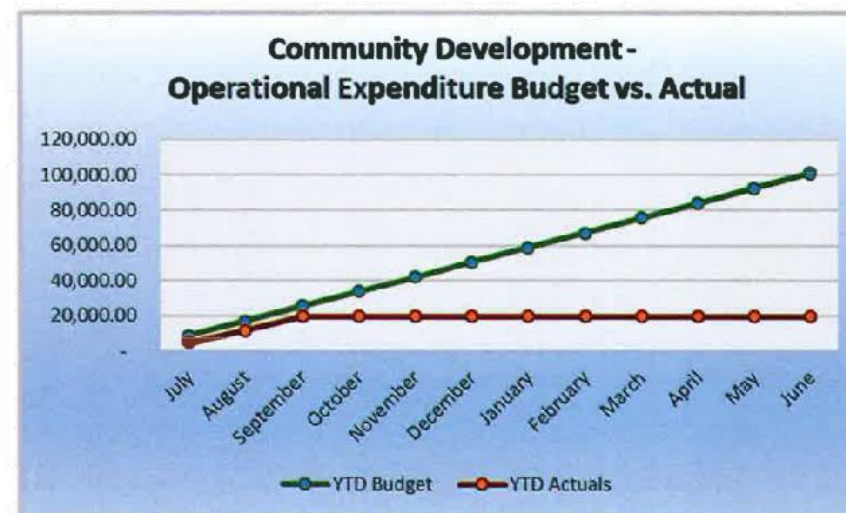
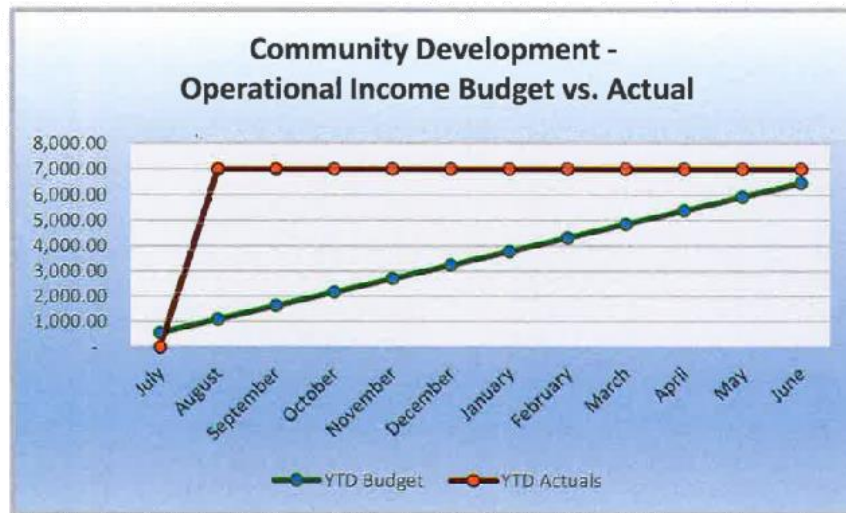
1.1.1.2 Provide opportunities for the community to participate in decision making via Council Committees.	Community Development Officer	During the September reporting period there were no Committee meetings scheduled.	Ongoing	01/07/22	30/06/23	0.00	 No TARGET
1.1.2.1 Implement wellbeing programs and activities in partnership with the Aboriginal Advisory Committee. Contribute to NAIDOC week and develop and implement Reconciliation Action Plan (RAP).	Community Development Officer	During the September reporting period the Community Advisor supported Moombahlene Local Aboriginal Land Council assisting with the organisation of NAIDOC Week event and cross promotion of NAIDOC Week activities across Council's media streams. A draft Reconciliation Action Plan is being developed in consultation with the Aboriginal Advisory Committee.	Ongoing	01/07/22	30/06/23	0.00	 No TARGET

Tenterfield Shire Council

Monthly Operational Report - September 2022

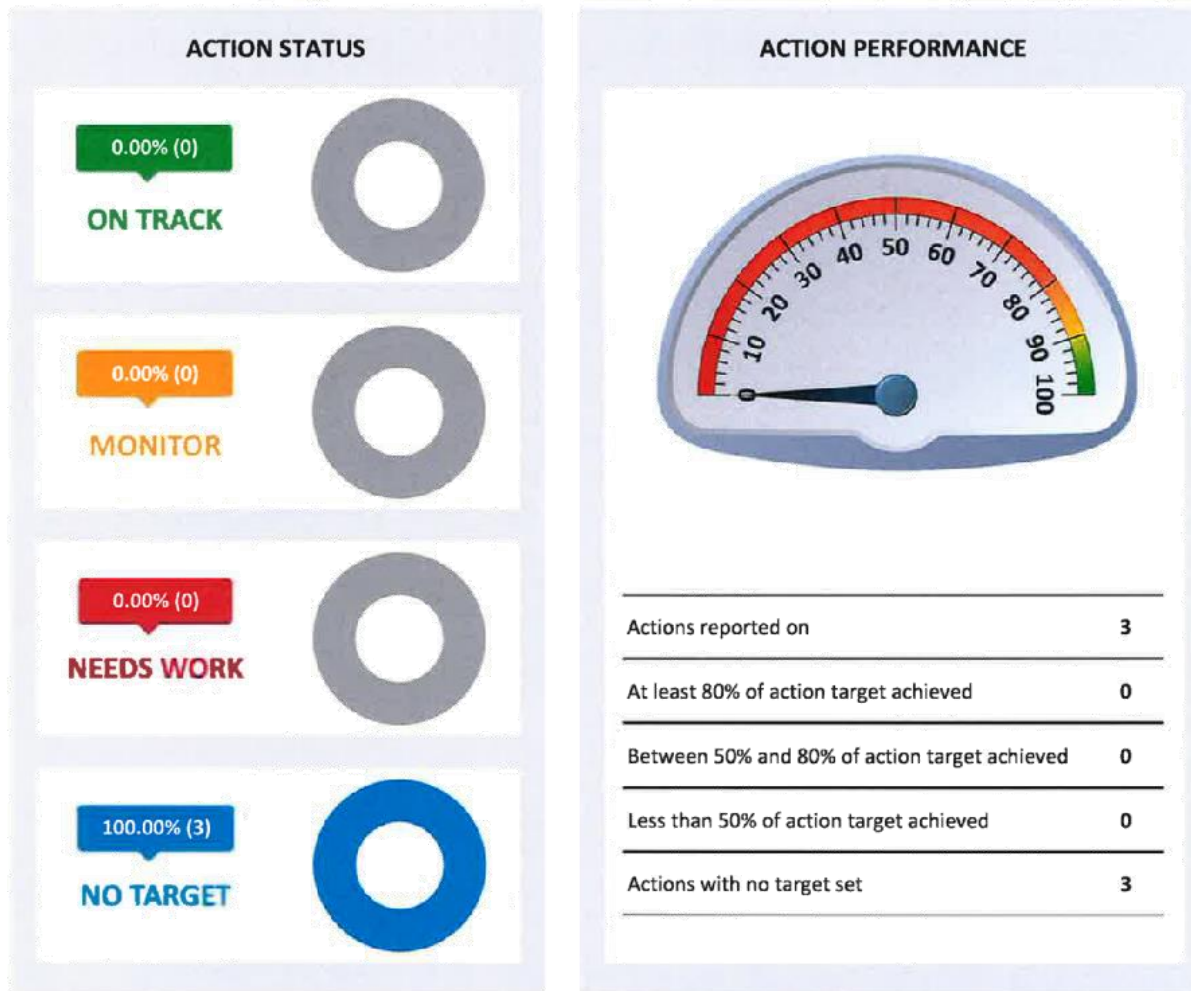
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
1.1.3.1 Support the physical and mental health of the community, through wellbeing activities which improve community capacity and resilience. This includes contributing and supporting local events such as Youth Week.	Community Development Officer	During the September reporting period the Community Advisor has consulted and provided support to promote interest in the establishment of a Tenterfield 'Park Run' event and facilitated consultation to hold a Teacher's dinner to celebrate world teacher's day hosted by local community organisations. The Spring Break Holiday 2022 activity scheduled for September was cancelled due to unsuitable weather conditions. Supporting Sunnyside Hall in the development of the grant application for STRONGER COUNTRY COMMUNITIES FUNDING for upgrading facilities to be able to be used for people with disabilities and to repair the ceiling as it has leaks. A range of community events, opportunities and activities were promoted through the Tenterfield in Touch Newsletter distributed to 520+ subscribers.	Ongoing	01/07/22	30/06/23		0.00	 No TARGET
1.2.3.1 Deliver and report to the OLG on the Council's Disability Inclusion Action Plan.	Community Development Officer	During the September reporting period, Tenterfield Shire Council's Disability and Inclusion Action Plan is being reviewed in-line with NSW Government Disability Inclusion Action Planning Guidelines and includes Council's community and stakeholder consultation procedures. Accessibility related events, news and services were promoted through Tenterfield in Touch digital news channels.	Ongoing	01/07/22	30/06/23		0.00	 No TARGET

3. Community Development





COA	22/23 Full Year Budget	22/23 YTD Actuals September	22/23 Percentage Spent
Community Development	94,298	12,419	13.17%
1. Operating Income	(6,444)	(7,000)	108.63%
2. Operating Expenditure	100,742	19,419	19.28%

4. ECONOMIC GROWTH & TOURISM



4. ECONOMIC GROWTH & TOURISM

Business Unit: Economic Growth & Tourism								
Service Profile: Economic Growth & Tourism								
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
2.1.1.1 Develop and implement the Economic Development Strategy and Tourism Development Strategy, which also aligns with the Regional Economic Development Strategy (REDS).	Manager Economic Development & Special Projects	<p>Council resolved (Wed, 24 Aug Council Meeting) to accept offer for surplus land at Sugarbag Road, Drake (Lot 26 DP 735029). Agent subsequently advised buyer pulled out. Another agent received offer for same. Contracts exchanged and now with Council's solicitors - who advise settlement Nov 14.</p> <p>Also at 24 August Meeting, Council resolved to seek offers for the sale of the Tenterfield airstrip (Lot 1 DP 236737 – 27.48ha at Schroders Road. Manager has prepared and uploaded tender doc to TenderLink, advised all local real estate agents and parties who have previously expressed interest in buying the airstrip. Tenders close 2pm, Wed 16 Nov.</p> <p>Market for local real estate remains strong - although demand/price for houses may have plateaued due to interest rate rises.</p>	Ongoing	01/07/22	30/06/23		0.00	 No TARGET
2.1.1.2 Deliver and manage Destination Marketing Plan and marketing campaigns and activities.	Manager Economic Development & Special Projects	<ul style="list-style-type: none"> Attended New England High Country monthly meeting regarding upcoming campaigns and updates. Australian Traveller Journalist spent a night in Tenterfield late September, visiting attractions for online article to be released 	Ongoing	01/07/22	30/06/23		0.00	 No TARGET

October/November 2022

o Spring Holiday Facebook Campaign resulted in 359 clicks to the website, reached 33,359 people & was seen 88,919 times.

- Oracles of the Bush program advertising – created full page ad for Visit Tenterfield.

- Grants:

o Reconnecting Regional NSW Events Fund – successful - \$301,708 to be distributed to 18 different events. Significant work has been undertaken this month establishing grant agreements for 15 different organisations and ensuring organisations are aware of promotional and reporting requirements.

o Regional Tourism Activation Fund – supported external organisations' applications with letters of support and information (Angry Bull Trails & Rover Park).

o Regional Tourism Bushfire Recovery Program – finalised acquittals for Gravel n Granite & continued with acquittal for Peter Allen Festival.

- Ongoing: communication with local businesses, local & regional organisations, New England High Country, Destination Network Country & Outback. Met with Robert Perry from National Monument Project for update. Supported opening of new businesses – The Barn at Glenrock Gardens, Stonefruit & the Galah Store.

- Ongoing: regular website and events updates on Visit Tenterfield, New England High Country & Destination NSW websites; regular social media posts; communicating with new and existing tourism businesses and events.


Social Media Stats – September 2022:

Facebook Reach: 11,969 from 10 Facebook posts.

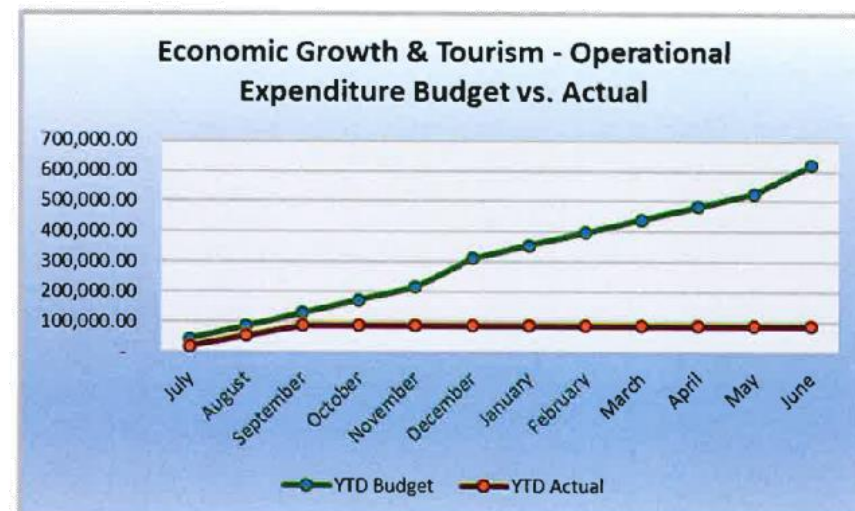
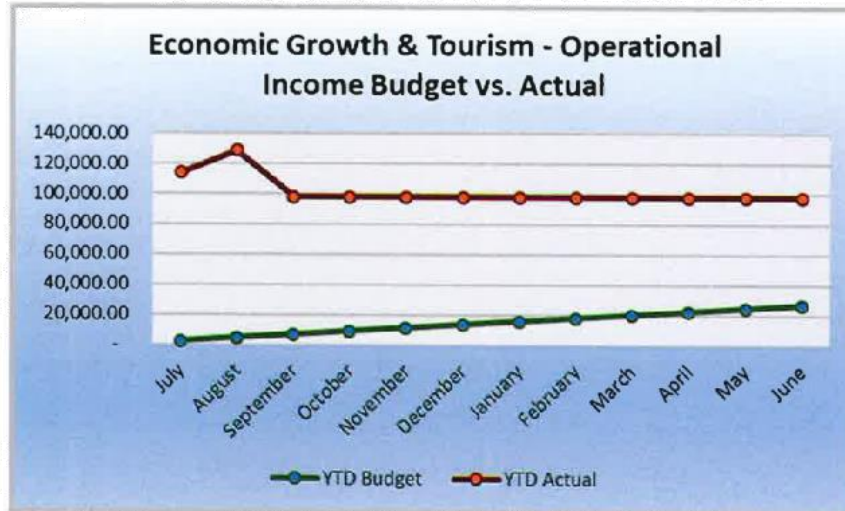
Facebook Page Likes: 6,811 (+107 new)

Instagram Reach: 5,802 from 10 Instagram posts & 5 stories

Instagram Followers: 2,831 (+36 new)

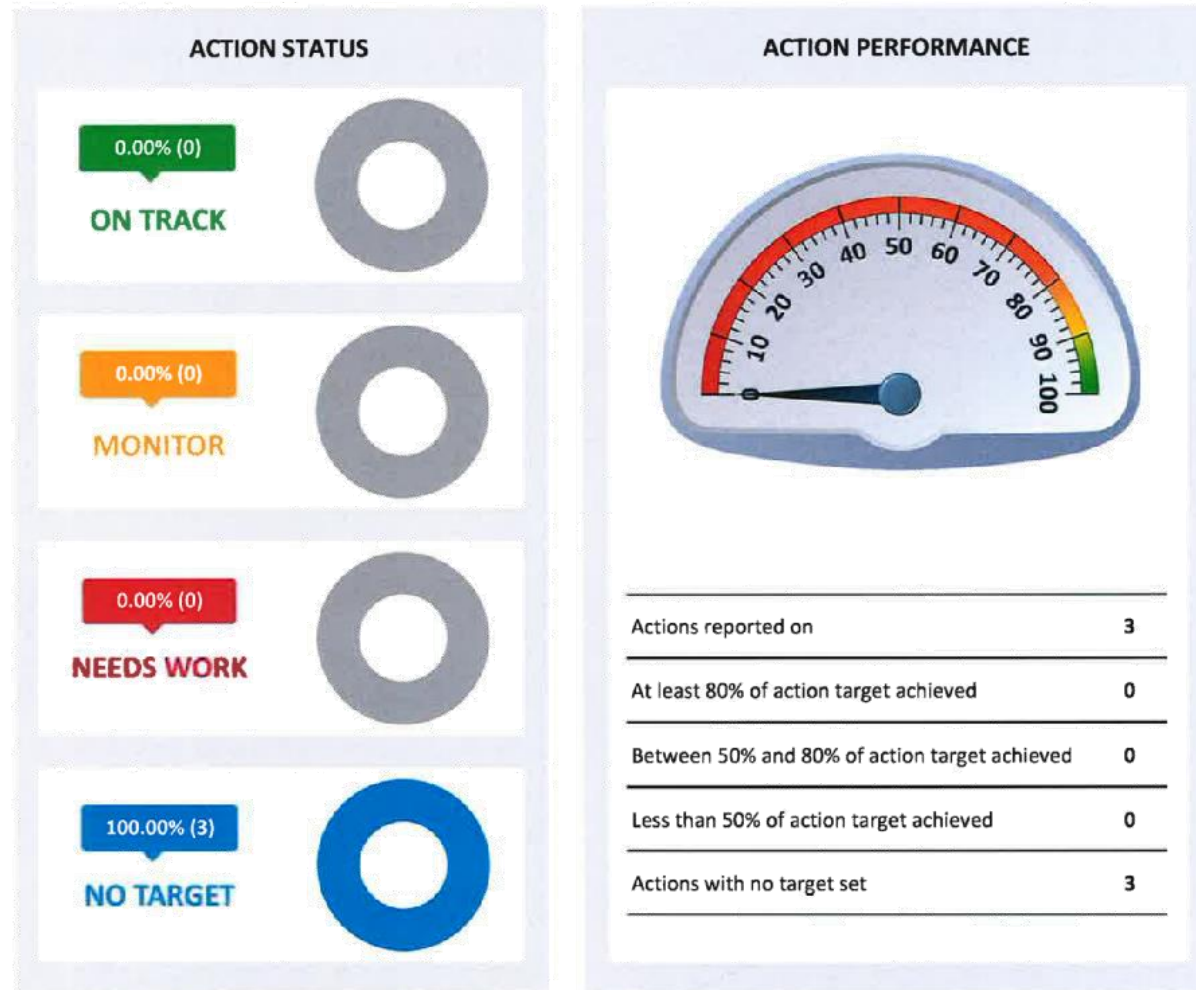
Tenterfield Shire Council			Monthly Operational Report - September 2022				
			Publishers of the Regional Lifestyle Magazine with the Tenterfield Shire feature advise mag will come out 14 November – with planned launch of the magazine at the Golf Club on evening of Tue, 15 November.				
5.2.3.1 Support future proposals for improved telecommunications infrastructure.	Manager Economic Development & Special Projects	Nil to report in this area.	Ongoing	01/07/22	30/06/23	0.00	 No TARGET

4. Economic Growth and Tourism




COA	22/23 Full Year Budget	22/23 YTD Actuals September	22/23 Percentage Spent
Economic Growth and Tourism	600,632	(964,125)	-160.52%
1. Operating Income	(26,713)	(97,897)	366.48%
2. Operating Expenditure	620,314	87,414	14.09%
3. Capital Income	0	(994,593)	0.00%
4. Capital Expenditure	0	39,114	0.00%
4235004. PSLP - Tenterfield Youth Precinct & Mountain Bike Trailhead	0	34,114	0.00%
5400509. RTBR - Art Installations Tenterfield Creek	0	5,000	0.00%
6. Liabilities	7,031	1,838	26.15%

5. THEATRE & MUSEUM COMPLEX





5. THEATRE & MUSEUM COMPLEX

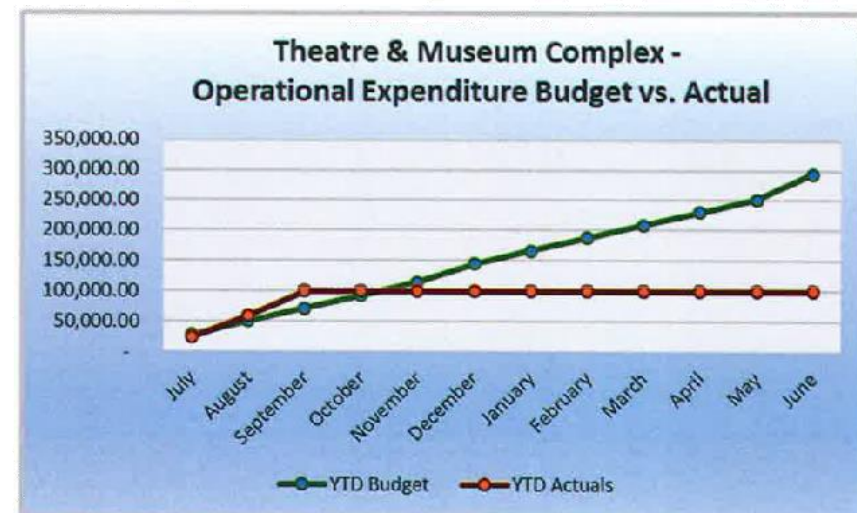
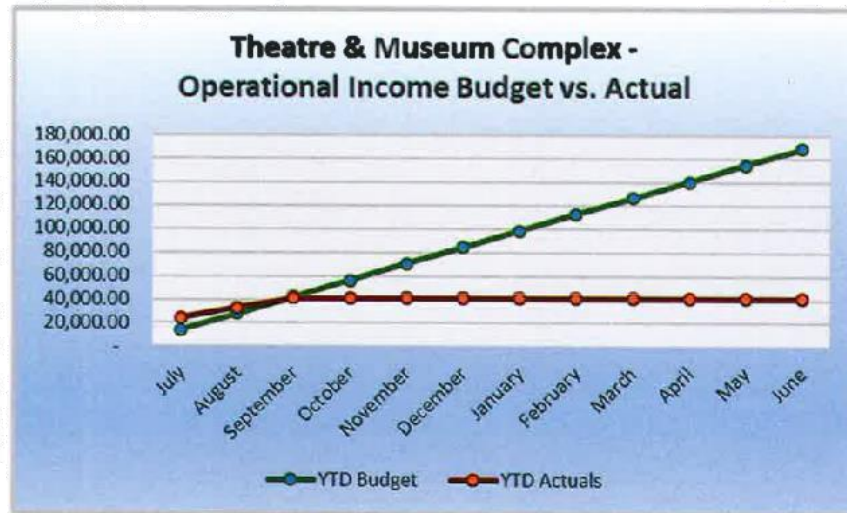
Business Unit: Theatre & Museum Complex								
Service Profile: Theatre & Museum Complex								
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
1.1.3.4 Develop and proactively manage and deliver cinema program, theatre education and youth related programs.	Manager Arts, Culture and Library Services	During the September reporting period the School of Arts Cinema/Theatre program held 27 screening sessions with 349 total ticket sales. Popular programs included 2 interactive children live shows, Snow White & Seven Cool Dudes, and Chitty Chitty Bang Bang Jr. with the total number of 135 attendees. Films 'Where the Craw Dads Sing' with 90 attendees, followed by kids' animation "The Bad Guys" with 70 attendees were amongst the most popular movie screenings for this period.	Ongoing	01/07/22	30/06/23		0.00	 NO TARGET

Tenterfield Shire Council

Monthly Operational Report - September 2022

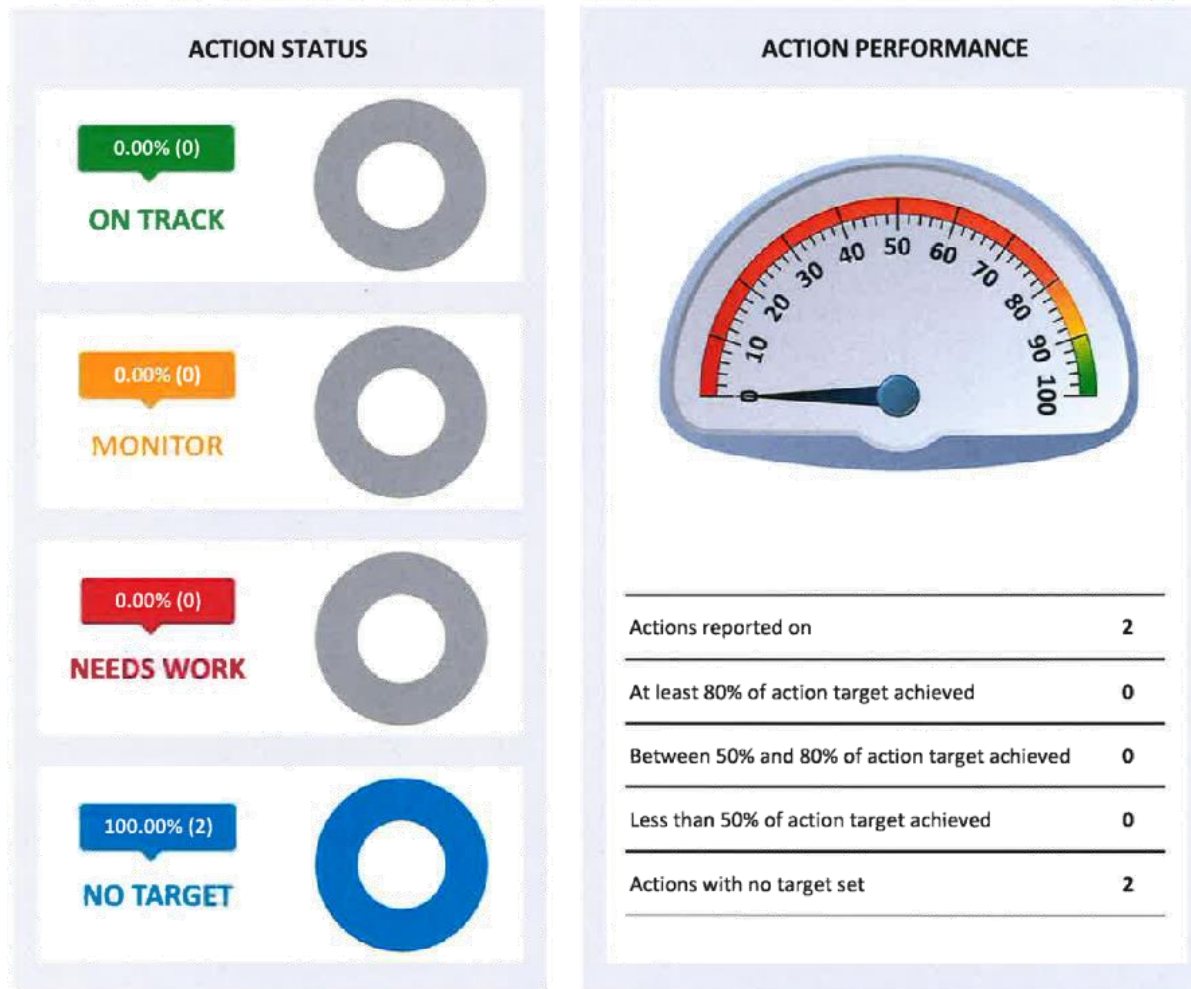
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
1.1.3.5 Manage and operate the Sir Henry Parkes Memorial School of Arts (Cinema, Theatre, and Museum) in partnership with the National Trust of Australia.	Manager Arts, Culture and Library Services	During the September reporting period the Museum welcomed 510 visitors which included two [2] school group visits and four [4] bus tour groups. Feedback from each of the group visits was extremely positive. The Sir Henry Parkes Memorial School of Art Joint Management Committee meeting was held on 1 September 2022. Priority actions from this meeting were for the implementation of tour guide training and development for casual SoA staff and volunteers, establishing e-Hive Catalogue for collection management, revision of new Volunteer on-boarding process and recruitment of new volunteers. Pending sourcing funding to develop curriculum based school education resources for the Museum, interim school group educational activities and a Museum Tour Guide education resource have been developed to support training and development of staff and volunteers for Museum Tours. Three [3] staff tour guide training sessions were also held during September with regular development and mock-tour sessions scheduled monthly through until March 2023 for all SoA staff.	Ongoing	01/07/22	30/06/23		0.00	 No TARGET
1.2.4.1 Provide volunteer training and upskilling in a safe and engaging work environment.	Manager Arts, Culture and Library Services	During the September reporting period staff provided ongoing support to the SOA Volunteer program for front-of-house operations; undertook a review/development of the volunteer on boarding procedure including updating the position description and developing a new Volunteer's Handbook in order to meet the current needs of SOA operations and future volunteer recruitment, training and development activities.	Ongoing	01/07/22	30/06/23		0.00	 No TARGET

5. Theatre and Museum Complex





COA	22/23 Full Year Budget	22/23 YTD Actuals September	22/23 Percentage Spent
Theatre & Museum Complex	220,190	58,550	26.59%
1. Operating Income	(168,316)	(41,236)	24.50%
2. Operating Expenditure	294,365	99,786	33.90%
4. Capital Expenditure	94,141	0	0.00%
5005508. School of Arts - Replace/Repair Carpet. Resand & Reseal Floors (SRV)	94,141	0	0.00%

6. LIBRARY SERVICES

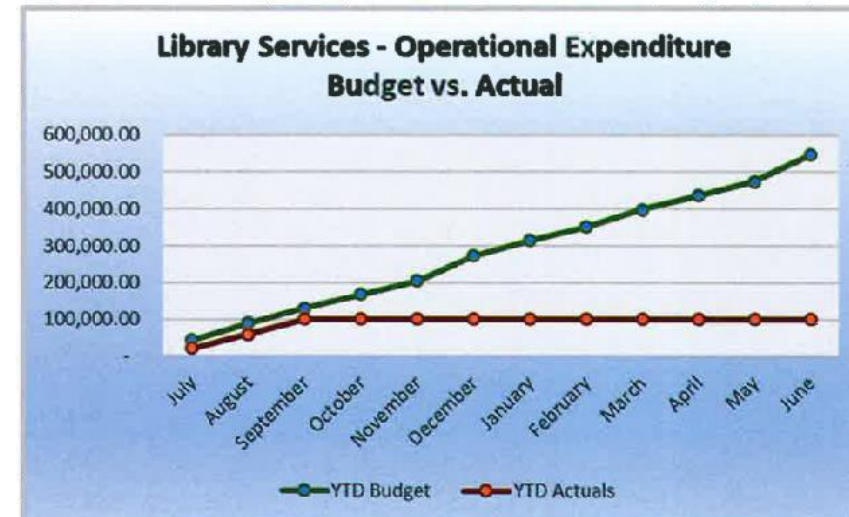
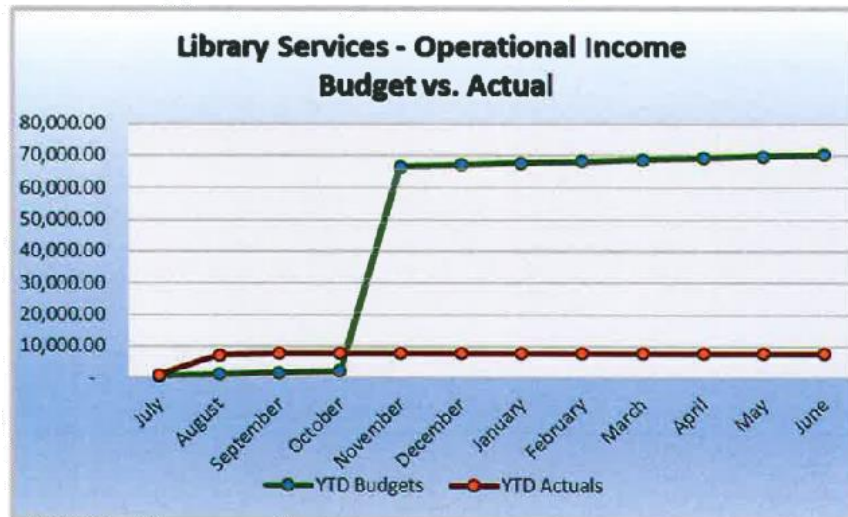


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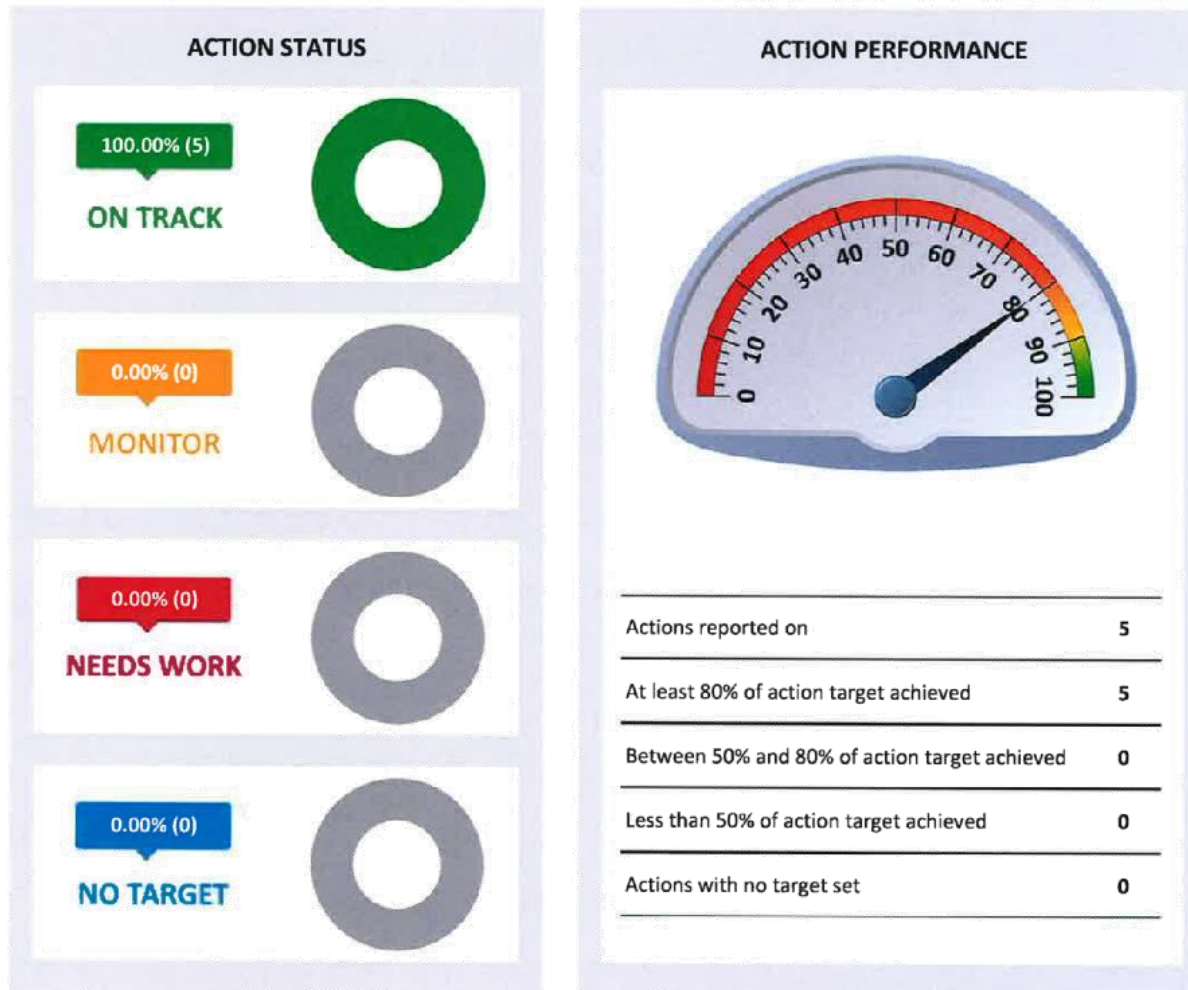
Service Profile: Library Services								
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
1.1.3.2 Deliver technology and resources to individuals and small groups via library services.	Manager Arts, Culture and Library Services	During the September reporting period the Library provided services to 1,232 visitors including 223 users accessing the Library Public Computers. Activities included Weekly story time on Thursdays and Home Library Services to 32 borrowers. New member resources have also recently been procured including online databases – Comics Plus, Transparent Language and Cloud Library News Stand; and a new hardcopy magazine 'Lunch Lady' creative lifestyle parenting publication. Library Collection management during September included the ongoing review and weeding (deletion) of collection items, return of items from Library Branches and distribution of the deleted items to the progress associations from Drake, Torrington and Urbenville. Promotion of the Tech Savvy Seniors Workshop Program commenced during the September reporting period and the first session scheduled for 2 November 2022.	Ongoing	01/07/22	30/06/23		0.00	 No TARGET
1.1.3.3 Manage all corporate art, artefacts, honour boards and memorabilia (including audit and security).	Manager Arts, Culture and Library Services	During the September reporting period establishment of the SHPMSoA subscription to e-Hive catalogue management system was actioned. Request has been submitted to the National Trust for further instruction/guidance on migrating NT Collection data to TSC's e-Hive catalogue system. Audit activity for the cross reference of individual items held on-site (not listed as part of a collection) have not progressed during this reporting period.	Ongoing	01/07/22	30/06/23		0.00	 No TARGET

6. Library Services




COA	22/23 Full Year Budget	22/23 YTD Actuals September	22/23 Percentage Spent
Library Services	482,542	(101,542)	-21.04%
1. Operating Income	(70,139)	(7,703)	10.98%
2. Operating Expenditure	545,681	101,325	18.57%
3. Capital Income	(19,329)	(196,886)	1018.60%
4. Capital Expenditure	19,329	0	0.00%
5000524. Local Priority Grant 2022/23	19,329	0	0.00%
6. Liabilities	7,000	1,721	24.59%

7. WORKFORCE DEVELOPMENT





7. WORKFORCE DEVELOPMENT

Business Unit: Workforce Development								
Service Profile: Workforce Development								
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
5.1.1.4 Develop, manage and deliver the Workforce Management Strategy.	Manager HR & Workforce Development	The recruitment moratorium and financial constraint initiated workforce review has been completed. For September, this review has led to the implementation of five (5) lateral transfers, three (3) positional realignments, four (4) internal advertisements, one (1) casual conversion, multiple position description updates and eight (8) positions removed from the organisational structure. These changes will reduce the current FTE and increase operational efficiencies, however service delivery must start to downward trend to ensure the psychosocial hazards (now under WHS laws) of poor job control, high job demand and low organisational support do not manifest into directly attributable absenteeism, presenteeism, workplace conflict or workers compensation claims. Casual staff are being managed in an effort to assist with the current service delivery expectations. The current environment is an impediment to the delivery of some actions within councils Workforce Management Strategy. Calls for Consultative Committee nominations occurred in September as the term of office is one (1) year.	In Progress	01/07/22	30/06/23	80.00	100.00	 ON TRACK



Tenterfield Shire Council

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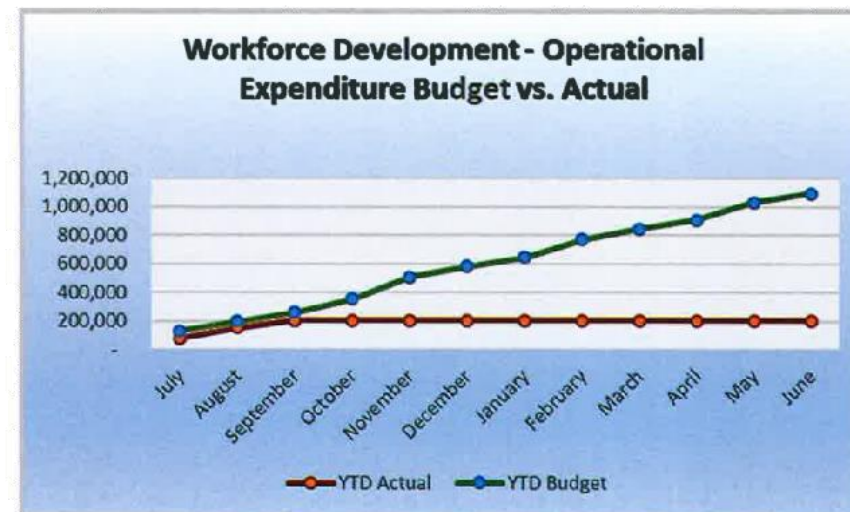
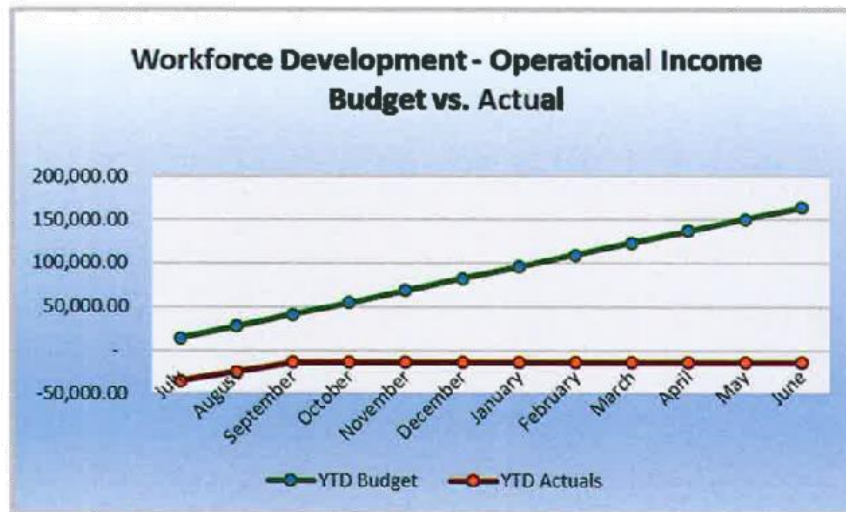
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
5.1.1.5 Facilitate worker health and wellbeing consultation communication, and participation processes.	Manager HR & Workforce Development	The health, well-being and morale of Staff continues to be negatively impacted by the uncertainty of the current environment. Council continues to take all reasonably practicable measures to mitigate this uncertainty by providing open communication, positional clarity, organisational and on-site EAP support. With the support of State Cover Mutual, council will be developing and implementing a new safety initiative to improve our organisational WHS Planning. Five (5) WHS toolbox talks, eighty one (81) breath alcohol tests, five (5) audits, five (5) site inspections and one (1) employee induction conducted in September.	In Progress	01/07/22	30/06/23	80.00	100.00	 ON TRACK
5.1.1.6 Develop, manage and deliver Employer the skills targeted training plans.	Manager HR & Workforce Development	Certificate IV in civil construction ongoing. Leadership program ongoing. Funding is still being sourced for other regulatory and training needs. The current financial environment is an impediment to the delivery of some actions within this element of councils Workforce Management Strategy.	In Progress	01/07/22	30/06/23	80.00	100.00	 ON TRACK

Tenterfield Shire Council

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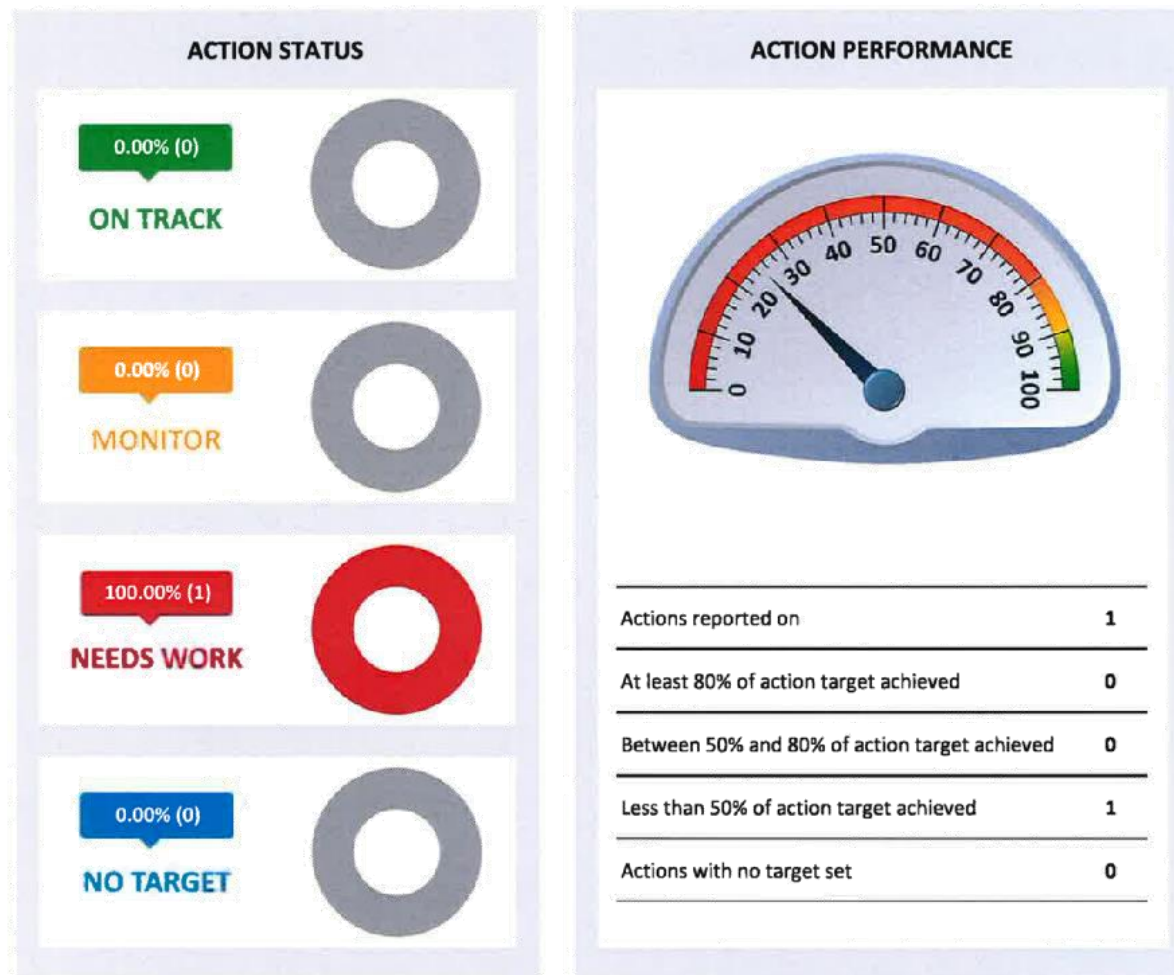
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
5.1.1.7 Develop, manage and deliver Employer of Choice recruitment and retention services.	Manager HR & Workforce Development	Annual staff performance reviews continue. The internal review and action on long term secondment, higher duties and position description drifts triggered by the financial constraints and recruitment moratorium are 85% complete. Work continues on the repositioning of our staff resourcing to ensure where possible the retention of valuable staff assets remains a priority during this period of organisational change. The current financial environment is an impediment to the delivery of some actions within this element of councils Workforce Management Strategy.	In Progress	01/07/22	30/06/23	80.00	100.00	 ON TRACK
5.1.1.8 Manage and report on Council's Enterprise Risk Management Framework and Risk Register.	Manager HR & Workforce Development	State Wide Mutual's Continuous Improvement Pathway (CIP) program based on the principles contained in AS/NZS ISO31000:2009 for the management of risk has been completed and submitted. Councils newly adopted risk management policy and risk appetite statement is now embedded into Council operational risk requirements. Councils risk register has been updated with an improved residual risk report function which will allow more detailed reporting to Audit Risk Improvement Committee. September has also seen the payment of all councils insurance declarations for the 22/23 financial period.	In Progress	01/07/22	30/06/23	80.00	100.00	 ON TRACK

7. Workforce Development



COA	22/23 Full Year Budget	22/23 YTD Actuals September	22/23 Percentage Spent
Workforce Development	931,385	218,678	23.48%
1. Operating Income	(164,190)	13,902	-8.47%
2. Operating Expenditure	1,095,575	204,776	18.69%

8. EMERGENCY SERVICES




Tenterfield Shire Council

Monthly Operational Report - September 2022

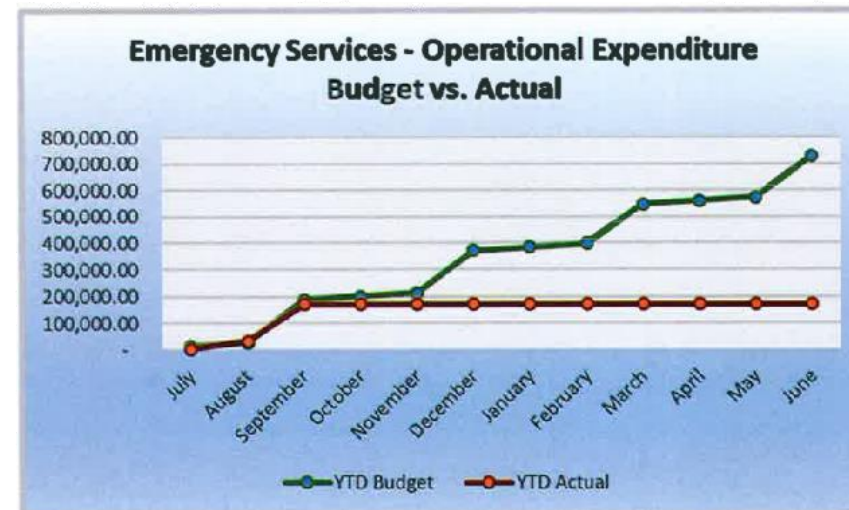
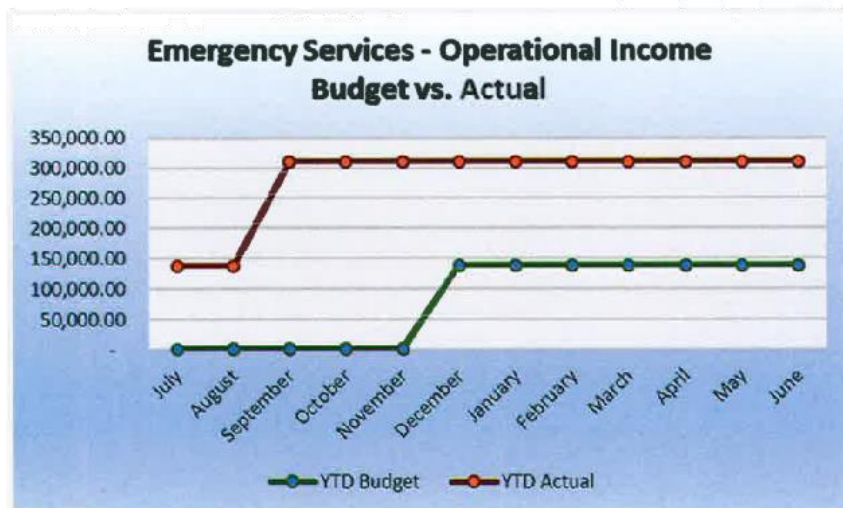
8. EMERGENCY SERVICES

Business Unit: Emergency Services

Service Profile: Emergency Services

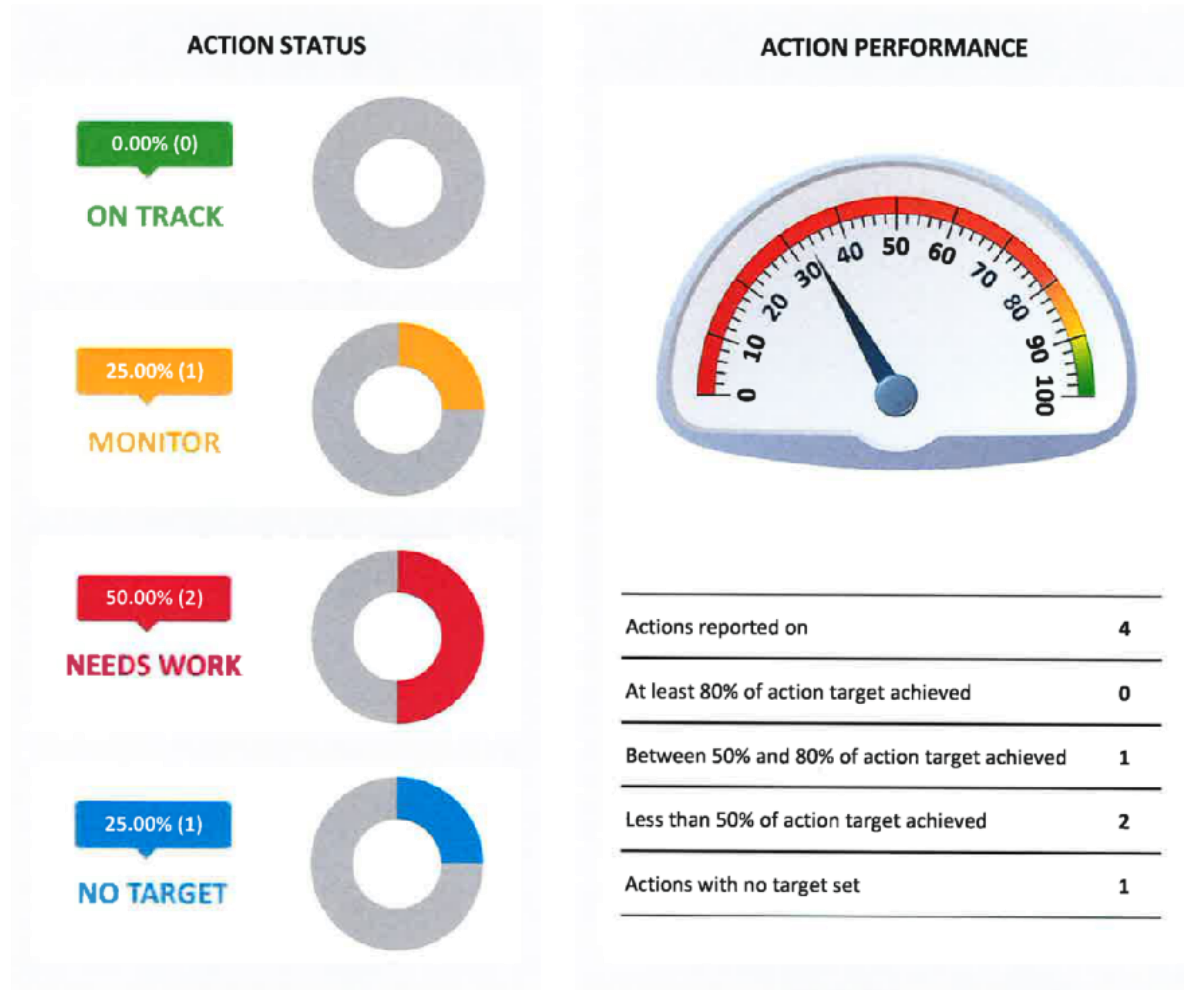
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
3.1.6.1 Develop, manage and deliver Emergency Management functions and facilities.	Manager HR & Workforce Development	Local Emergency Management Committee (LEMC) meetings working effectively. Mingoola RFS fire shed has been completed and the RFS has remitted all costs in full. Council has successfully secured State Government funding until June 2024 to retain the position of Community Recovery Officer.	In Progress	01/07/22	30/06/23	25.00	100.00	

8. Emergency Services




COA	22/23 Full Year Budget	22/23 YTD Actuals September	22/23 Percentage Spent
Emergency Services	592,620	(139,618)	-23.56%
1. Operating Income	(138,210)	(310,685)	224.79%
2. Operating Expenditure	730,830	171,067	23.41%

9. FINANCE & TECHNOLOGY




9. FINANCE & TECHNOLOGY

Business Unit: Finance & Technology								
Service Profile: Finance & Technology								
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
5.1.2.1 Manage and deliver finance services.	Manager Finance and Technology	<p>Council continues to seek to provide affordable services and delivery whilst ensuring finances are operated effectively. As Council is undergoing a proposed special rate variation for FY 23/24 and FY 24/25 to increase its own source operating revenue which will result in determination of services availability across the shire.</p> <p>Council is continuously ensuring its Working Capital is used effectively in providing operational services to its stakeholders.</p> <p>As at September 2022 Council is delivering and managing its financial services.</p>	In Progress	01/07/22	30/06/23	25.00	100.00	



Tenterfield Shire Council

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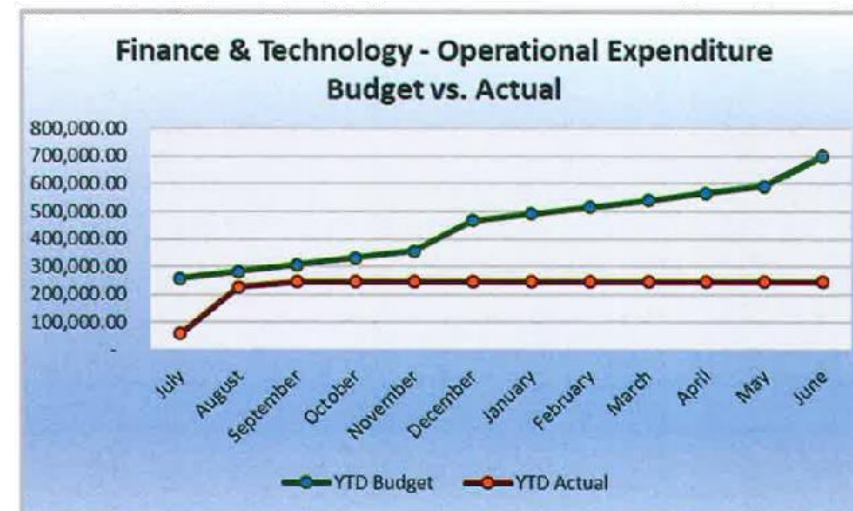
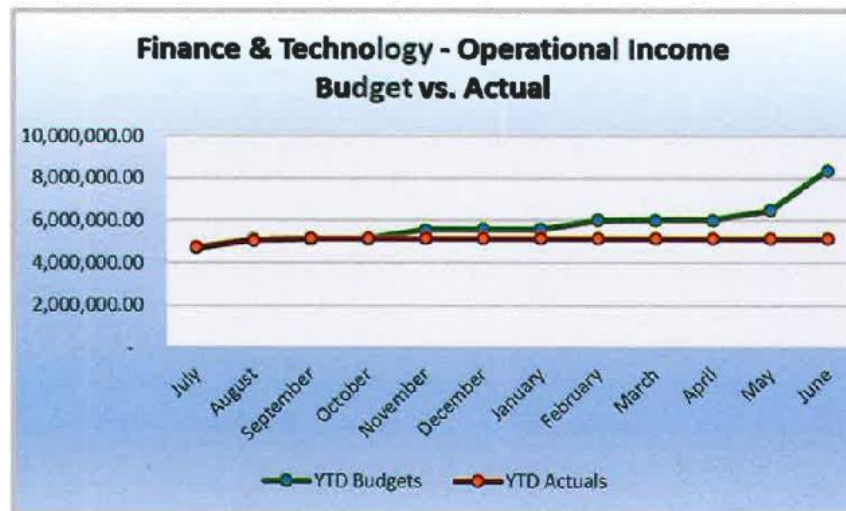
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
5.1.2.2 Manage and report on Council's Long-Term Financial Plan, and facilitate and support internal and external audits.	Manager Finance and Technology	<p>Council Long Term Financial Plan has been updated and presented to Council as part of the Integrated Planning and Reporting documents. The plan is subject to change depending on the outcome of the Council's view on Proposed Special Rate Variation and subsequent acceptance by IPART.</p> <p>Council has received its Interim Audit Management Letter - No New Issues were raised by the Auditor.</p> <p>Council has completed its Preparation of Annual Financial Statements FY21-22. Auditors have conducted their audit procedure and a close off meeting with the auditors has taken place. Council is awaiting final management letter and correspondence from the auditors. No new issues (Council Control) were identified by Council.</p> <p>External Audit- Council was required to undertake an indexation (desktop valuation) activity to increase the value of asset it held (mostly infrastructure) to reflect the current inflationary environment experienced across the sector. This resulted in an increase in our Balance Sheet of asset value but no impact on Income Statement for the year ended 30 June 2022.</p>	In Progress	01/07/22	30/06/23	50.00	100.00	 MONITOR

Tenterfield Shire Council

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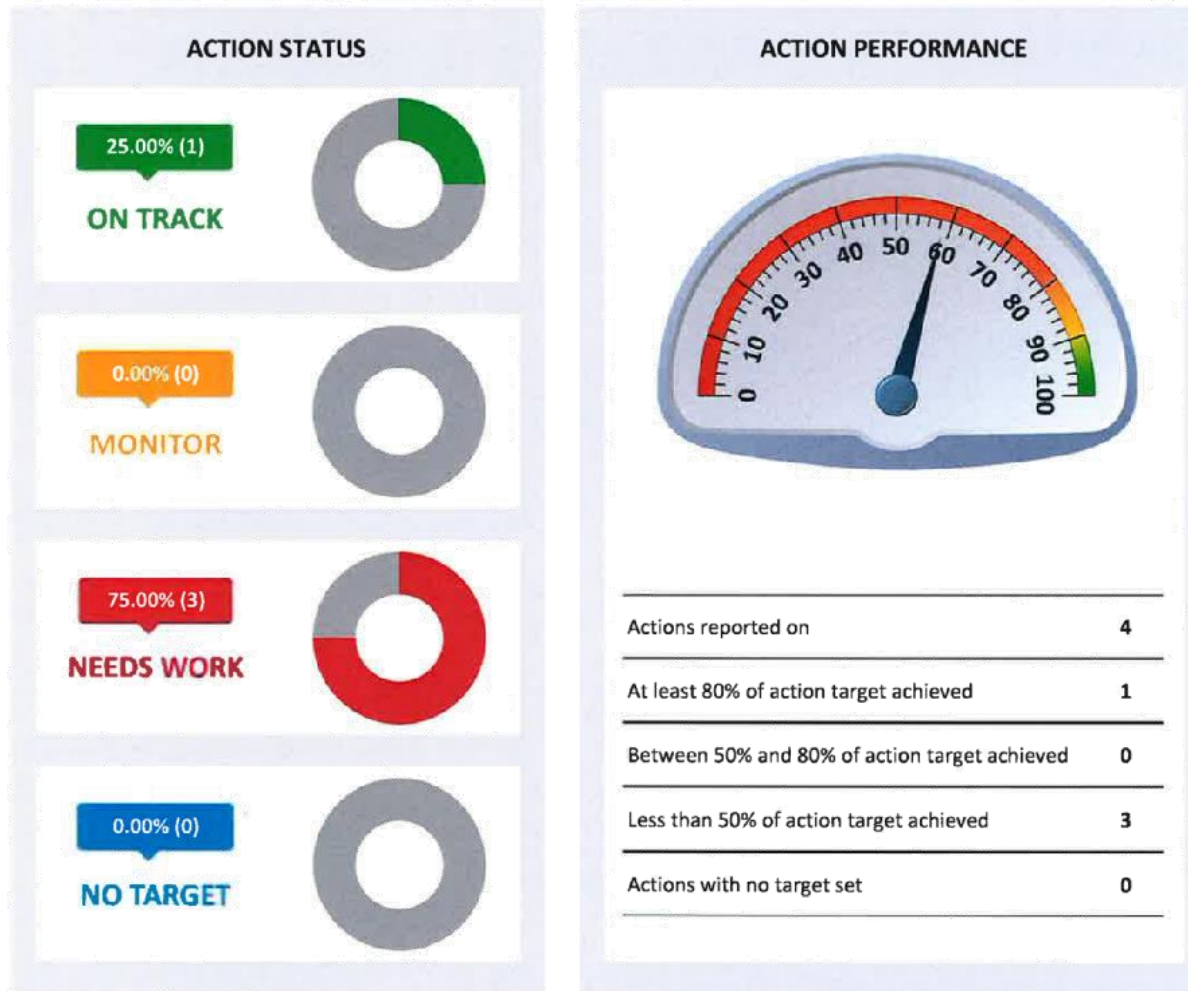
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
5.1.2.3 Manage investments - Plan develop and manage Council's investment portfolio.	Manager Finance and Technology	Investments are managed within council's Investment Policy guidelines. Investments are reported to Council every month as part of the Finance and Accounts report, with the latest update being provided for September 2022. Council's interest on investments has been positive since the incremental increase in interest rates over the last couple of months. Council invests accordingly to its Investment Policy. A review of the Investment Policy is underway and will be presented to Council through workshops in October.	Ongoing	01/07/22	30/06/23		0.00	 NO TARGET
5.1.4.1 Develop, manage and deliver Council's Technology Strategic Plan.	Manager Finance and Technology	Work is continuing in the development of IT Strategic Plan and additional policies are in the process of being developed to comply with relevant legislative requirements. Manager Finance and Technology held high level meeting with the providers of Council's Asset Management System and expressed dissatisfaction in the quality and timeliness towards the completion of this project. Council will hold subsequent discussions to seek best value for money and may decide to terminate this contract and seek more reliable working partners. Greenlight interface portal which links Council to NSW Department of Planning has been successfully incorporated and relevant staff training has been completed.	In Progress	01/07/22	30/06/23	25.00	100.00	 NEEDS WORK

9. Finance and Technology




COA	22/23 Full Year Budget	22/23 YTD Actuals September	22/23 Percentage Spent
Finance & Technology	(7,377,087)	(4,892,535)	66.32%
1. Operating Income	(8,381,449)	(5,167,987)	61.66%
2. Operating Expenditure	701,069	246,702	35.19%
4. Capital Expenditure	225,000	18,660	8.29%
1810501. Computer Equipment - Finance & Tech	75,000	0	0.00%
1810508. Capitalised Software	150,000	18,660	12.44%
6. Liabilities	78,293	10,090	12.89%

10. CORPORATE & GOVERNANCE






10. CORPORATE & GOVERNANCE

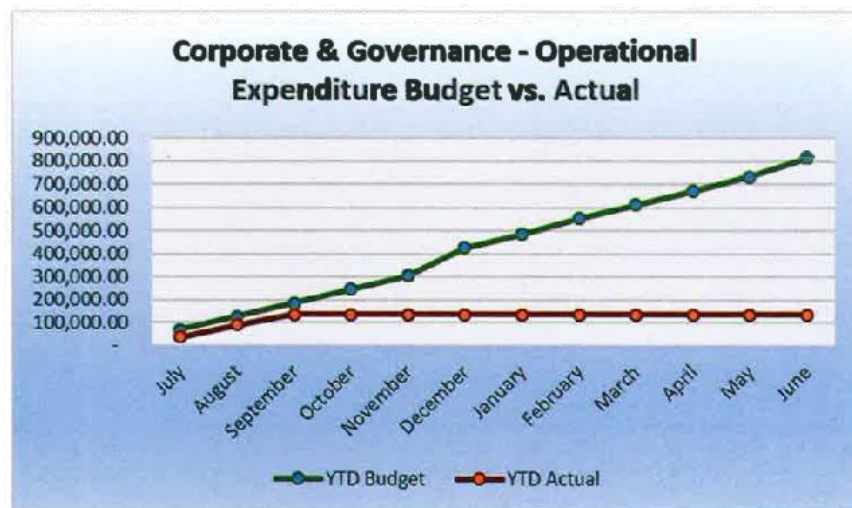
Business Unit: Corporate & Governance								
Service Profile: Corporate & Governance								
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
5.1.1.1 Develop, manage and deliver Customer Services, in accordance with the Customer Service Charter.	Manager Customer Service, Governance & Records	<p>Compliments for September 2022 - 3</p> <p>Complaints for September 2022 - 4</p> <p>Abusive customers for September 2022 - 0</p> <p>Customer Service General Enquiries for September 2022 - 96</p> <p>Total Inbound calls for September 2022 - 2,096</p> <p>Inbound calls for Customer Service for September 2022 - 651</p> <p>Inbound calls for Planning and Development Services for September 2022 - 247</p> <p>Inbound calls for Infrastructure and Engineering Services for September 2022 - 505</p> <p>Inbound calls for Rates for September 2022 - 210</p> <p>Council adopted a recommendation at the Ordinary Council Meeting of 23 September 2022 to undertake a trial between 17 October 2022 and 3 April 2023 to close the Customer Services Front Counter during the lunch period, from 1pm to 2pm, Monday to Thursdays, and close all day Fridays, with Customer Services available on the phone or by email. The trial has been advertised in Your Local News, placed on Council's website and mobile app, as well as Council's Facebook page.</p>	In Progress	01/07/22	30/06/23	45.00	100.00	

Tenterfield Shire Council

Monthly Operational Report - September 2022

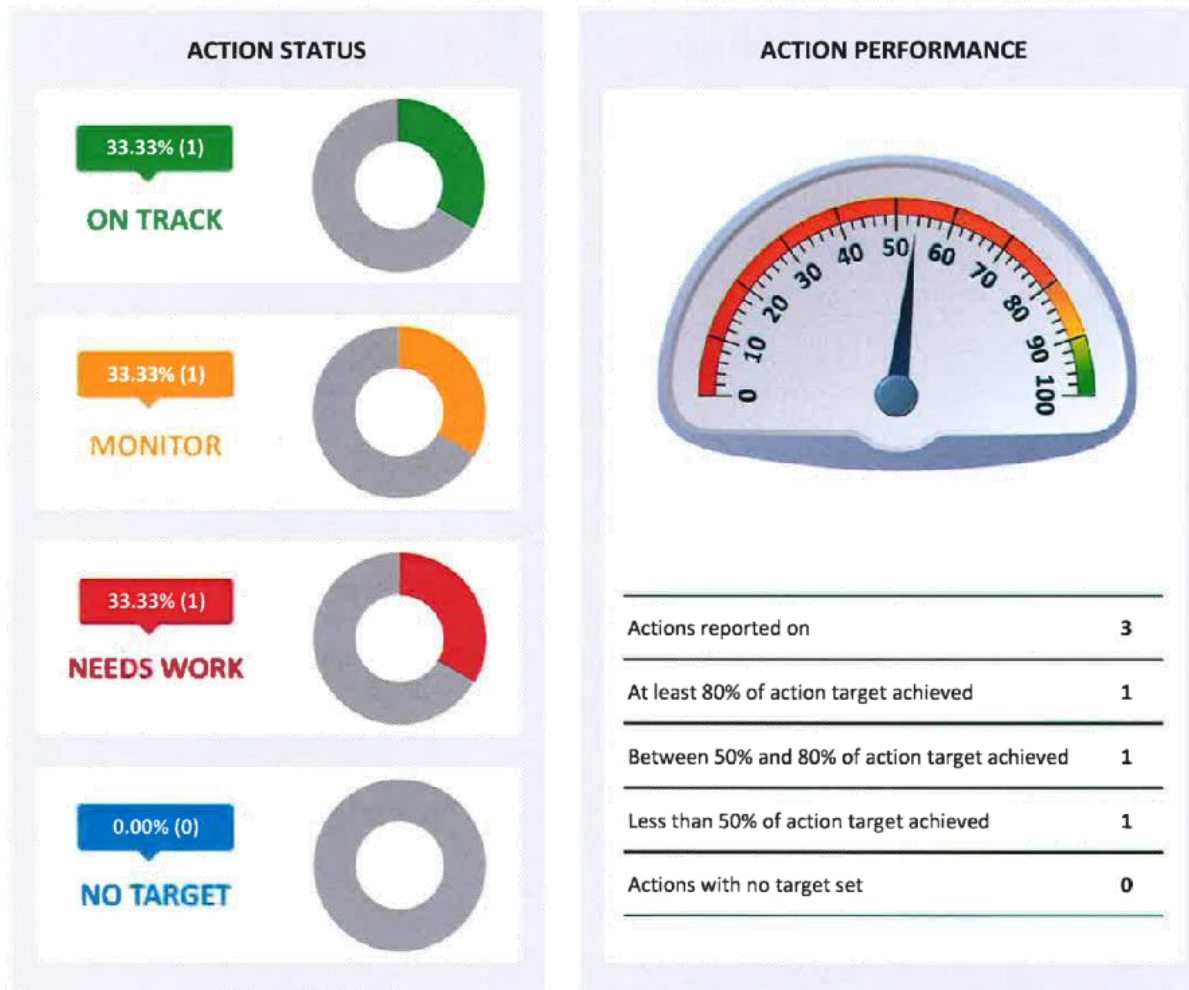
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
5.1.1.2 Develop, manage and deliver Governance Services, in accordance with the OLG Compliance Guide, IP&R Framework and Reporting including the Monthly Operational Report, GIPA and PIDS and facilitate and support the ARIC.	Manager Customer Service, Governance & Records	Public Interest Disclosure Report for January to June 2022 submitted to NSW Ombudsman's Office in August 2022. Audit, Risk and Improvement Committee Charters adopted and placed on Council's website. Development of Audit, Risk and Improvement Committee Annual Plan being undertaken with guidance from ARIC Chair Peter Sheville, in preparation for 7 December 2020 ARIC meeting. Council policies are being reviewed and updated by all service areas in preparation for requirement to have Council readopt all policies within 12 months of the new Council term. Policies will be submitted to Council initially for updates to be adopted, then a group report will be submitted to Council before January 2023 for readoption as a whole.	In Progress	01/07/22	30/06/23	45.00	100.00	 NEEDS WORK
5.1.1.3 Develop, manage and deliver Records Management Services, in accordance with legislation.	Manager Customer Service, Governance & Records	Records staff continue to transfer financial and rates records between the Depot Stores building and Records House in September 2022. Records staff have recommenced focused digitisation activities at Records House and in the main administration building. It is anticipated that scanning of maps will commence in October 2022.	In Progress	01/07/22	30/06/23	45.00	100.00	 NEEDS WORK
5.2.1.1 Deliver independent bi-annual Customer Satisfaction survey.	Manager Customer Service, Governance & Records	Taverner Research Group conducted the the Community Satisfaction Survey 2022. The final report for the survey will be submitted to Council's Ordinary Meeting of October 2022.	Completed	01/07/22	30/06/23	100.00	100.00	 ON TRACK

10. Corporate and Governance




COA	22/23 Full Year Budget	22/23 YTD Actuals September	22/23 Percentage Spent
Corporate and Governance	810,470	134,324	16.57%
1. Operating Income	(1,616)	(424)	26.22%
2. Operating Expenditure	812,086	134,748	16.59%

11. ENVIRONMENTAL MANAGEMENT




11. ENVIRONMENTAL MANAGEMENT

Business Unit: Environmental Management								
Service Profile: Environmental Management								
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
3.1.2.1 Enforce Companion Animals, Illegal Dumping and Parking Control regulations.	Manager Open Space, Regulatory & Utilities	<p>2 Feral cat were caught and euthanised. No dogs impounded or surrendered</p> <p>Council received notification in relation to 1 dog attack, in which a calf was killed. Since the attack one dog has been shot. Council currently has no Ranger to enforce parking regulations or attend to other miscellaneous complaints.</p> <p>1 abandon vehicles impounded and destroyed</p> <p>No illegal dumping was reported for September.</p> <p>Calls were received for straying livestock on public roads on weekends and after hours. No action taken as there is no on call staff available.</p> <p>Complaints about dogs not being walked on leads and owners not picking up after their animal, Ranger not replaced to undertake patrols.</p> <p>Barking dog complaints received and dealt with.</p> <p>Complaint about a pig continuously getting out.</p> <p>Desexing month of September - 58 dogs and 20 cats desexed by the local vets.</p>	In Progress	01/07/22	30/06/23	65.00	100.00	


Tenterfield Shire Council

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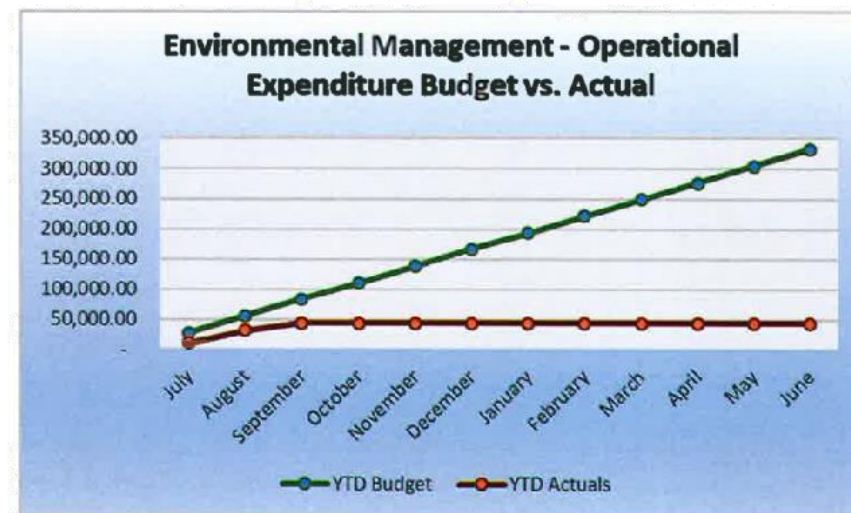
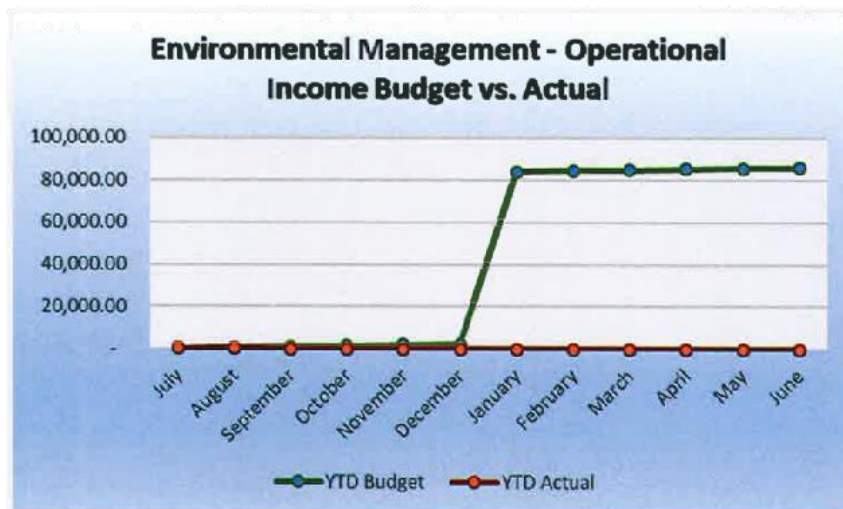
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
3.1.2.2 Manage and deliver the Weeds Management Program, Council's Weeds Action Plan and regional weeds management plans.	Manager Open Space, Regulatory & Utilities	<p>Weed Officer Report - September</p> <p>Black Knapweed - inspections and treatments along Bellevue and Aldershot Rds., and on private property as required.</p> <p>Tropical Soda Apple - treatments in the Urbenville area as part of the Bushfire Recovery Grant.</p> <p>Tenterfield Creek Corridors Restoration project - Willows removed from the Centre sand banks and bank edges where accessible.</p> <p>Shire Lands Sprayed - Bruxner Park and Tenterfield Swimming pool.</p> <p>Private Property Inspections - 14 inspections undertaken for September, mostly around the Beaury Creek, Grahams Creek and Deepwater areas. One Compliance letter sent.</p> <p>High Risk Pathways - Inspections carried out along the New England Highway from Deepwater to Wallangarra, from Tenterfield to Tabulam along the Bruxner Highway, Tenterfield to the Beardy River along the Bruxner way, Tenterfield to Woodenbong along the Mt Lindsey Highway and Tooloom rd. No new incursions found.</p> <p>Border Inspections - Inspections carried out at Killarney Rd., White Swamp Rd and Head Gate Rd. No new incursions found.</p> <p>Meetings - Weed Officer meeting in Inverell.</p>	In Progress	01/07/22	30/06/23	80.00	100.00	 ON TRACK

Tenterfield Shire Council

Monthly Operational Report - September 2022

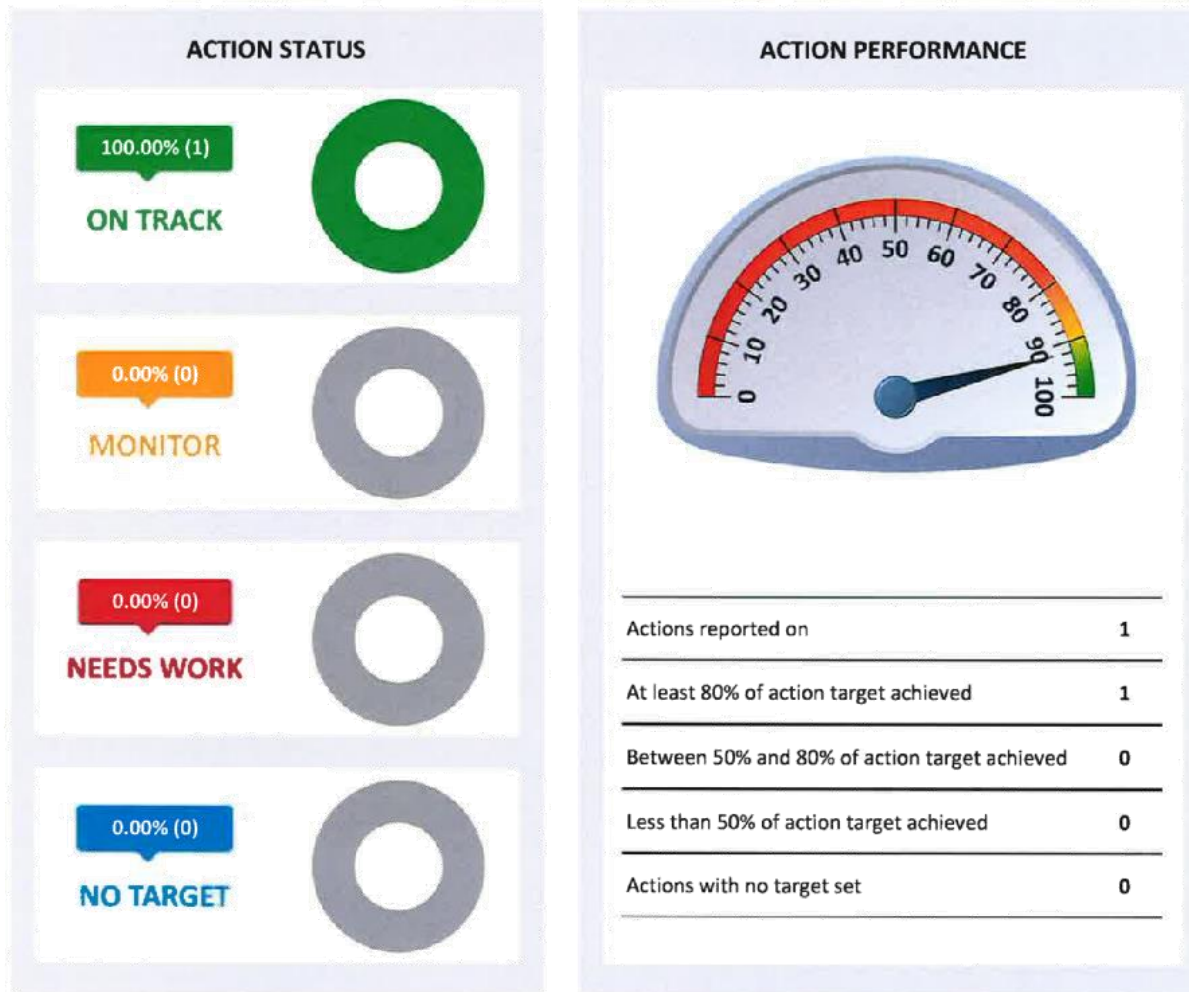
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
3.1.2.3 Notices and Orders to be issued or served where necessary as per the Local Government Act, EPA Act and POEO Act and Associated Regulations.	Manager Open Space, Regulatory & Utilities	One notice was issued in relation to an overgrown/untidy block, the block has since been slashed. However lack of staff to do compliance activities.	In Progress	01/07/22	30/06/23	16.00	100.00	

11. Environmental Management




COA	22/23 Full Year Budget	22/23 YTD Actuals September	22/23 Percentage Spent
Environmental Management	246,629	44,462	18.03%
1. Operating Income	(85,886)	(121)	0.14%
2. Operating Expenditure	332,515	44,423	13.36%
4. Capital Expenditure	0	160	0.00%
4235501. Covid-19 Council Pound Grant Expenditure	0	160	0.00%

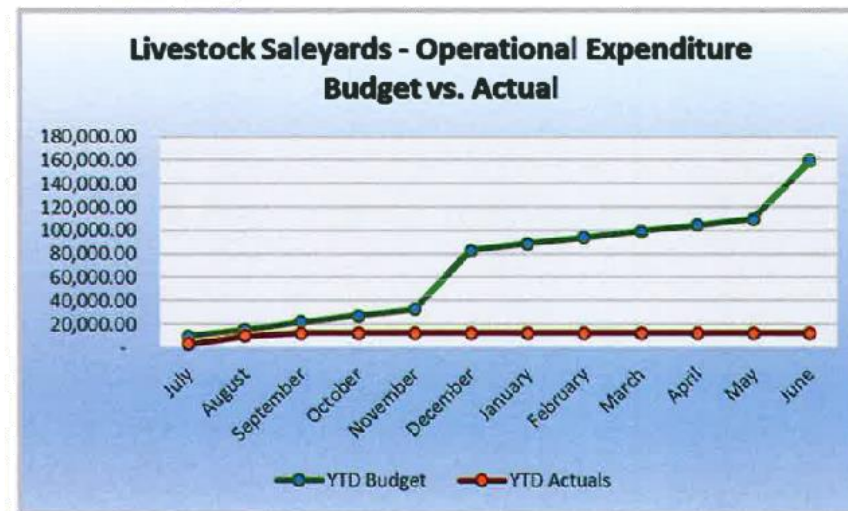
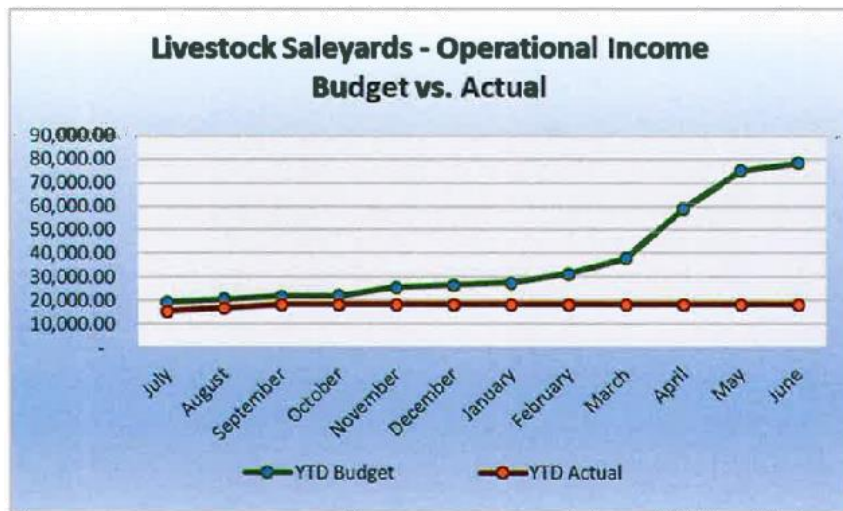
12. LIVESTOCK SALEYARDS



12. LIVESTOCK SALEYARDS

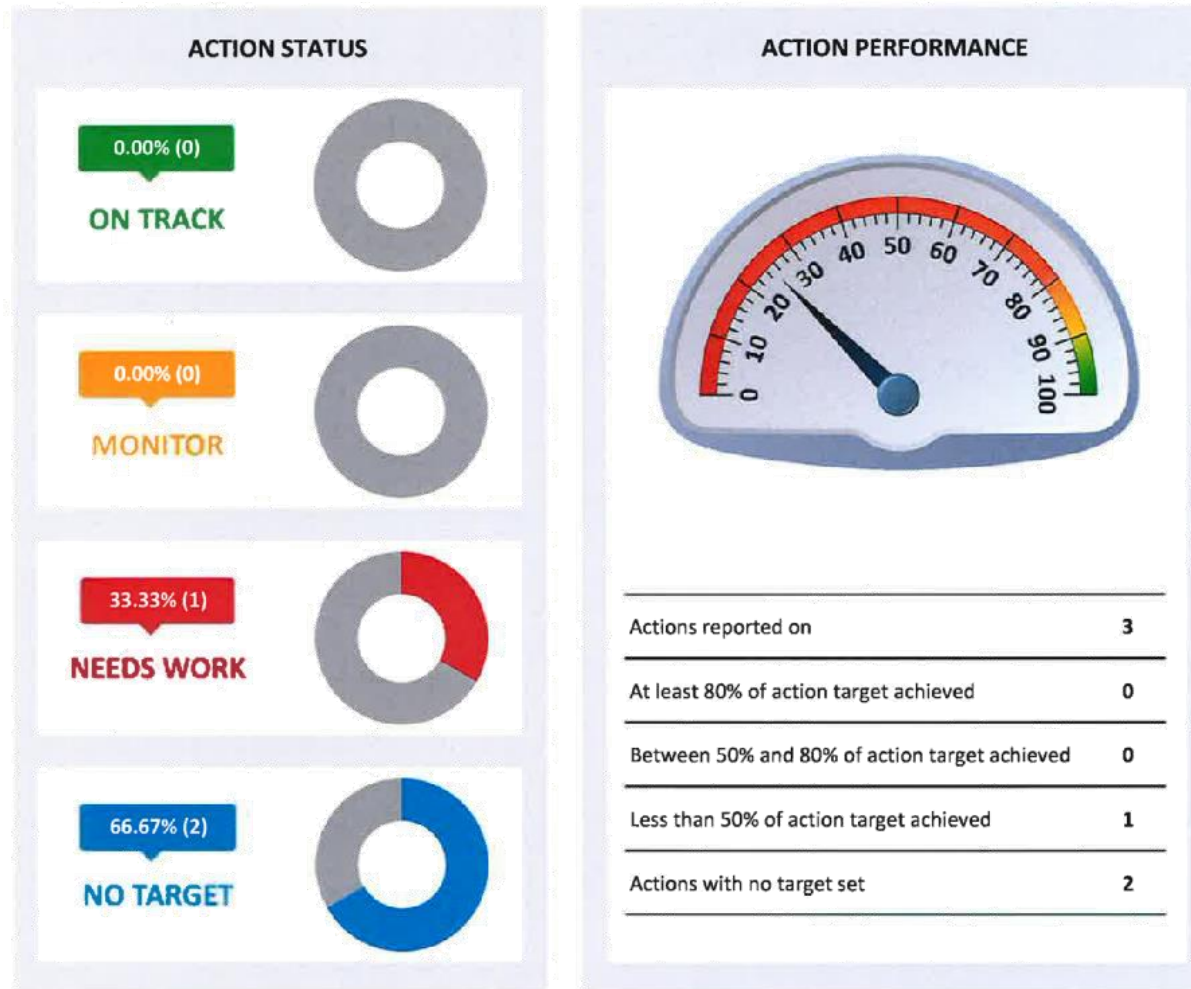
Business Unit: Livestock Saleyards								
Service Profile: Livestock Saleyards								
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
2.1.2.1 Manage and deliver commercial Saleyards Services.	Manager Open Space, Regulatory & Utilities	<p>September 2022 Prime Cattle -166 Head \$254,550.73</p> <p>Private Weighing</p> <p>Total 166 Head \$254,550.73</p> <p>Financial Year 2022/2023 572 Head \$878,684.73</p> <p>Financial Year 2021/2022 10,963 Head \$20,493,246.30</p> <p>Financial Year 2020/2021 8,963 Head \$14,127,684.48</p> <p>Financial Year 2019/2020 9,247 Head \$ 8,441,858.64</p> <p>Financial Year 2018/2019 21,656 Head \$ 12,517,711.39</p> <p>Have received 2 quotes for the double height loading ramp.</p> <p>Biggest risk being further reduction in numbers as to whether the saleyards will remain viable.</p> <p>Increase in the throughput of 2000 head from last financial year.</p> <p>Recent Saleyard meeting discussion on foot and mouth disease.</p> <p>Saleyard induction on the website, with the public completing the induction process.</p>	In Progress	01/07/22	30/06/23	92.00	100.00	 ON TRACK

12. Livestock Saleyards






COA	22/23 Full Year Budget	22/23 YTD Actuals September	22/23 Percentage Spent
Livestock Saleyards	81,053	(5,881)	-7.26%
1. Operating Income	(78,188)	(18,352)	23.47%
2. Operating Expenditure	159,241	12,471	7.83%

13. PLANNING & REGULATION



13. PLANNING & REGULATION

Business Unit: Planning & Regulation								
Service Profile: Planning & Regulation								
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
3.1.1.1 Monitor and deliver the Tenterfield Local Environmental Plan 2013 and Development Control Plan 2014 (as amended).	Manager Planning & Development Services	September- All applications assessed in accordance with relevant regulatory and legislative requirements.	Ongoing	01/07/22	30/06/23		0.00	 No TARGET
3.1.1.2 Manage and deliver heritage advisory services.	Manager Planning & Development Services	September- Local Heritage Fund Applications - successful applicants have until April 2023 to complete works. Heritage advisor working on Mingoola Heritage Trail project (funded).	In Progress	01/07/22	30/06/23	25.00	100.00	 NEEDS WORK
3.1.1.3 Manage and deliver development, building and construction regulatory services.	Manager Planning & Development Services	September- current staffing levels mean processing times for all functions of the department are extended - including planning certificates, property & building enquiries, dwelling permissibility searches, processing of DA's, CC's, CDC's, On Site Sewage Management applications, Building Certificates, inspections. Focus is directed to applications lodged and paid for by customers. Regulatory actions/complaints being considered only as urgent if there is a likelihood of environmental harm or public health issues due to limited staff availability and focus on delivering development and construction applications. Ongoing issues with the integration of the Greenlight System, NSW Planning Portal and Altus.	Ongoing	01/07/22	30/06/23		0.00	 No TARGET

Applications Lodged September 2022

DA Number	Applicant	Property Address	Description of Work
2022.114	BURGER Robert	189 Ridge Road, Maryland	Dual Occupancy - Dwelling
2022.115	PLAICE Jacqueline	40 Molesworth Street, Tenterfield	Alterations & Additions
2022.116	FAULKES Scott	1704 Bald Rock Road, Sandy Flat	Use of existing building as dwelling
2022.117	Tenterfield Surveys (Burton-Ree)	109 Wallaroo Range Road Willsons Downfall	Four Lot Boundary Adjustment
2022.118	BRENNAN Todd	7459 Bruxner Way, Dunaresq Valley	Internal Alterations & Deck
2022.119	GEORGE Chappelle	132A Sunnyside Platform Road, Tenterfield	Detached Studio
2022.120	SOWDEN Alison	Legume – Various locations	Temporary Use - Trail Bike Event
2022.121	HOLLEY Brad	46A Neagles Lane, Tenterfield	Shed
2022.122	TJS Constructions QLD Pty Ltd (Nicholls)	1026B New England Higheay, Tenterfield	Extension to Existing Dwelling
2022.123	SISSON Lee & Nigel	131 Rouse Street, Tenterfield	Two (2) Lot Subdivision
2022.124	GATER Derek	44 Francis Street, Tenterfield	Storage Shed & Water Tank
2022.125	TREPKA Edwin	29 Parkes Drive Tenterfield	Dwelling
2022.126	HARDWICK Craig	Plains Station Road, Drake NSW 2469	Dwelling
2022.127	Tenterfield Surveys (White)	197 Bruxner Road, Drake	Three (3) Lot Rural Subdivision

Applications Determined September 2022

DA Number	Applicant	Address	Description of Work
2022.097	HOLLEY Bradley & Karen	317 Schrodgers Road, Tenterfield	Alterations & Additions, Swimming Pool, Fence & Deck
2022.101	STALEY Lauren	180 Dalmoak Road, Ruby Creek	Dwelling
2022.104	HILL Kim	89 Molesworth Street, Tenterfield	Alterations/Additions to Dwelling
2022.105	LYONS Bruce	3 Riley Street, Tenterfield	Shed
CDC2022.107	Wes Smith Building (Henville)	19 Haddocks Road, Tenterfield	Dwelling
CDC2022.109	BJS Constructions	25 Douglas Street, Tenterfield	Carport
2022.110	FOWLES Jill	6289 Mt Lindesay Road, Wylie Creek	Farm Shed
2022.111	ANDREW Kevin	38 Neagles Lane, Tenterfield	Shed
2022.115	PLAICE Jacqueline	40 Molesworth Street, Tenterfield	Alterations & Additions
2022.121	HOLLEY Brad	46A Neagles Lane, Tenterfield	Shed

Applications Outstanding –September 2022

DA Number	Applicant	Property Address	Description of Work	Status of Application/Comment
2018.072	Tenterfield Shire Council	66-80 Boundary Road, Tenterfield	Loading Ramp	Information Required from Applicant
2019.055	RAWNSLEY Derek & PAINE Janine	632 Sugarbag Road, Drake	Tourist & Visitor Accommodation (Backpackers Accommodation)	Insufficient Information provided to complete assessment
2019.104	Wilshire & Co Superannuation Fund (Todd Wilshire)	1-9 Manners Street, Tenterfield	New Shed & Extension to Existing Shed (Awning)	Insufficient Information provided to complete assessment
2020.033	MOSER Eric (Marian Hansson)	332B Mount Lindesay Road, Tenterfield	Manufactured Building	Information Required from Applicant
2021.012	CORBETT Arran	Bluff River Road, Tenterfield	Primitive Camp Ground	Insufficient Information provided to complete assessment
2021.080	Cracker Quarry & Ag Supplies Pty Ltd	98 Pyes Creek Road, Bolivia	Storage premises, distribution centre and industrial activity - including stockpiling, processing & distribution of quarry products, weighing, dispatch, maintenance & repair of equipment, administration building & amenities	Information Required from Applicant

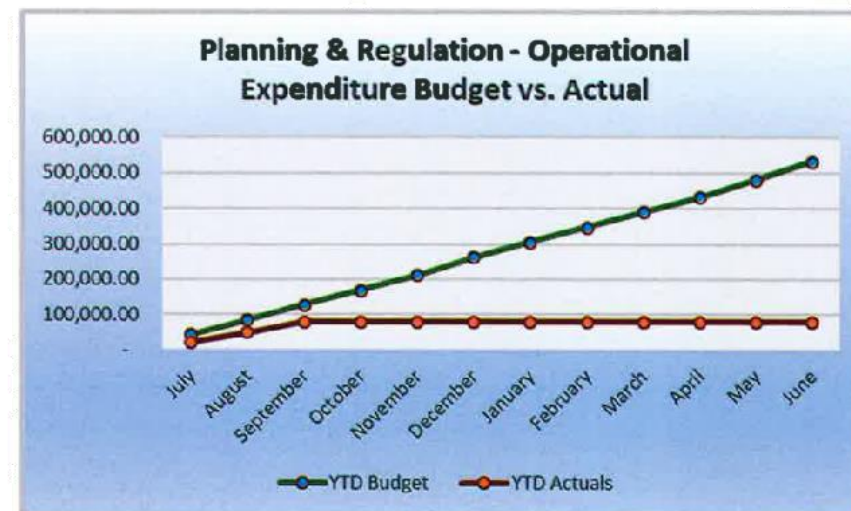
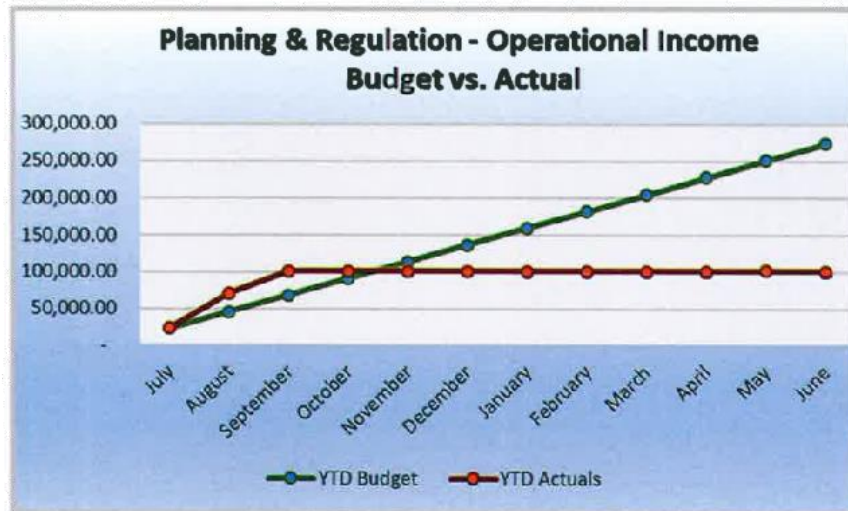
2021.153	Stephen P McElroy & Associates (Burtenshaw)	7841 Bruxner Highway, Drake	Tourist & Visitor Accommodation	Insufficient Information provided to complete assessment
2021.158	SACCON Giana	49 Duncan Street, Tenterfield	Dual Occupancy, Detached Garage & Studio	Information Required from Applicant
2022.043	Tenterfield Surveys (Taylor)	60 Derby Street, Tenterfield	Five (5) Lot Staged Urban Subdivision	Information required from applicant
2022.048	Tenterfield Surveys (Uhrig)	17 Naas Street, Tenterfield	Eleven (11) Lots Staged Urban Subdivision	Information required from applicant
2022.052	Tenterfield Surveys (Spark)	439 Rouse Street, Tenterfield	Three (3) Lot Urban Subdivision	Awaiting NSW RFS Recommendations
2022.057	Tenterfield Surveys Pty Ltd	8038 New England Highway	Three (3) Lot Rural Subdivision	Awaiting NSW RFS Recommendations
2022.064	Tenterfield Surveys Pty Ltd	83 Douglas Street, Tenterfield	Two (2) Lot Subdivision	Awaiting NSW RFS Recommendations
2022.068	Tenterfield Surveys Pty Ltd	531A Long Gully Road, Drake	Two (2) Lot Subdivision	Awaiting NSW RFS Recommendations
2022.072	RUBIN Alexander Charles	259 Rouse Street, Tenterfield	Health Services Facility	Awaiting updated plans from applicant re: ramp
2022.080	Tenterfield Surveys (Cunningham)	504 Bryans Gap Road, Tenterfield	Three (3) Lot Rural Subdivision	Awaiting RFS recommendations/Under assessment
2022.081	Tenterfield Surveys (Hill)	67 Leechs Gully Road, Tenterfield	Two (2) Lot Rural Subdivision	Awaiting RFS recommendations/Under assessment
2022.083	Tenterfield Surveys (Lawrence)	Bryans Gap Road, Tenterfield	Three (3) Lot Subdivision	Awaiting RFS recommendations/Under assessment
2022.084	Tenterfield Surveys (Sattolo)	27 Casino Road, Tenterfield	Two (2) Lot Subdivision	Awaiting RFS recommendations/Under assessment

2022.091	TENTERFIELD SURVEYS (Anjerin Genetic Resources Pty Ltd)	Mole Station Road, Woodside	3 Lot Boundary Adjustment	Awaiting RFS recommendations
2022.108	CMC Constructions (Birnbaum)	295 East Street, Tenterfield	Water Tank	Under assessment
2022.112	Tenterfield Surveys (Reid)	Catarrh Creek Road, Torrington	2 Lot Subdivision	Awaiting RFS recommendations/under assessment
2022.113	Tenterfield Surveys (Galloway)	15 Four Mile Creek Road, Tenterfield	2 Lot Subdivision	Awaiting RFS recommendations/under assessment
2022.114	BURGER Robert	189 Ridge Road, Maryland	Dual Occupancy - Dwelling	Under assessment
2022.116	FAULKS Scott	1704 Bald Rock Road, Sandy Flat	Use of existing building as dwelling	Under assessment
2022.117	Tenterfield Surveys (Burton-Ree)	109 Wallaroo Range Road Willsons Downfall	Four Lot Boundary Adjustment	Under assessment
2022.118	BRENNAN Todd	7459 Bruxner Way, Dunaesq Valley	Internal Alterations & Deck	Under assessment
2022.119	GEORGE Chappelle	132A Sunnyside Platform Road, Tenterfield	Detached Studio	Under assessment
2022.120	SOWDEN Alison	Legume – Various locations	Temporary Use - Trail Bike Event	Under assessment
2022.122	TJS Constructions QLD Pty Ltd (Nicholls)	1026B New England Higheay, Tenterfield	Extension to Existing Dwelling	Under assessment
2022.123	SISSON Lee & Nigel	131 Rouse Street, Tenterfield	Two (2) Lot Subdivision	Under assessment
2022.124	GATER Derek	44 Francis Street, Tenterfield	Storage Shed & Water Tank	Under assessment

2022.125	TREPKA Edwin	29 Parkes Drive Tenterfield	Dwelling	Under assessment
2022.126	HARDWICK Craig	Plains Station Road, Drake NSW 2469	Dwelling	Under assessment
2022.127	Tenterfield Surveys (White)	197 Bruxner Road, Drake	Three (3) Lot Rural Subdivision	Under assessment

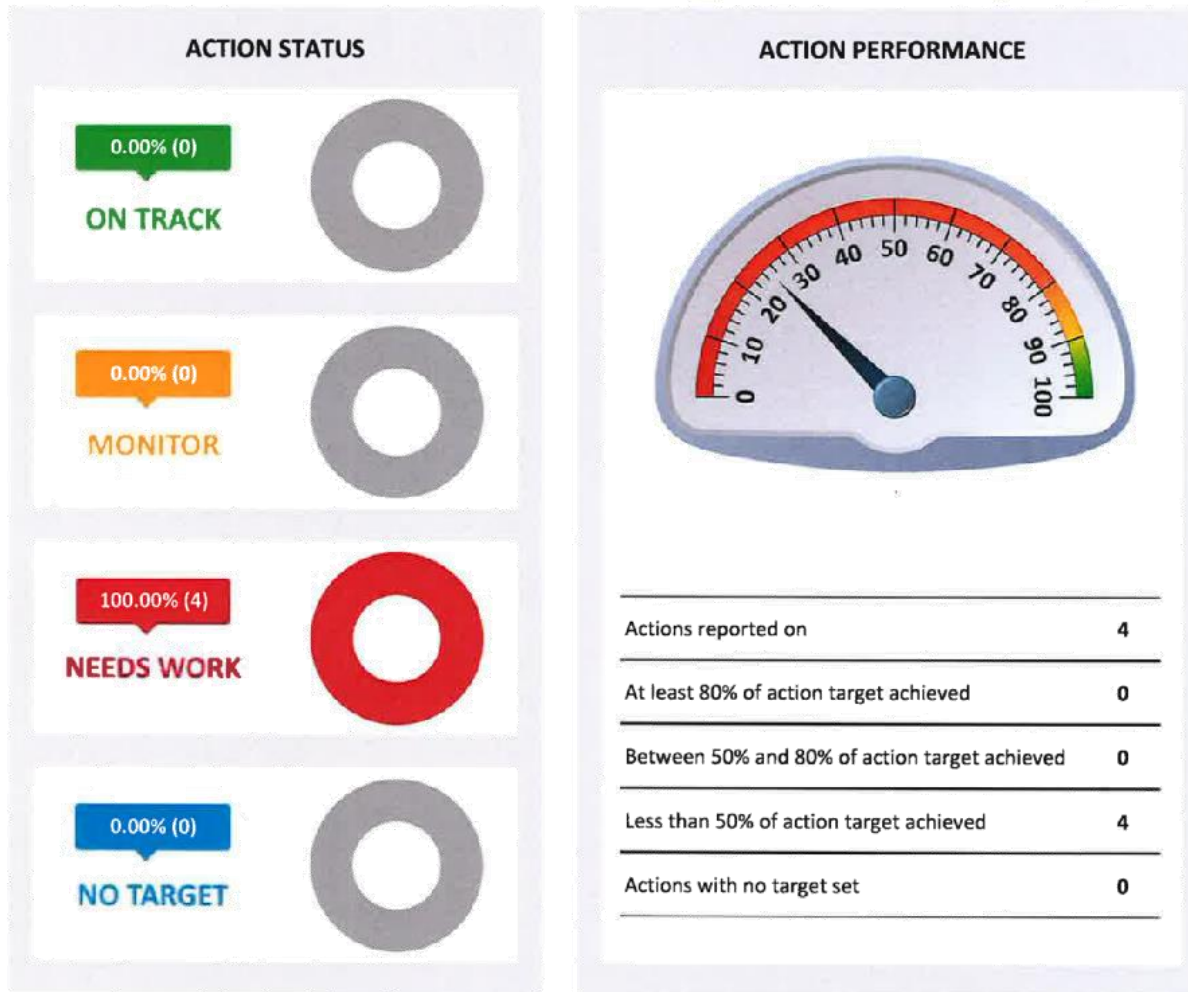
FY 22/23 Development Statistics									
		Dwellings	Additions/ Renovations to Existing Dwellings	Garages, Carports & Sheds	Commercial or Industrial Works	Subdivision	Recreation/ Tourism	FY 22/23 Monthly Total	FY 21/22 Monthly Total
Jul-22	No.	6	1	0	0	1	0	8	9
	Value	\$1,199,500.00	\$199,100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,398,600.00	\$1,311,501.00
Aug-22	No.	5	3	4	2	2	0	16	16
	Value	\$2,339,980.00	\$23,000.00	\$238,220.00	\$135,000.00	\$0.00	\$0.00	\$2,736,200.00	\$935,531.00
Sep-22	No.	5	3	2	0	3	1	14	19
	Value	\$895,900.00	\$450,000.00	\$71,196.00	\$0.00	\$0.00	\$0.00	\$1,417,096.00	\$1,992,350.00
Oct-22	No.							0	12
	Value							\$0.00	\$7,634,761.00
Nov-22	No.							0	16
	Value							\$0.00	\$852,959.00
Dec-22	No.							0	8
	Value							\$0.00	\$1,922,572.00
Jan-23	No.							0	13
	Value							\$0.00	\$2,266,697.00
Feb-23	No.							0	15
	Value							\$0.00	\$1,746,032.00
Mar-23	No.							0	17
	Value							\$0.00	\$840,500.00
Apr-23	No.							0	12
	Value							\$0.00	\$1,392,435.00
May-23	No.							0	18
	Value							\$0.00	\$1,158,383.00
Jun-23	No.							0	18
	Value							\$0.00	\$1,553,750.00
No. (Year to Date)		16	7	6	2	6	1	38	
FY 22/23 Total Value (Year to Date)		\$4,435,380.00	\$672,100.00	\$309,416.00	\$135,000.00	\$0.00	\$0.00	\$5,551,896.00	
FY 21/22 Total Value		\$12,875,932.00	\$966,000.00	\$1,924,958.00	\$7,470,581.00	\$0.00	\$370,000.00		\$23,607,471.00

13. Planning and Regulation




COA	22/23 Full Year Budget	22/23 YTD Actuals September	22/23 Percentage Spent
Planning & Regulation	224,129	(2,165)	-0.97%
1. Operating Income	(273,300)	(102,076)	37.35%
2. Operating Expenditure	532,429	79,292	14.89%
3. Capital Income	(35,000)	20,618	-58.91%

14. BUILDINGS & AMENITIES



14. BUILDINGS & AMENITIES

Business Unit: Buildings & Amenities								
Service Profile: Buildings & Amenities								
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
1.2.1.4 Develop and deliver the Property Management Strategy.	Acting Manager Property & Buildings	<p>Property Strategy - Under review, investigations into seeking copies of similar size Council's Property Strategy - This may not get drafted until 2022/2023 due to work requirements and being understaffed within the department - ongoing.</p> <p>Council Buildings</p> <ul style="list-style-type: none"> • Cleaning Contract for all Council buildings and RFS Control Centre is currently being drafted. • Staff are currently trying to manage Council property in September 2022 understaffed and with a reduced budget. At present staff are trying to reduce ongoing maintenance and depreciation costs by investigating the selling of Council assets. • Staff are continually having issues with insufficient budgeted allocations to properly maintain the commercial buildings in accordance with Council obligations as landlord under lease agreements and are only now repairing items that are considered to be unsafe. • Security Audit is still being completed in September on all Council buildings and park land with a clean-up of security codes. A letter has been drafted for the return of excess keys from community groups. With current staff workloads and a decrease in staff levels this is aiming to be completed in 	In Progress	01/07/22	30/06/23	25.00	100.00	



Tenterfield Shire Council

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December 2022.

Current Capital Works

- Scope of work has been developed for the Memorial Hall Foyer, Toilets and Kitchen Have notified contractor that they have received the project, Application for Minor Works to a heritage item to be completed.
- Still awaiting to receive the plans to be finalised for the replacement of the Administration building roof in September.
- Band Hall relocation to Leechs Gully. In February 2022, Heritage consultant inspected the property and is in the process of preparing the heritage report as part of DA process. Council has received the committee board/ honour board from the Gem Club members and are now kept at the Records House for safe keeping.

1.2.1.5 Manage and update Land and Property Register.	Acting Manager Property & Buildings	<ul style="list-style-type: none"> • Land and Property register is currently being managed as required. Spreadsheets are being updated as needed. • Budget has been organised for a new Building Conditions Assessment to be completed in 2022/2023. • Due to essential work commitments and staff shortages, staff are finding time genuinely difficult to complete a review of Council land and buildings in the shire for the consideration of Council, identifying assets to assist that through disposal may reduce ongoing maintenance and depreciation costs in a material way. • Memorial Hall history investigations has found a box of information/plans that hasn't been scanned into the records management system, property staff are slowly scanning these items - Ongoing 	In Progress	01/07/22	30/06/23	25.00	100.00	 NEEDS WORK
1.2.1.6 Develop and deliver the Buildings and Amenities Asset Management Plan.	Acting Manager	Licenses & Agreements on Council owned/managed Land	In Progress	01/07/22	30/06/23	25.00	100.00	 NEEDS WORK

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Property &
Buildings

- Heads of terms agreement between Council and Telstra for Prime TV has been executed by both parties. Draft agreement received with a few minor changes suggested.
- Negotiations regarding the terms and conditions of the license to BackTrack are continuing.

GRANT FUNDING

Drought Communities Program Extension

- Extension of time for Streetscape Recovery Project through the Drought Communities Program Extension Letter has been sent in July and the executed agreement was received in August between Council and Tenterfield National Monument Association Inc. and an expenditure audit will commence in November 2022.

Stronger Country Communities Programs

- Final payment has been received from the funding body for SCCF2-1023 (Memorial Hall Sporting Complex) and SCCF2-1069 (Tenterfield Shire Vibrant and Connected) waiting for funding signoff notification to close project.
- Agreement has been completed for the Sunnyside Hall Committee to manage the Stronger Country Communities Funding Round 4 project, due to staff commitments already at full capacity. Council will still complete the reporting to the funding body and oversee the project. Currently first milestone payment has been arranged and paid to the Committee.
- Scope of works are needed to be done for the Memorial Hall floor, emergency lighting and fans, resurfacing of netball court, Upgrades to Drake hall, would like to go out to tender by November 2022.

National Bushfire Funding

- Extension for time has been applied for

one (1) outstanding project to the Resilience NSW for the National Bushfire Funding (RES 40/20). Currently still awaiting to hear the outcome for the extension trusting we have received extension until December 2022.

Bushfire Community Recovery & Resilience Funding

- Gathering information to complete the acquittal for five (5) projects that sit under the Bushfire Community Recovery & Resilience Funding Phase 2 Stream 1 – Resilience NSW. – Acquittal and survey in relation to evaluation has been completed.

Public Spaces Legacy Program

- Extension to the deed for Public Spaces Legacy program has been submitted to push both the Youth Park and Jennings Playground to be completed in March 2023 instead of December 2022 – has been approved.
- BBQ area, exercise area and covered playground has now been installed with the carparking commenced at the end of August work has now stopped due to the ground being too wet to continue. Road crews are currently waiting for warm weather in the hope for it to dry out – ongoing. Monthly reporting has been completed and sent to funding body for both projects.

Black Summer Funding

- Removal of dead trees, Mingoola Hall Upgrades to include a stand alone toilet and Memorial Hall installation of Fans and lighting scope of work needs to be drafted for a tender to go out. Due to other work requirements these scopes have not been completed in September.

Stronger Country Communities – Round 5

- Application for stage 2 for Youth Precinct has been applied for awaiting outcome.
- Letters of support has been supplied and

ownership forms completed to a number of community groups for Round 5.

- Scope of works designed for Jubilee Park toilets for contractor to quote for funding.

COUNCIL BUILDINGS

Administration Building

- Administration Building Roof – drafting scope is on hold for competitive pricing and engineering plans. Engineer measuring on site in March 2022 and a scope of work will be developed once the plan has been supplied to Council –Awaiting a copy of this plan from LEGS. – Staff & Time restraints are becoming difficult to complete draft scope of works.

Memorial Hall

- Insurance company has advised they will only pay half the claim to repair the inside of the Memorial Hall due to flooding in May 2022. Council has received approval to commence, Council staff will discuss start dates and applications for approvals with heritage advisor. Contractor has been advised so he is able to commence planning.

- Fire System at Memorial Hall has commenced installation with 6 fire alarms installed the fire indicator panel has been installed near the outdoor power box with an all-weather case to be installed to protect. This is the final project to complete the Local Drought Stimulus Funding that remained outstanding – this part of the project was delayed due to the roof structure needing to be strengthened first. Installation continues in October with final stages hoping to be completed in October – November.

- Drake
- The upgrades to the Drake Resource Centre is nearing completion and through the

Tenterfield Shire Council

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Drought Community Program Extension and received an extension for the funding for the delays. Waiting for reply from DVRC in relation to acquittal report and evidence. Invoice also been raised and emailed for project fees for Council.

Urbenville Hall
Evacuation plans were designed and sent to the Urbenville Progress Association for display in several locations around the hall plans with the need for the Progress Association to develop an emergency plan. The Evacuation Plans have come back for further amendments. Due to staff workload unsure to when this will be completed. Evacuation Sign needs to be ordered and installed in the park.

1.2.1.7 Manage Crown Lands and prepare designated Native Title Advice.

Administration Officer

- Responded to a request from Crown lands regarding Aboriginal Land Claim 9002 & 47019
- Draft POM for Crown Street reserve has been drafted with a copy to be sent to Crown for pre-approval and going to the October Council meeting.

In Progress

01/07/22

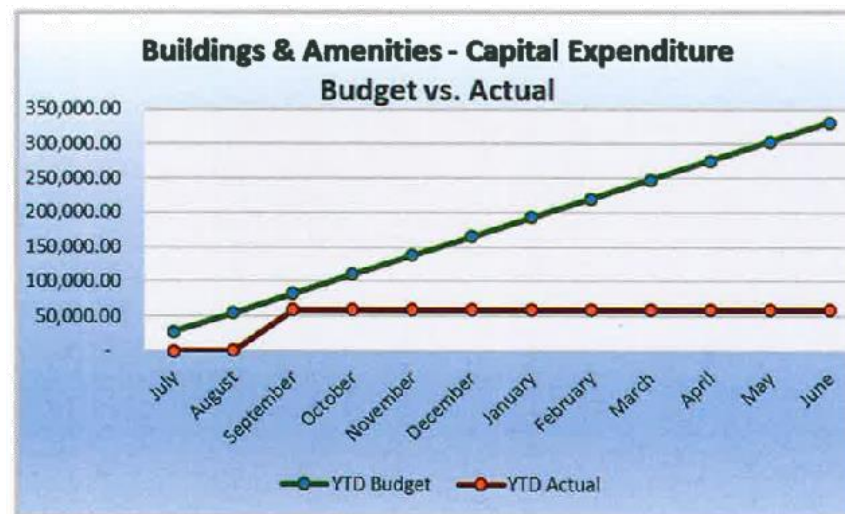
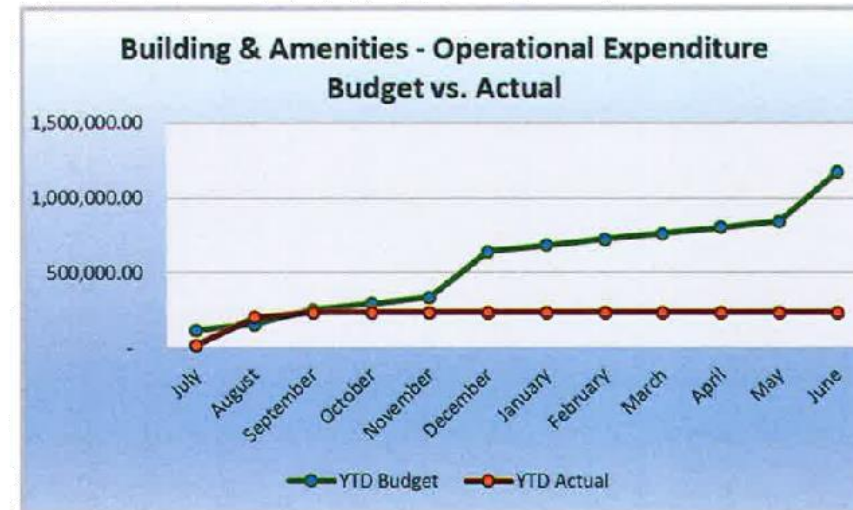
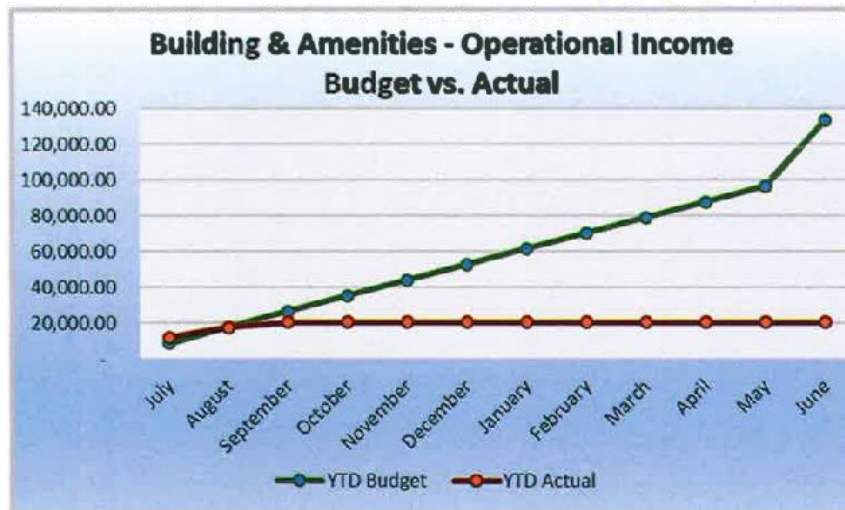
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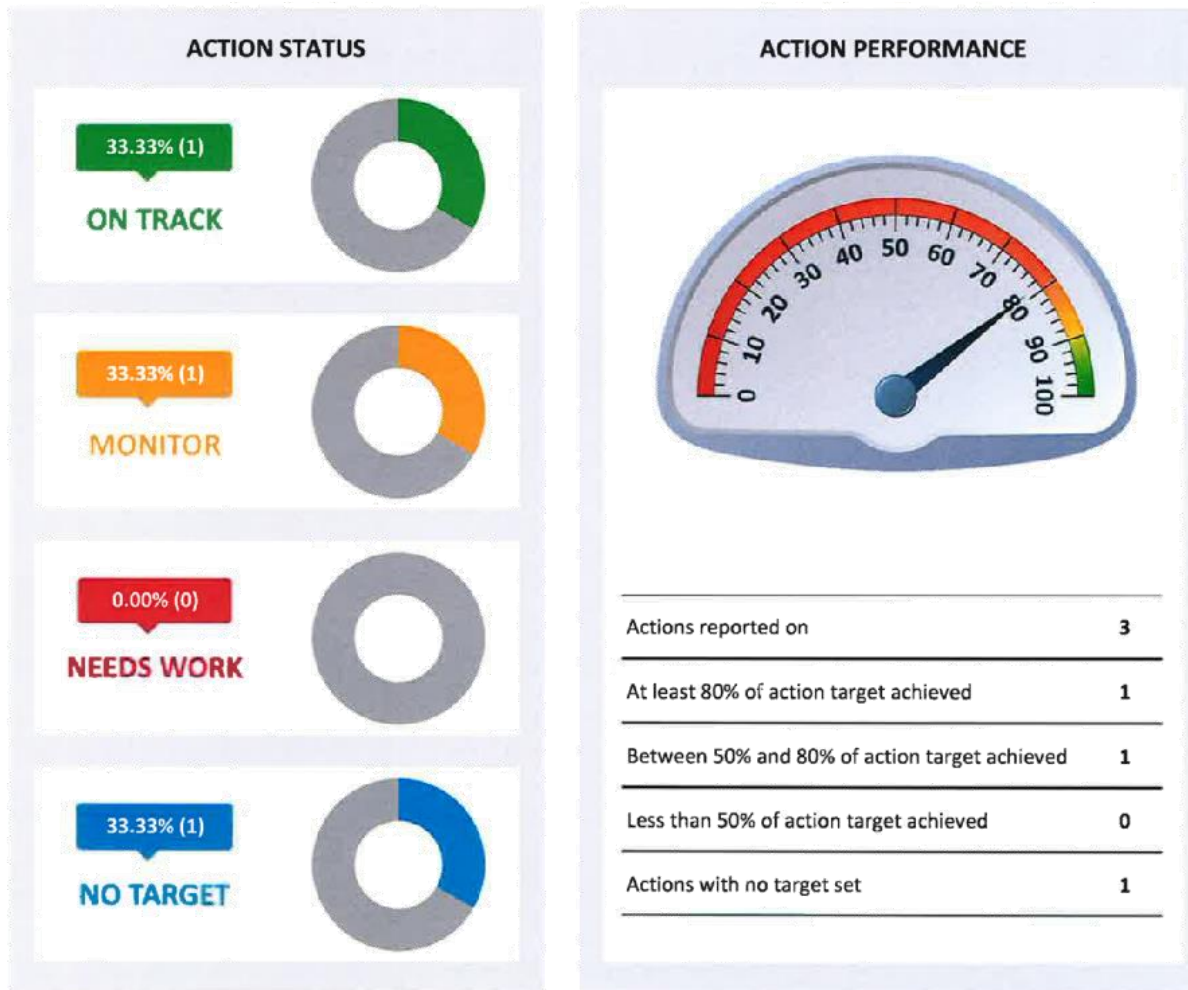


14. Buildings and Amenities




COA	22/23 Full Year Budget	22/23 YTD Actuals September	22/23 Percentage Spent
Buildings & Amenities	1,365,389	(68,338)	-5.01%
1. Operating Income	(133,278)	(20,623)	15.47%
2. Operating Expenditure	1,168,667	236,410	20.23%
3. Capital Income	0	(343,635)	0.00%
4. Capital Expenditure	330,000	59,510	18.03%
4200501. Admin Building -- Refurbishment	0	16,365	0.00%
4200508. Admin Building - Roof Replacement	300,000	0	0.00%
4205500. Housing - Repaint Exteriors (SRV)	30,000	0	0.00%
4235000. Tenterfield Memorial Hall Sporting Complex - SCCF-1023	0	12,402	0.00%
4235001. Memorial Hall Internal Acoustic, Ventilation & Insulation Treatments	0	30,744	0.00%

15. PARKS, GARDENS & OPEN SPACE



15. PARKS, GARDENS & OPEN SPACE

Business Unit: Parks, Gardens & Open Space								
Service Profile: Parks, Gardens & Open Space								
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
1.2.1.1 Implement and deliver maintenance programs for Parks, Gardens and Open Spaces.	Manager Open Space, Regulatory & Utilities	<p>General cleaning and maintenance of amenities.</p> <p>Damage to the public toilets has now been reduced as Jubilee park toilet is being closed earlier.</p> <p>Graffiti is continuing to happen in other toilets and Bruxner Park.</p> <p>Playground maintenance being undertaken.</p> <p>Fairy lights in Rouse street trees have started to be repaired.</p> <p>Suppliers contacted in relation to the upgrade of the netball courts.</p> <p>One (1) staff member required at the Cemetery on a rotating roster.</p> <p>New shade cloth over the playground at Jubilee park to be installed in October.</p> <p>Several pin oaks are still to be removed along Cowper and Logan streets.</p> <p>The completion of pruning, mulching and fertilizing of the Rouse street gardens.</p> <p>All Staff have attended various training courses.</p> <p>Anti-social behavior still occurring in the front of Bruxner Park. Trees being broken, rubbish left and thrown on the footpath, boxes of Matches being lit and plants being pulled out.</p> <p>Pruning of trees along entire Margaret Street has been done due customer complaint.</p> <p>Three large dangerous trees have been removed Millbrook Park, Jennings Information Centre, Duncan Street.</p> <p>Two (2) staff are required on a daily bases for Toro Zero turn and Toro Triple Deck mowers.</p>	In Progress	01/07/22	30/06/23	81.00	100.00	 ON TRACK

Swimming pool is being pressure cleaned along with a tidy up of gardens, trimming of trees and clover and weed spaying.

Winter Task not completed due to Staff shortages are as follows.
shaping of young street trees, street tree pruning, low limb removal of street trees, suck removal street trees, removal of dead trees and dead branches in Parks , shaping Park trees ,low limbs in Parks, mulching Park trees, Norco corner gardens, Market Square garden, Tourist Information Centre garden, Jubilee Park garden, Memorial Hall gardens, School Of Arts garden, brush cutting and road verge maintenance.

Memorandum of Understanding signed with Essential Energy to formalise existing work practices and processes to meet Australian Standards and existing policies.

1.2.1.2 Work with the Tenterfield Shire Village Progress Associations and the Parks, Gardens and the Parks, Gardens and Open Space Committee to support individual town and village themes.

Manager Open Space, Regulatory & Utilities

Parks and Garden and Arts and Culture Committee are now combined.
Village concept plans have been adopted and on Council website
Grant funded upgrade to Jennings playground, including shade structure, BBQ and bin restrictor completed.
Public toilets at Drake have had the door locks broken and toilet paper thrown all around, this is a continual concern.
Rubbish bin removed, on a trial basis from Legume toilet block, as it was continually use for house hold rubbish.

Ongoing

01/07/22


30/06/23

0.00

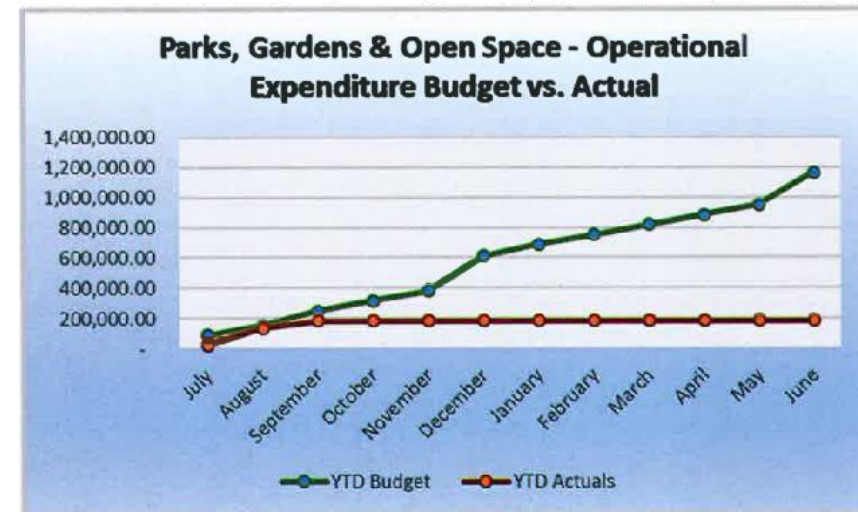
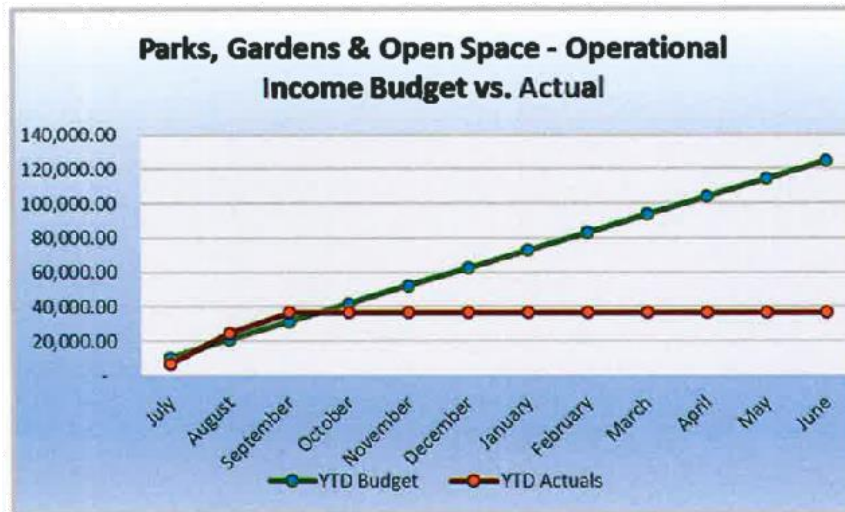


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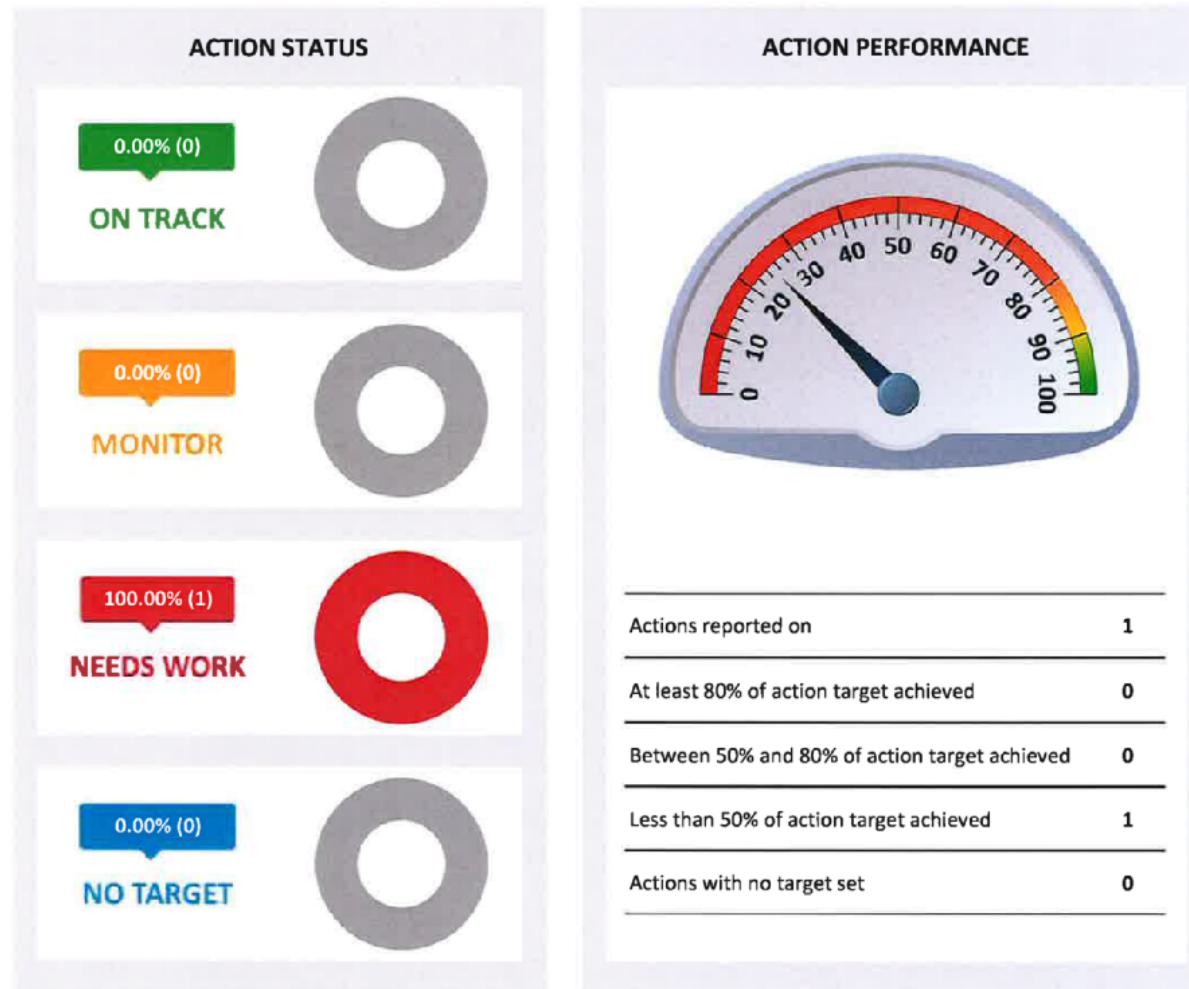
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
1.2.1.3 Implement the tree management plan.	Manager Open Space, Regulatory & Utilities	<p>Tree management Plan approved by the Parks and Garden Committee, to adopt the plan excluding the tree replacement species along Logan Street.</p> <p>No street trees have been planted or replaced due to budget restraints.</p> <p>At the recent Parks and Garden meeting, a discussion to include tree planting on the New England Hwy south in memory of Queen Elizabeth.</p>	In Progress	01/07/22	30/06/23	77.00	100.00	 MONITOR

15. Parks, Gardens and Open Space




COA	22/23 Full Year Budget	22/23 YTD Actuals September	22/23 Percentage Spent
Parks, Gardens and Open Space	1,036,699	(188,302)	-18.16%
1. Operating Income	(124,530)	(36,621)	29.41%
2. Operating Expenditure	1,161,229	183,781	15.83%
3. Capital Income	0	(353,667)	0.00%
4. Capital Expenditure	0	18,205	0.00%
4605514. PSLP - Jennings Playground Precinct	0	18,205	0.00%

16. SWIMMING COMPLEX



16. SWIMMING COMPLEX

Business Unit: Swimming Complex								
Service Profile: Swimming Complex								
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
1.2.2.1 Manage the Tenterfield War Memorial Baths (TWMB) Management Plan, and contribute to service delivery.	Acting Manager Property & Buildings	<p>Management Plan</p> <ul style="list-style-type: none"> Business improvements identified in preparation of the commencement of the 2022/2023 summer season. Action being taken to improve entry and exit to facility and increase patronage for the 2022/2023 season. Contract has been renewed between Just Sports n Fitness and Council and has been extended for another four (4) years 17 September 2024. Current Management Plan to be implemented in the 2023 summer season. This plan is currently under review. <p>Service Delivery</p> <p>Maintenance has taken place to be prepared for the new season to start the first weekend in October</p> <p>Prior to the new season commencing:</p> <ul style="list-style-type: none"> Weeds were sprayed Receiving quotes to upgrade security Maintenance and cleaning have been completed to the pool facility Quotes are being organised for further grinding of paint off the concrete, all change rooms have now been completed with the pool deck yet to be completed. Pest inspection has taken place and sprayed for spiders Purchase of a gurney for cleaning around the pool during the season New Probes for Chlorine and PH levels have been installed 	In Progress	01/07/22	30/06/23	25.00	100.00	

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- Solar pump is being replaced prior to the season commencing
- Replace laserlite sheeting in change rooms – identified new roof is needed

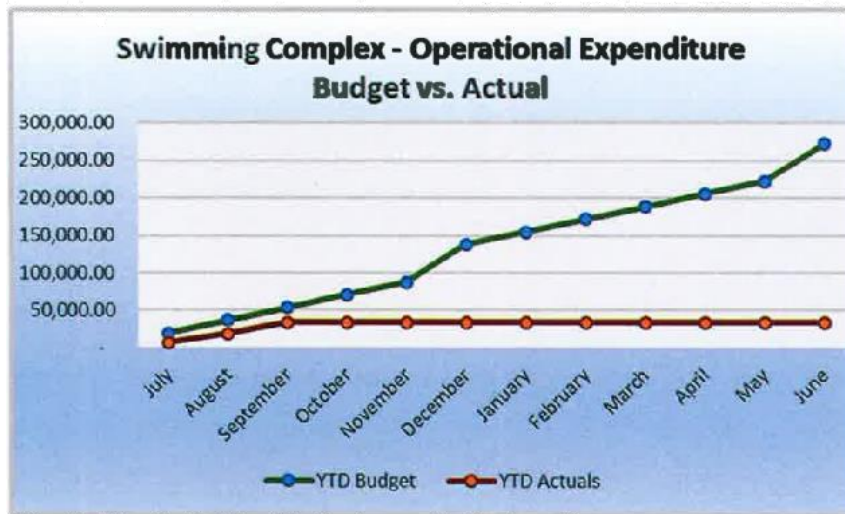
Works identified for budget for next few years

- Pool needs to be painted with fibreglass pool paint lining, as the concrete shell is visible in many places and increasing running cost.
- Replace Roof on amenities building due to rust and leaking, heating system will need to be removed to complete these works.
- More Concrete grinding on the pool deck and throughout the change room's needs to be completed,

Total Attendances YTD

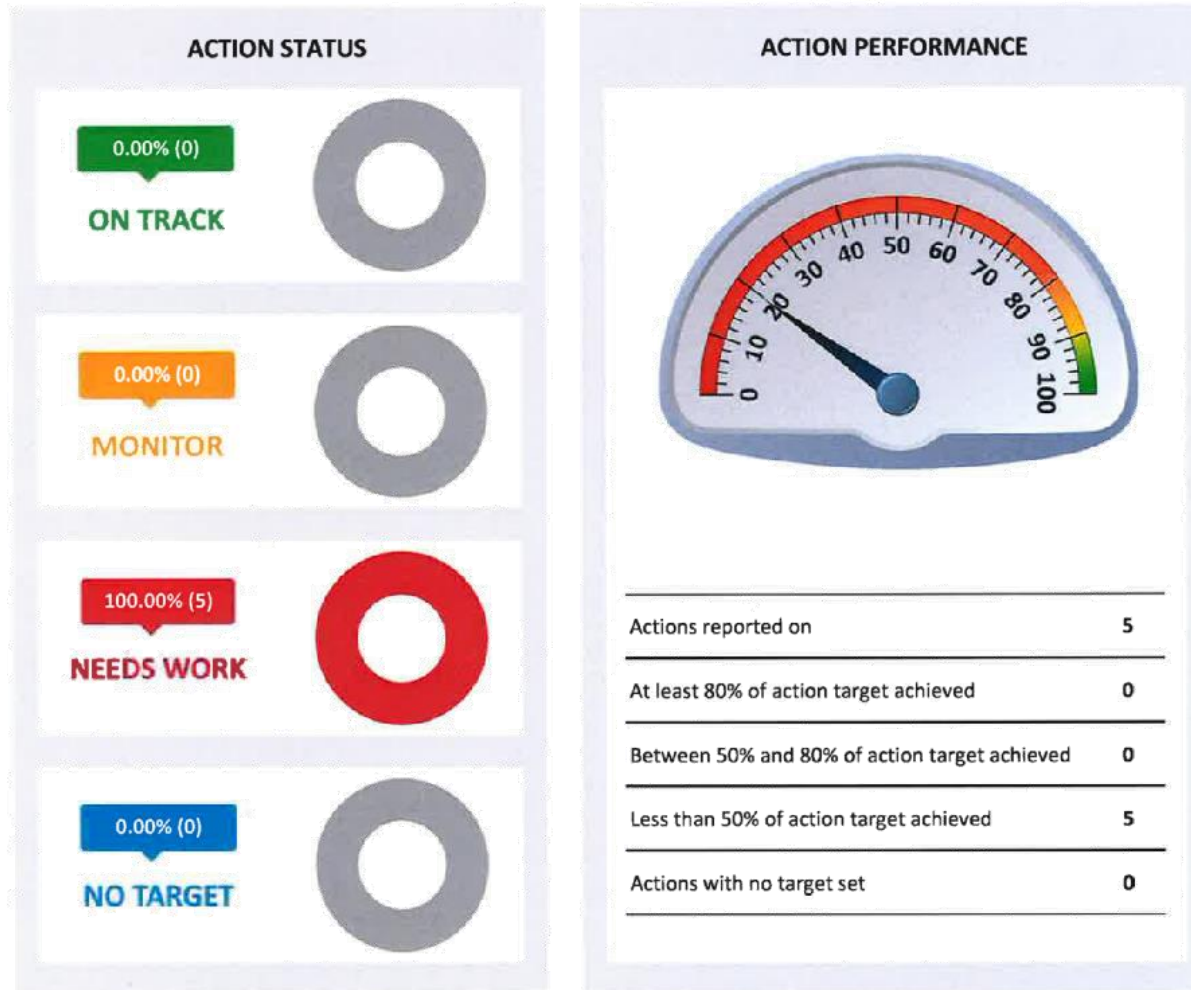
- 2018/19 – 14756
- 2019/20 – 14530
- 2020-21 – 16377
- 2021/22 – 13406

16. Swimming Complex








COA	22/23 Full Year Budget	22/23 YTD Actuals September	22/23 Percentage Spent
Swimming Complex	296,793	34,551	11.64%
2. Operating Expenditure	271,793	34,551	12.71%
4. Capital Expenditure	25,000	0	0.00%
4600512. Swimming Pool - Equipment Renewal	25,000	0	0.00%

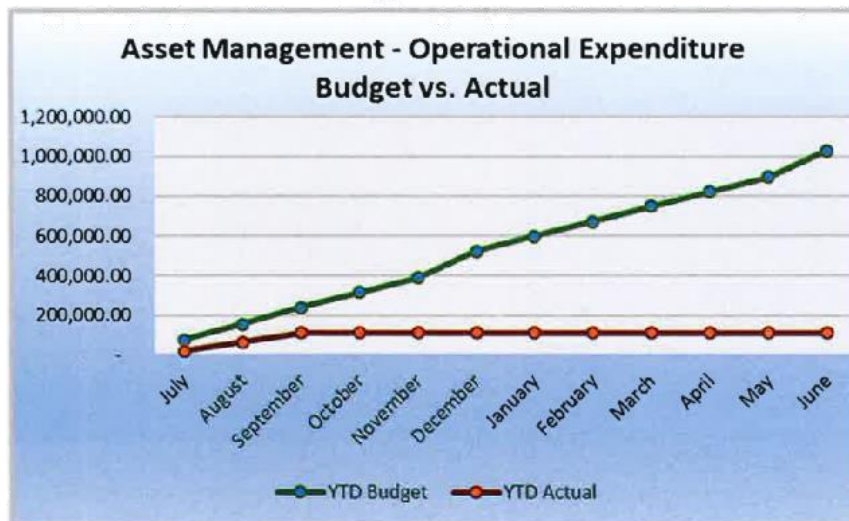
17. ASSET MANAGEMENT & RESOURCING



17. ASSET MANAGEMENT & RESOURCING

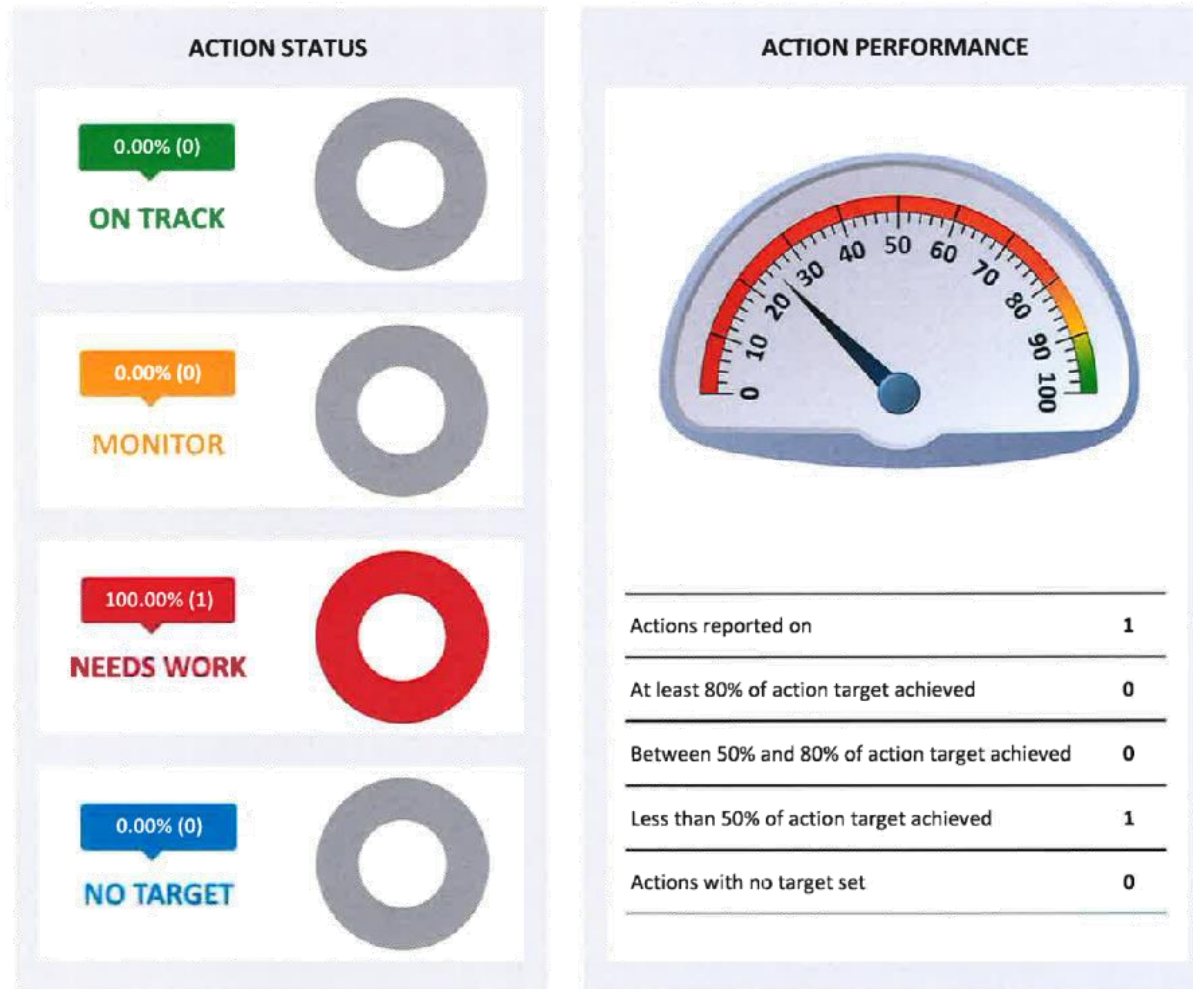
Business Unit: Asset Management & Resourcing								
Service Profile: Asset Management & Resourcing								
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
5.1.3.1 Develop and implement the Asset Management Strategy and associated systems.	Manager Asset & Program Planning	Asset Management Strategy has been updated and action plan is continuing to be implemented.	In Progress	01/07/22	30/06/23	25.00	100.00	 NEEDS WORK
5.1.3.2 Deliver and manage the Pedestrian Access and Mobility Plan (incorporating the Disability Action Plan) and Bike Plan.	Manager Asset & Program Planning	The PAMP and Bike Plan actions are being implemented as funding becomes available for specific projects. Funding has been obtained to contribute towards improvements at Molesworth / Rouse St intersection footpath accessibility.	In Progress	01/07/22	30/06/23	25.00	100.00	 NEEDS WORK
5.1.3.3 Infrastructure and assets inspections.	Manager Asset & Program Planning	Asset inspections are being undertaken only where staff resources from the Assets Section can be made available. The Inspector role has been vacant for a year and a half.	In Progress	01/07/22	30/06/23	18.00	100.00	 NEEDS WORK
5.1.3.4 Review and update Council's Risk Register and intervention programs on an ongoing basis in accordance with inspection schedules.	Manager Asset & Program Planning	Risk Register has been updated for Asset tasks, ongoing inspections routines are limited as there has been no current Asset Inspector for over a year. Any inspections undertaken are at the expense of other asset project planning functions.	In Progress	01/07/22	30/06/23	18.00	100.00	 NEEDS WORK
5.1.3.6 Develop and implement the Depot Master Plan.	Manager Asset & Program Planning	A Depot Master Plan is being developed to include operational compliance features of environmental protection, worker and public safety, traffic management and storage efficiency. Environmental control of facilities for washing and fuel dispensing will be a priority.	In Progress	01/07/22	30/06/23	13.00	100.00	 NEEDS WORK

17. Asset Management and Resourcing



COA	22/23 Full Year Budget	22/23 YTD Actuals September	22/23 Percentage Spent
Asset Management & Resourcing	1,246,343	113,921	9.14%
1. Operating Income	(10,000)	0	0.00%
2. Operating Expenditure	1,027,506	111,865	10.89%
4. Capital Expenditure	220,000	0	0.00%
6250502. Tenterfield Depot - Wash Down & Recycle Bay	20,000	0	0.00%
6250505. Tenterfield Depot - WHS & Environmental Initiative Enhancements	100,000	0	0.00%
6250506. Tenterfield Depot - Fuel Tank Replacement/Remediation	100,000	0	0.00%
6. Liabilities	8,837	2,056	23.27%


18. COMMERCIAL WORKS



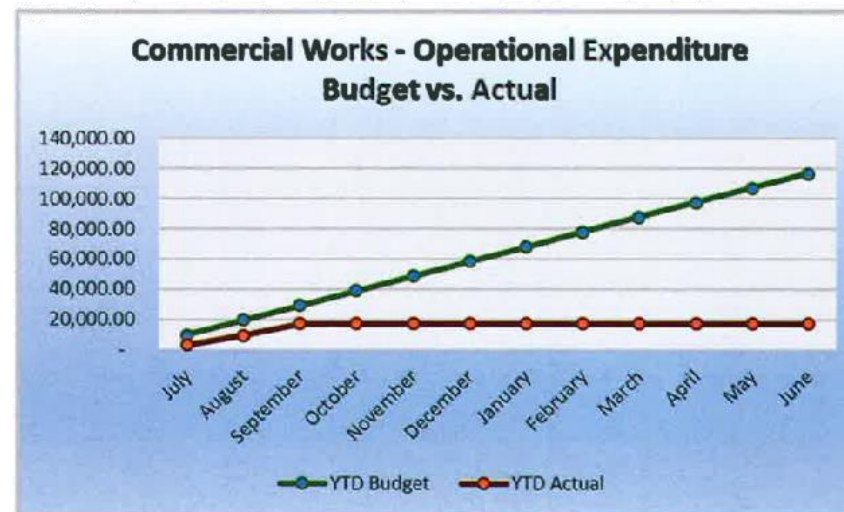
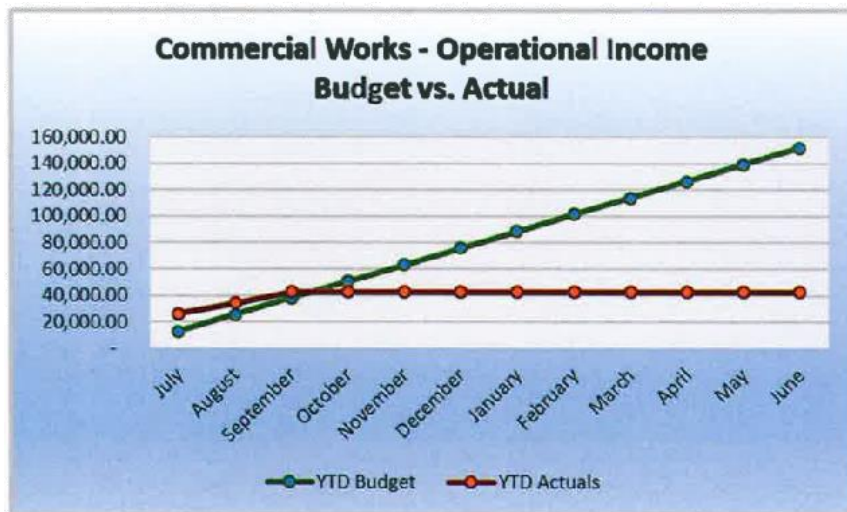
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18. COMMERCIAL WORKS

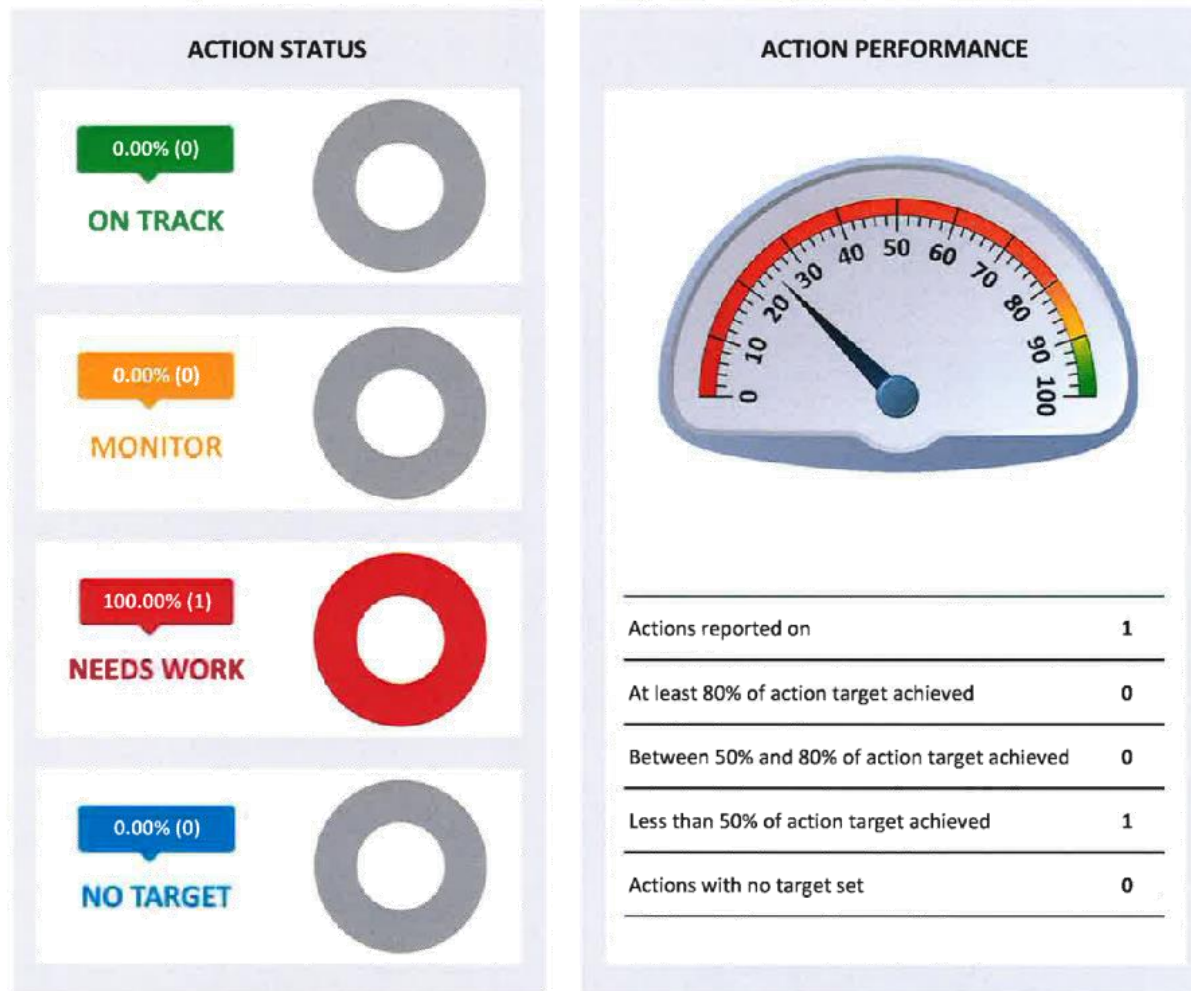
Business Unit: Commercial Works								
Service Profile: Commercial Works								
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
5.1.3.7 Commercial Works undertaken in accordance with demand.	Manager Works	September 2022 - Council continues to operate and deliver commercial works in a financially responsible manner as resources come available. Resources are mostly directed to Council's infrastructure repairs due to the rain events since March 2021.	In Progress	01/07/22	30/06/23	25.00	100.00	

18. Commercial Works




COA	22/23 Full Year Budget	22/23 YTD Actuals September	22/23 Percentage Spent
Commercial Works	(35,159)	(25,475)	72.46%
1. Operating Income	(151,842)	(42,730)	28.14%
2. Operating Expenditure	116,683	17,255	14.79%

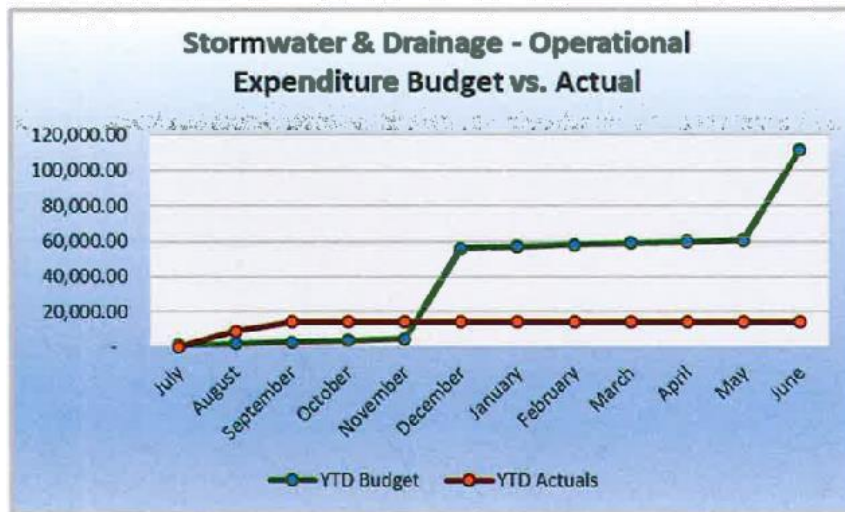
19. STORMWATER DRAINAGE



19. STORMWATER DRAINAGE

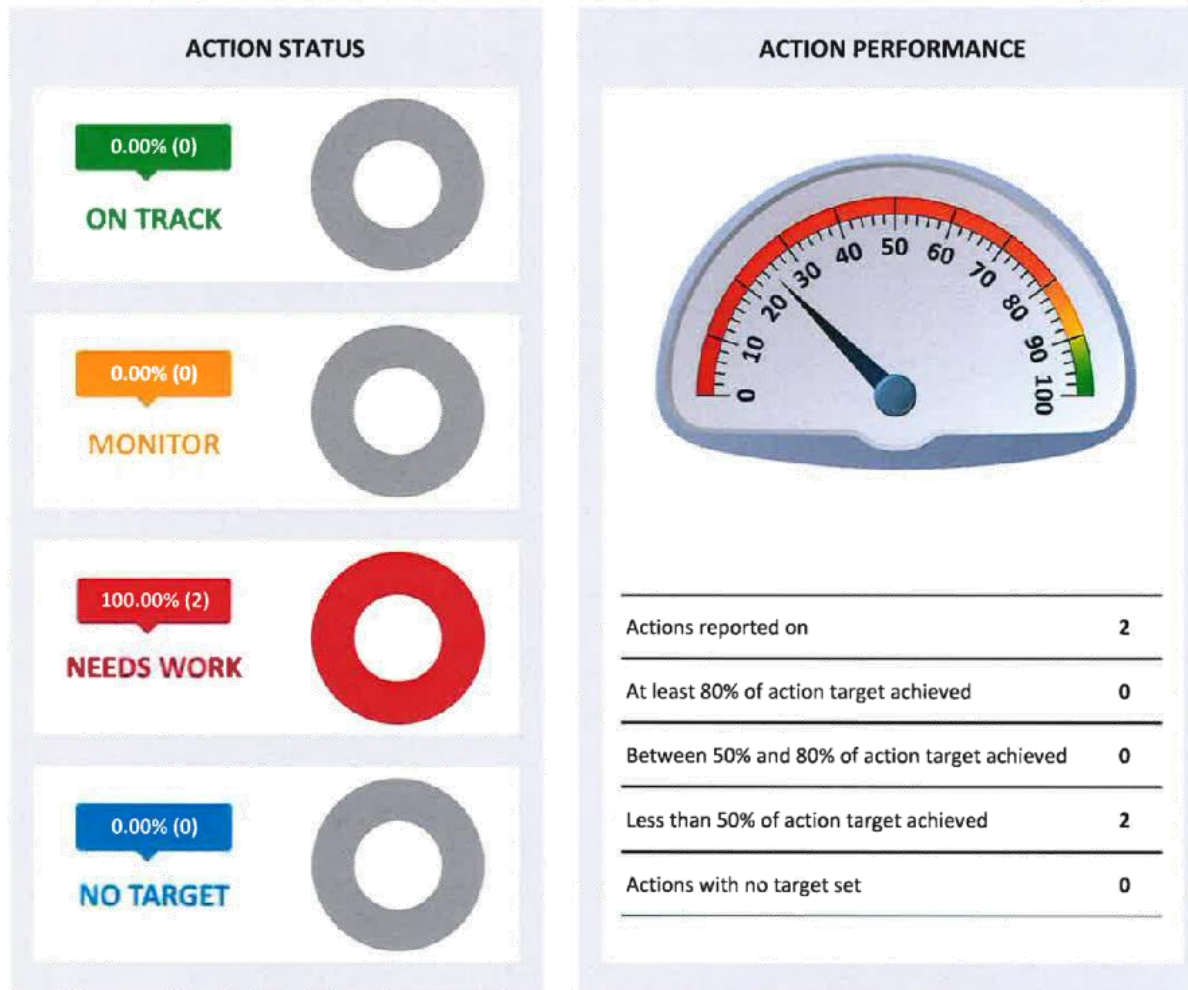
Business Unit: Stormwater Drainage								
Service Profile: Stormwater Drainage								
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
4.1.2.1 Implement the Storm water Asset Management Plan.	Manager Asset & Program Planning	<p>Data collected from recent inspections is being assessed to determine priorities for renewal works to the underground drainage system.</p> <p>Extensive maintenance works have been undertaken in Urbenville to improve drainage.</p> <p>Renewals for pits and pipes are being programmed in accordance with the capital budget.</p>	In Progress	01/07/22	30/06/23	25.00	100.00	

19. Stormwater and Drainage





COA	22/23 Full Year Budget	22/23 YTD Actuals September	22/23 Percentage Spent
Stormwater & Drainage	170,243	(57,231)	-33.62%
1. Operating Income	(71,478)	(71,532)	100.07%
2. Operating Expenditure	111,521	14,301	12.82%
4. Capital Expenditure	130,200	0	0.00%
8252502. Drainage Pits - Upgrade	63,000	0	0.00%
8252523. Urban Culverts Renewal	27,200	0	0.00%
8252526. Stormwater Pipe Renewal	40,000	0	0.00%

20. TRANSPORT NETWORK



20. TRANSPORT NETWORK

Business Unit: Transport Network								
Service Profile: Transport Network								
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
4.1.1.1 - Manage and deliver construction services for transport infrastructure, including footpaths, pavements and cycleways.	Manager Asset & Program Planning	<p>Major transport construction projects are continuing and progress will increase as the year progresses to warmer months where site conditions dry out allowing more efficient road construction.</p> <p>The following projects are currently in progress -</p> <p>Mount Lindesay Road (Legume - Woodenbong) at Legume east, Koreelah Creek and Big Hill</p> <p>Mount Lindesay Road (Bookookoorara) - initial earthworks and drainage works</p> <p>Tooloom Road (Paddys Flat Rd Nth to Mt Lindesay Rd) earthworks on widening and drainage work.</p> <p>Kildare Road - Upgrading with drainage works and pavement renewal underway.</p> <p>Sunnyside Platform Road - Intersection works at Bruxner Way commencing.</p> <p>Paddys Flat Road (North) - Kangaroo Creek Bridge replacement, abutments prepared.</p> <p>Paddys Flat Road (North) - Unnamed creek bridge replacement - side track in place</p> <p>Paddys Flat Road (South) - Unnamed creek bridge replacement - Bridge replacement with culverts</p> <p>Leeches Gully Road - Washbrook Creek Bridge replacement - Bridge replacement with culverts</p> <p>Grahams Creek Road - Grahams Creek Bridge replacement - side track to be arranged.</p>	In Progress	01/07/22	30/06/23	25.00	100.00	
4.1.1.2 Manage and deliver maintenance services for transport infrastructure.	Manager Works	September 2022 - Council continues to maintain public infrastructure with reduced	In Progress	01/07/22	30/06/23	25.00	100.00	

maintenance budgets.

September Grading Report 2022

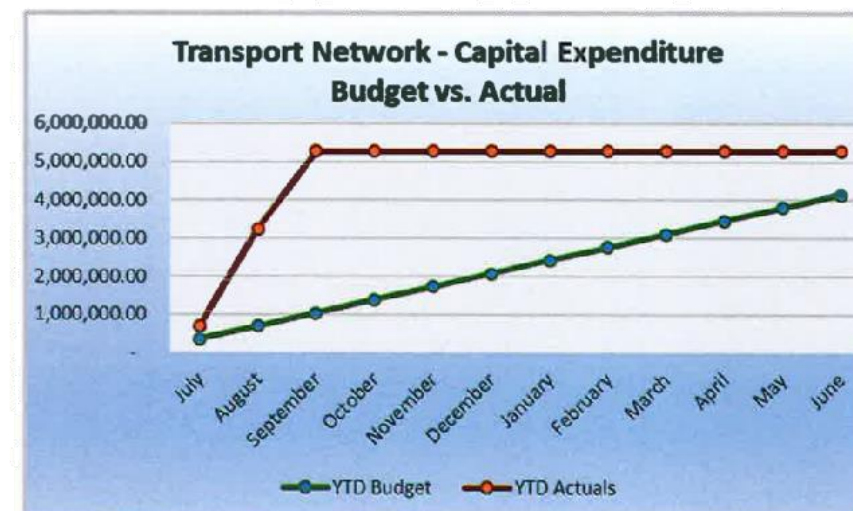
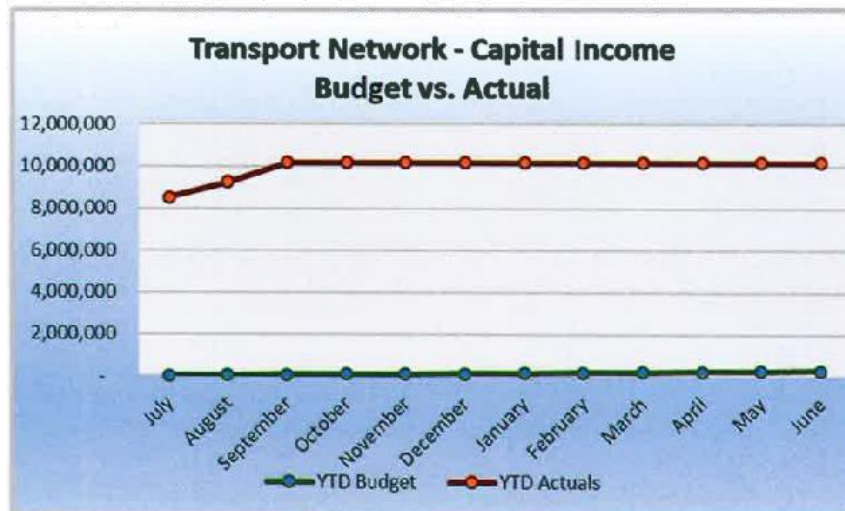
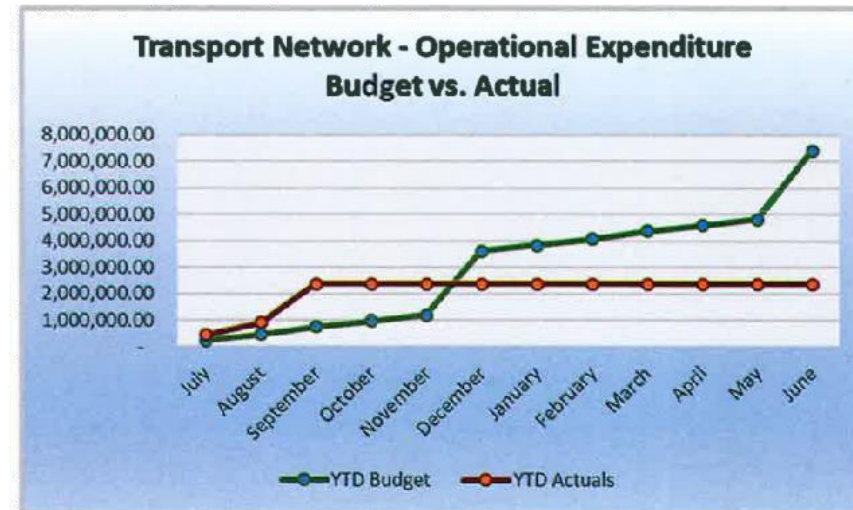
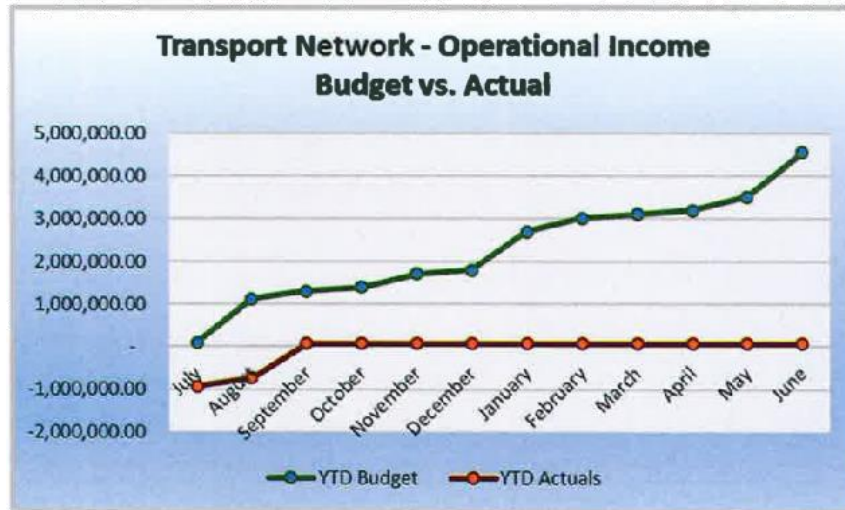
Council is returning to a normal grading routine maintenance and full DRFA works (where funded).

- Grading Schedule

- o Eastern Grader –graded Fairfield Rd, Leslie Ck Rd, O'Driscolls Rd, Mudflat Rd (touch up – subject to further DRFA assessment) and Osbournes Rd. Grading Cheviot Hills Rd, Bunijah Rd and Sugarbag West Rd.
- o Northern Grader – This grader crew have completed a side track at the Unnamed Bridge on Paddy's Flat Rd North for the construction of a new bridge. This grader is currently grading Beaury Ck Rd and tributaries. Paddy's Flat Rd North LRCI project will commence on the southern end (chainage 49.476 to 52.621) to reconstruct the unsealed road to a low cost pavement preparation standard finishing at the anticipated completed new bridge over Kangaroo Creek. Council anticipates to complete this work by Christmas 2022, weather depending.
- o Western Grader – subject to staffing availability, currently stood down. A contract grader has graded Back Ck, Sailor Jack, Upper Mole Rd, Mole Station Rd and Mole River. This crew is currently constructing a slip lane and turning lane at the intersection of Bruxner Way and Sunnyside Platform roads. Another contract grader will grade Timbarra Rd in the coming weeks. Following this, the grader will commence flood damage repairs and full grading of Silent Grove Rd.
- o Central Grader –Commenced Robinson's Lane, Leeches Gully Rd and Washpool Ck Rd low cost pavement preparation for LRCI seals to these roads. Homestead Rd will also receive attention and a short section will be sealed to tie in with a developer contribution.

- o Bridge Crew replacing the bridge on Leeches Gully Rd with culverts.
- o Council Drainage excavator is repairing and doing drainage on roads and streets as issues arise. This excavator keeps in front of drainage for the Central Crew and Eastern Crew graders.
- o The Patching Crew continues to work tirelessly repairing the sealed network. During times of extreme wet weather, all Council's sealed network will pothole due to failing to reseal roads at scheduled intervals – as per best practice. This is generally due to a funding issue and unfortunately, a lot of Councils tend to cut their reseal budgets first. Tenterfield Council is currently reviewing our Local Roads reseal program to prevent this from happening further, into the future.
- o A contract crew is repairing drainage on the sealed network adjacent to a lot of the new LRCI seals – Quarry Rd, Bryan's Gap Rd and Black Swamp Road, have had drainage works completed. Boonoo Boonoo Falls Rd, Nutshell Rd, Castlerag Rd, Pyes Ck Rd and others will be completed in the following months.
- o Following the completed drainage, Council will engage contractors to rehabilitate the pavements on Council Local Roads as well as Regional roads this year. A contractor has completed pavement rehabilitation works on the worst areas between Woodenbong and Legume.
- o Plains Stn Rd at Frasers Cutting continues to allow traffic access under lights.

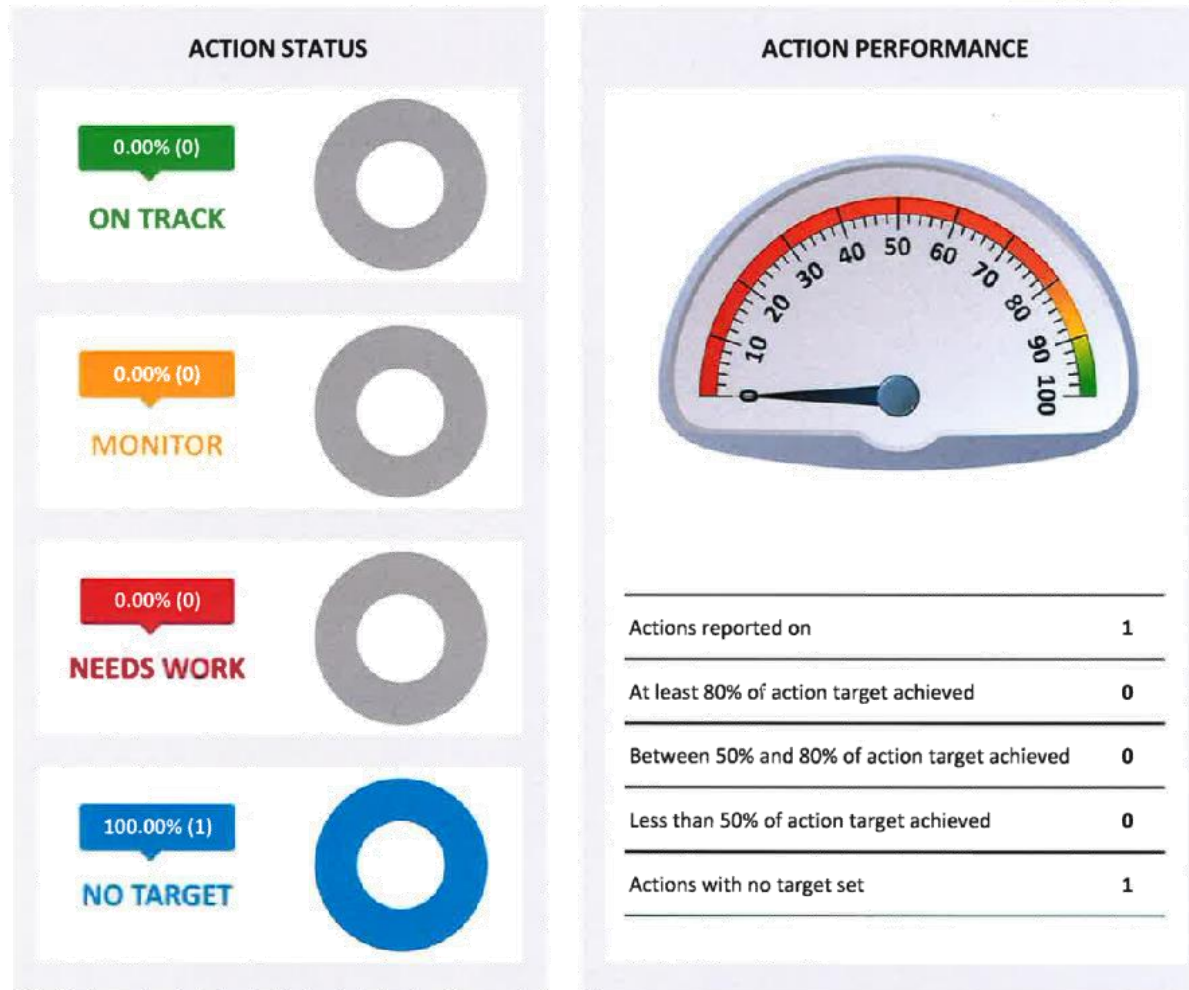
20. Transport Network




COA	22/23 Full Year Budget	22/23 YTD Actuals September	22/23 Percentage Spent
Transport Network	7,197,578	(2,413,996)	-33.54%
1. Operating Income	(4,552,600)	(88,306)	1.94%
2. Operating Expenditure	7,401,287	2,382,880	32.20%
3. Capital Income	(282,786)	(10,172,538)	3597.26%
4. Capital Expenditure	4,142,596	5,278,902	127.43%
6215110. Regional & Local Roads Traffic Facilities	66,000	30,537	46.27%
6215510. Regional Roads Block Grant - Reseals Program.	553,668	0	0.00%
6215531. Special Grant Mt Lindesay Road (RMS/Fed)	0	2,352,571	0.00%
6215544. BLERF - 0737 - Improve Mt Lindesay Road	0	1,106,203	0.00%
6215550. Footpaths Capital Works	0	1,337	0.00%
6215552. Roads to Recovery 2019-24	1,044,335	10,205	0.98%
6215568. FLR200241 - Kildare Road (Tenterfield Tourist Route 9)	0	324,395	0.00%
6215570. DRFA AGRN960 EPAR Bruxner Way - Bridge 7325 Dumaresq River Overflow Channel	0	21,956	0.00%
6215572. FLR300128 - Tooloom Road West Rehabilitation	0	58,841	0.00%
6215575. ROSI - Sunnyside Platform Road Upgrade	0	921,475	0.00%
6215576. BSBR000641 - Drake Village Revitalisation	0	67	0.00%
6215579. Local Roads & Community Infrastructure Program - Round 3	0	937	0.00%
6215580. Repair Program 2022/23	565,572	65,594	11.60%

COA	22/23 Full Year Budget	22/23 YTD Actuals September	22/23 Percentage Spent
6220271. Bridges Renewal Program - Deepwater River Bridge Renewal - Torrington Road	0	13,000	0.00%
6220272. Bridges Renewal Program - Kangaroo Creek Bridge Replacement - Paddys Flat Road Nth	0	138,891	0.00%
6220274. Bridges Renewal Program - Unknown Creek Bridge (67203) Replacement, Paddy's Flat Rd Nth	0	5,966	0.00%
6220276. Bridges Renewal Program - Unknown Creek Bridge (67161) Replacement, Paddy's Flat Rd Sth	0	34,633	0.00%
6220277. Fixing Country Bridges - Grahams Creek Bridge Replacement, Grahams Creek Rd	0	3,601	0.00%
6220278. Fixing Country Bridges - Washpool Creek Bridge Replacement, Leechs Gully Rd	0	74,782	0.00%
6220501. Road Renewal - Gravel Roads	651,519	60,286	9.25%
6220503. Gravel Resheets	332,452	3,934	1.18%
6220505. Kerbing & Guttering	40,000	0	0.00%
6220506. Bridges / Causeways (SRV to 2023/24)	530,000	648	0.12%
6220512. Rural Culverts & Pipes	100,000	0	0.00%
6220513. Concrete Bridges	40,223	0	0.00%
6220514. Causeways	208,163	0	0.00%
6240101. Gravel Pit Rehabilitation	10,664	0	0.00%
6240512. Streets as Shared Spaces - SASS00027 Linking People and Place	0	49,041	0.00%
6. Liabilities	489,081	185,066	37.84%

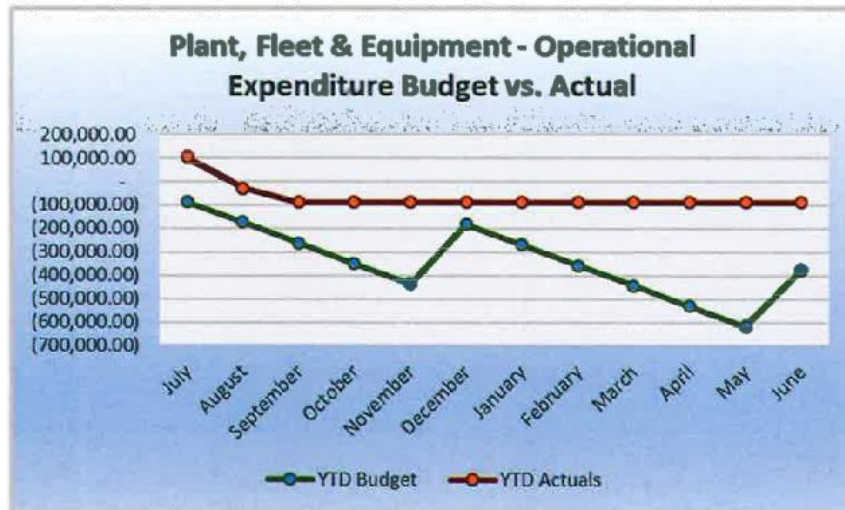
21. PLANT, FLEET & EQUIPMENT



21. PLANT, FLEET & EQUIPMENT

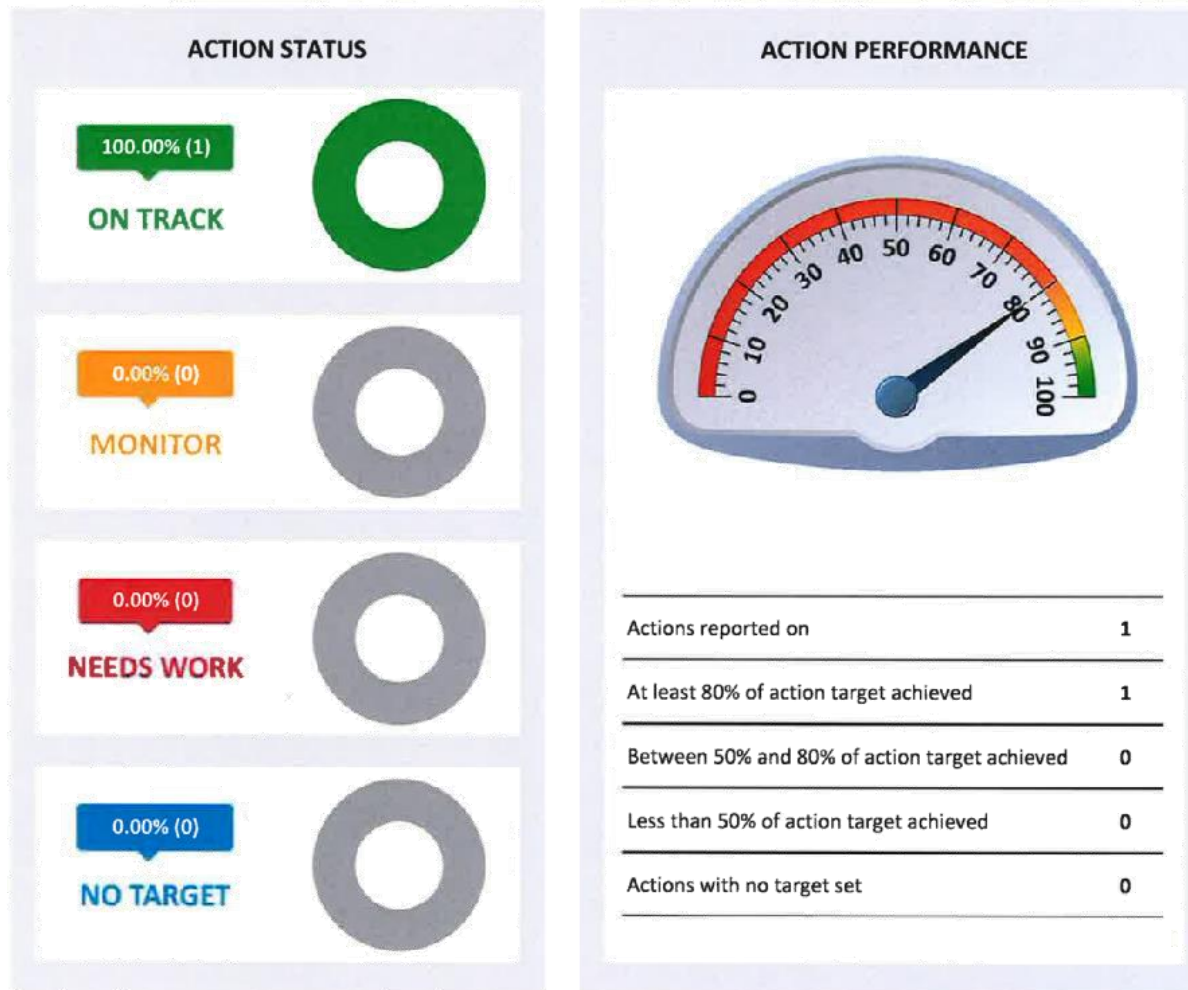
Business Unit: Plant, Fleet & Equipment								
Service Profile: Plant, Fleet & Equipment								
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
5.1.3.5 Implementation and delivery of the Fleet Asset Management Plan and the Plant Replacement Program.	Manager Fleet	The Fleet Management Plan has been fully developed in line with industry benchmarks and best practice. The 10-year Fleet asset Management Plan forms part of this wholistic plan and describes the replacement timing of each of council's 145 major Fleet assets, these replacements had also been embedded into councils' long-term financial plan. However, with council's current financial situation a direction has been given not to replace any assets outside of that associated with waste, water, and sewage operations until further notice. This practice will heavily impact the long-term sustainability of council's fleet, and no further progress can be made on the delivery of the overall plan. Maintenance, inspections, and repairs are conducted in line with industry best practice, with 85% of services being conducted within a week of falling due, this is also currently impacted by a reduction in staffing numbers.	Ongoing	01/07/22	30/06/23		0.00	 NO TARGET

21. Plant, Fleet and Equipment




COA	22/23 Full Year Budget	22/23 YTD Actuals September	22/23 Percentage Spent
Plant, Fleet & Equipment	338,887	(91,482)	-26.99%
1. Operating Income	(188,190)	(4,848)	2.58%
2. Operating Expenditure	(375,346)	(87,875)	23.41%
4. Capital Expenditure	3,944,257	672,249	17.04%
6210500. Public Works Plant - Purchases	3,944,257	672,249	17.04%
8. WDB of Asset Disposals	(3,041,834)	(671,008)	22.06%

22. WASTE MANAGEMENT



22. WASTE MANAGEMENT

Business Unit: Waste Management								
Service Profile: Waste Management								
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
3.1.4.1 Deliver and manage Waste and Recycling services.	Manager & Waste	<p>September 2022-Update The Operational opening of Torrington was opened 20th November 2021 and final taring occurred July 2022. Final fencing is awaiting installation expected November 2022.</p> <p>Expansion of the future cell (cell 5) Finalisation of storm water sediment basins have been completed. Leachate management plan, is completed and sent to EPA. Surface water management plan has been received in draft, under review. Further surveys have been undertaken which are required for masterplan update delayed due weather conditions, completed April 2022. Master plan entering final phase draft plans received and reviewed July 2022, finalisation completed in August 2022 which were sent to EPA for approval, awaiting decisions.</p> <p>Upgrade for Mingooola new waste transfer station has stalled Council entered into leases with Crown lands initially, and now Council entering into negotiations with the Moombahlene LALC to purchase the site - on hold.</p> <p>Arrival of new weather stations occurred in May 2022, deployment pending expected October 2022.</p> <p>Request by EPA for an investigation into pezio-wells commenced with initial checking of water levels and depths utilising a electrometer, further investigations have</p>	In Progress	01/07/22	30/06/23	80.00	100.00	 ON TRACK

been awarded and were undertaken in June 2022, final report suggested 2 wells damaged, a CCTV of wells was scheduled in July 2022 and the wells passed, with no damage recorded.

The application for funding from the bushfires in 2019 has continued with Council to receive \$773,692 for improvements at Boonoo Boonoo and Torrington. Deeds have been signed, works have commenced onsite for office deployment, truck shelter is now erected with sewer nearing completion and planning continues with quotations called for weighbridges and fencing quotations received and awarded, front fence completed-pit completed August 2022, surveys completed awaiting drawings. Installation of satellite connections pending and solar quotations received and awarded September 2022, expecting installation October 2022.

To try to reduce the contamination in recycling an advertising campaign was undertaken as well as staff conducted audits and continue to audit recycling bins for contamination with over 55 initial contaminated bins identified, letters were sent to residents, subsequent inspections reduced the number of contaminated bins to 10. The audits continued in July with over 95 bins identified. These continued offenders will be charged a fee to empty contaminated bins, alternatively decontaminate themselves for future pick-up the audit will continue. A revision of recycling policy is in final version with research included from other Councils, the new policy provided in September 2022, consultation in October 2022.

Green waste and food waste, joint report with Northern Rivers Regional Waste has

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commenced which will assist Council with new mandatory FOGO (Food Organics and Green Organics) legislation scheduled to commence in 2030.

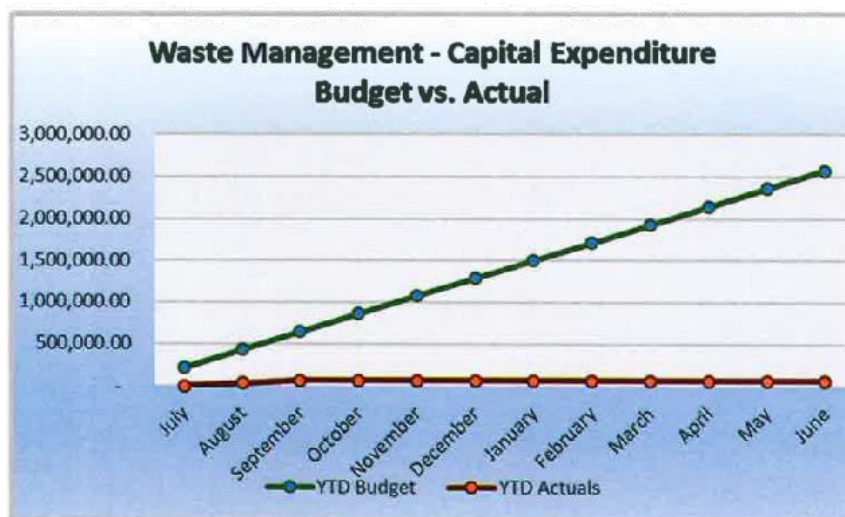
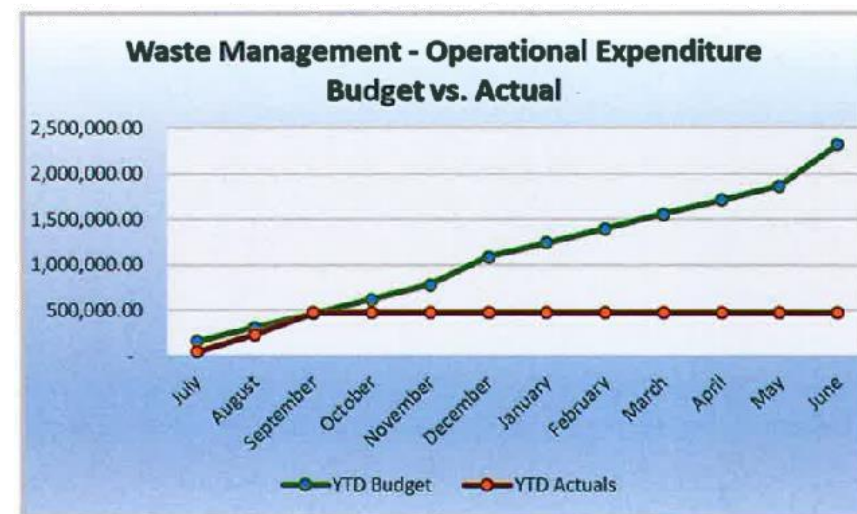
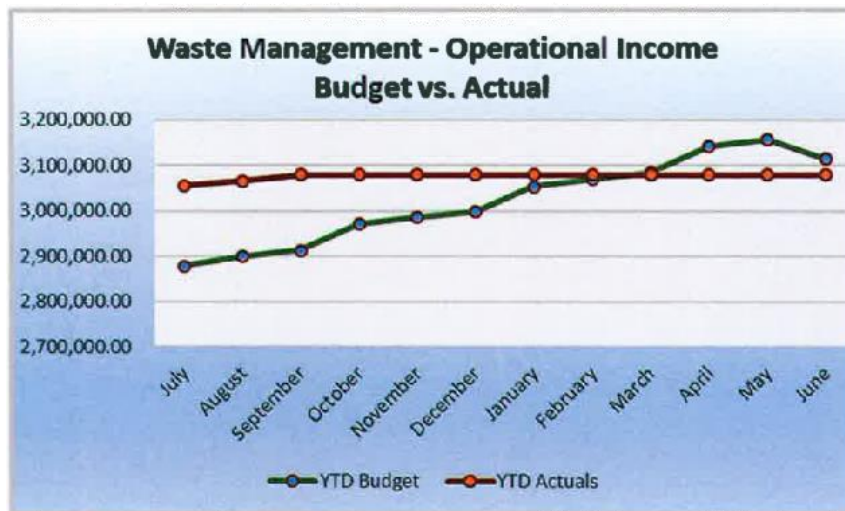
NIRW have provided new recycling stations for office collection one will be located in the library and one in the community centre at Drake-under investigation.

Our customer base is the public, other Council departments, and contractors. Our waste operational staff continue to assist the community with waste.

The Container Deposit Scheme (CDS) from 1 December 2017 to 30 November 2021, Tenterfield residents have recycled 9,202,976 container collections or 665.67 Tons on average Tenterfield resident recycle 638,000 items per quarter EFC - Exchange for Change

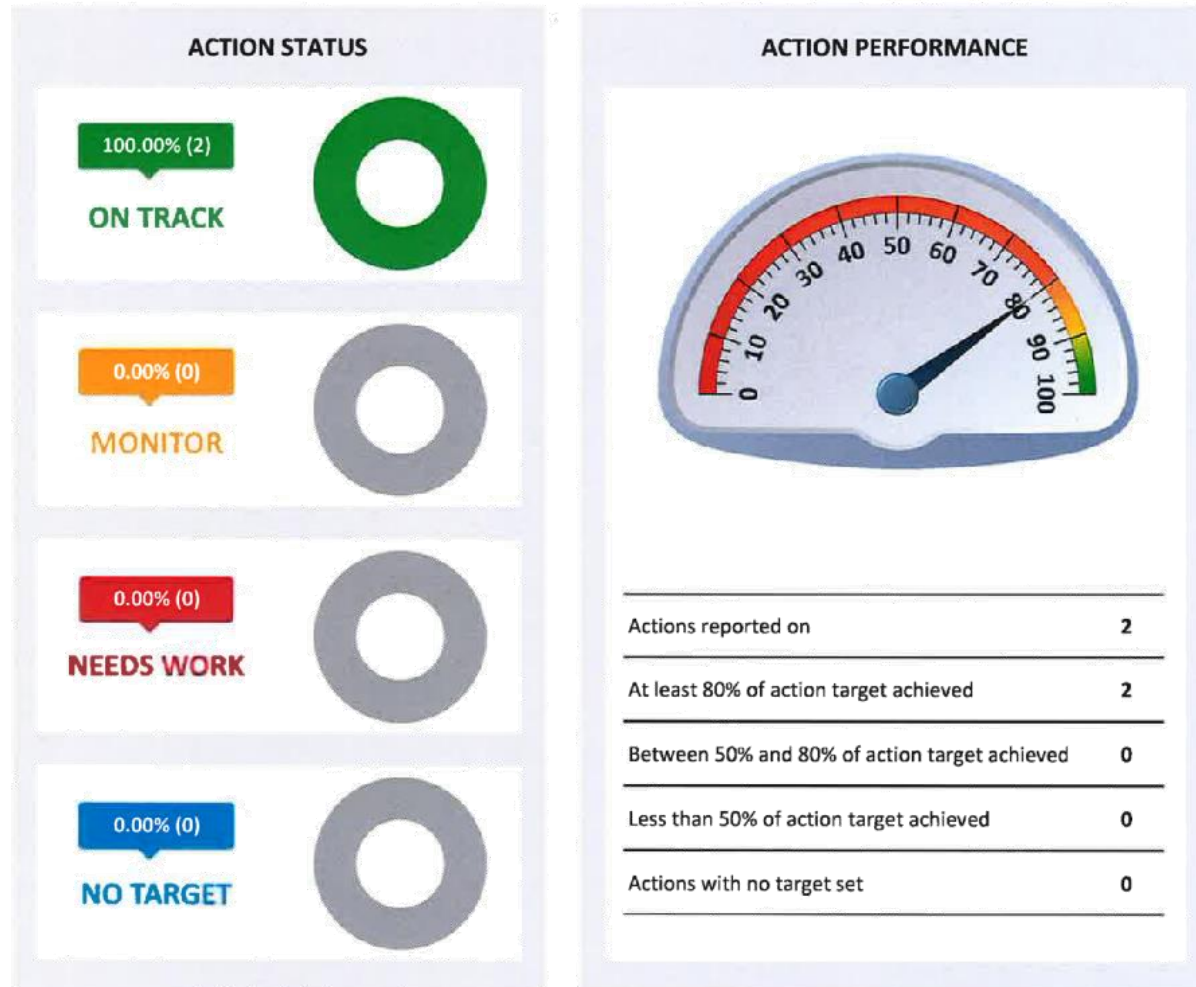
Staff Training Chemical Handling Course and Basic Chainsaw operation in Tenterfield, August and September 2022.

22. Waste Management




COA	22/23 Full Year Budget	22/23 YTD Actuals September	22/23 Percentage Spent
Waste Management	1,952,650	(2,957,740)	-151.47%
1. Operating Income	(3,114,040)	(3,080,479)	98.92%
2. Operating Expenditure	2,316,618	475,761	20.54%
3. Capital Income	(4,000)	(518,851)	12971.29%
4. Capital Expenditure	2,568,405	74,042	2.88%
7080500. 240L Wheelie Bins	2,101	0	0.00%
7080503. Industrial Bins	6,304	3,498	55.49%
7080554. Boonoo Boonoo - Landfill Cover	10,000	0	0.00%
7080555. Boonoo Boonoo - Cell Remediation Asset	50,000	0	0.00%
7080558. Tip shop - Drake, Liston & Tenterfield	0	139	0.00%
7080560. EPA Bushfire Recovery Program for Council Landfills	0	31,303	0.00%
7080564. Boonoo Boonoo - Develop Stage 5	2,500,000	37,132	1.49%
7080568. Boonoo Boonoo - WHS Facilities & Amenities Upgrade	0	33	0.00%
7080732. Torrington Landfill - Convert to Transfer	0	183	0.00%
7080811. Tenterfield WTS Groundwater Bores	0	1,754	0.00%
6. Liabilities	185,667	91,787	49.44%

23. WATER SUPPLY



23. WATER SUPPLY

Business Unit: Water Supply								
Service Profile: Water Supply								
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
3.1.3.1 Implement Water Service Strategic Plan in accordance with NSW Office of Water Guidelines.	Manager & Waste	Water <p>September 2022-Update Works have commenced for the New Water Filtration Plant on Scrub Road, the project was awarded to contractors LC Water. Pipework commenced in June, 2022 with concreting of geobag and chemical sump areas completed. The main building slab poured in three stages occurred in August 2022 including a Councillor inspection for the new Water Filtration Plant. This month of September 2022 the tanks and frame of the building have been erected including new gantry crane.</p> <p>NSW Dam Safety regulation with compulsory risk assessment for the dam under NSW Dam Safety requirements underway due in December 2022, Inspection of Dam September 2022 with consultants.</p> <p>Opportunity to continue the Urbenville flood risk assessment has gained OEH endorsement. Tenterfield update of the flood risk study has also gained endorsement and has been shortlisted, grant has been applied for awaiting decision.</p> <p>Opportunity under a Leakage reduction pilot program, Council was awarded \$36,843.75 DPE-Water, for installation of new mag-flow meter at East Street reservoir, planning completed equipment received for installation expected October 2022. The disabled fishing platform October 2020,</p>	In Progress	01/07/22	30/06/23	80.00	100.00	 ON TRACK

delivery of the floating platform to be located inside the Dam compound at Otterburn park. A walkway for the platform and fencing (completed). Plans have been undertaken quotations for concrete paths received and provided to Fisheries for approval, awaiting decision.

A new opportunity to further the Dam masterplan development with application for grant under Resilience NSW, Local & Regional Risk Reduction stream - Pathway 1 application submitted awaiting response.

A new opportunity to further the Bore water refinement with application for grant under Resilience NSW, Local & Regional Risk Reduction stream - Pathway 2 application submitted awaiting response.

Arrival of new weather stations occurred in May 2022, deployment pending.

A grant for water treatment improvement, increased storage capacity and secondary supply at Urbenville has been awarded to Council through New Grid & Water Infrastructure NSW, 1st milestone completed payment pending, secondary supply bore hydrologist engaged, report pending, RFQ for drilling completed and under review in August 2022, report submitted to Council September 2022 and approved. Bore location inspections occurred in September with Hydrogeologists and Drillers, NRAR applications for drilling submitted September, awaiting approval.

Tenterfield Dam Level is 100%-new data loggers place level at 100%; Urbenville Tooloom Creek Level is 100% receiving 108mm for the month of September. Meter Reading completed in May/June water meter readings commenced

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November/December.

- Tenterfield 0 major main; 0 new meter; 2 new service connections; 3 water limiters installed; 1 water limiters removed; 1 disconnection, 1 broken services repaired; 4 services leaks repaired; 0 valve replacements; mains flushing occurred in 7 location and 3 hydrant replacements. Note Tenterfield WTP repairs including 20m poly pipe installed in April 2022, Fluoride tank maintenance and prominent service inspections May 2022. 0 section 67 private works jobs completed (major repair of Mt Lindsay main). Restrictor notices hand delivered, Clive Street main replacement completed; Reservoir cleaned by Aqualift.
- Jennings 0 including meter; 0 meter replacements; Major main break (Southern Downs) left community without water Staff supplied water bottles to the community in response to the shortage, mains where flushed to clear debris from repair and return of water.
- Urbenville had 0 major main broken main repairs, mains flushing occurred in 6 location, 0 new meter, 0 meter replacements, 0 water limiters installed and 0 broken service repaired 0 hydrant replacement from damage. Valve testing and hydrant cleaning and checking continues. Urbenville pressure testing for fire suppression system at hospital, Repairs to DAFF system in April 2022, repairs to service line at WTP and prominent service inspections May 2022. SCADA Requires upgrade, Reservoir cleaned by Aqualift, Reservoir floats replaced.

Tenterfield Dam data logging probes to assist with raw water information and are on-line and delivering a variety of information including a more precise depth measure, allowing dam percentage to be measured

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		<p>more accurately, issues with telemetry have stopped retrieval of information. Installation and testing periods are demonstrated by gaps in information. Water quality information is also available in monthly water health cards available at Water Health Cards Tenterfield Shire Council (nsw.gov.au)</p> <p>Staff Training Chemical Handling Course in Tenterfield and Fluoride course in Casino.</p>							
3.1.3.2 Deliver and manage the Water and Drought Management Plans and Flood Study.	Manager & Waste	Water	<p>September 2022-Update</p> <p>The Integrated water catchment management grant (IWCM) deeds have been signed February 2022, and has progressed with secure yield studies awarded, with draft report received. Additional surveys required, including extended benthic survey of Urbenville, scheduled for this month.</p> <p>The Tenterfield Sustainable and Disaster Resilient Communities program, for the villages of Drake, Liston, Legume, and Torrington. The reticulation will predominantly service pumps for groundwater/river water holding tanks and standpipe delivery systems, including solar systems. The hydrogeologists engaged draft report pending August 2022. RFQ for drilling completed and under review in August 2022 report submitted to Council September 2022 and approved. Bore location inspections occurred in September with Hydrogeologists and Drillers, NRAR application for drilling Legume submitted September, commenced applications for Liston Drake and Torrington expected to be completed October 2022. Awaiting approval for Legume.</p>	In Progress	01/07/22	30/06/23	80.00	100.00	 ON TRACK

Tenterfield Shire Council

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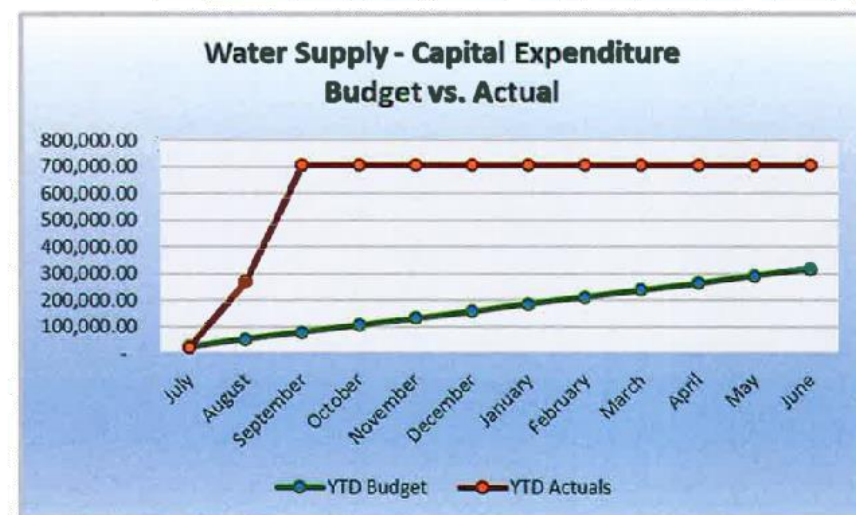
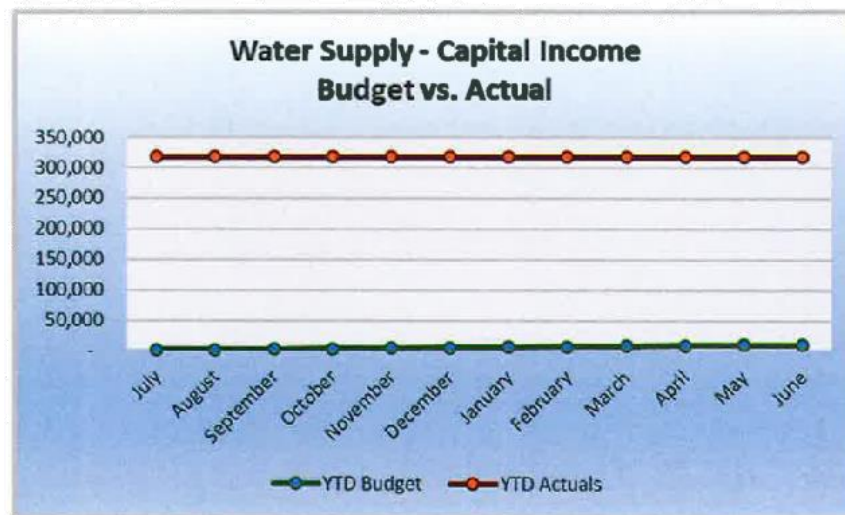
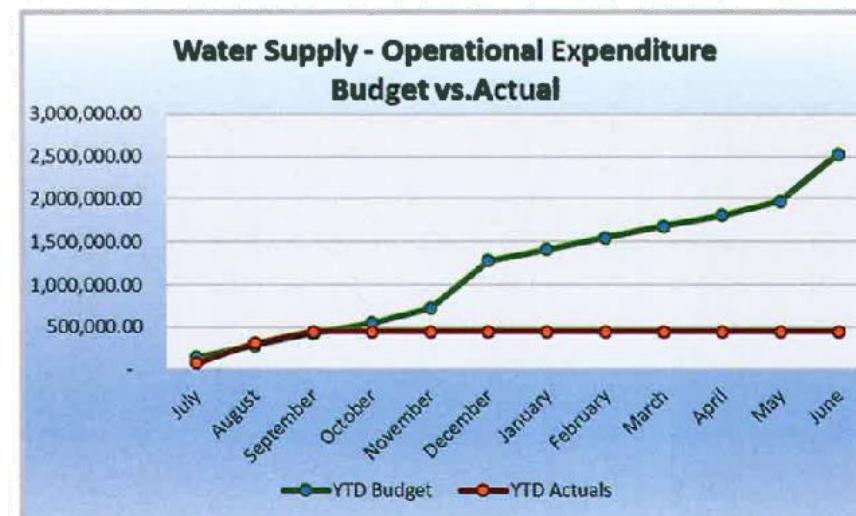
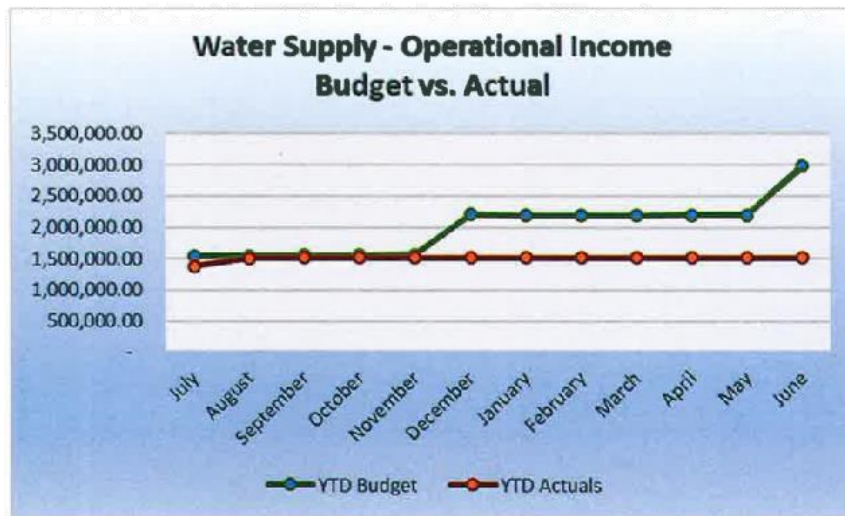
Verification mapping for Councils Water and Sewer assets was delayed in July to commence in August 2022, with contractors utilising GPS equipment for locations in Tenterfield 598 individual locations where mapped additional mapping will commence next financial year, Urbenville was postponed till next financial year.

Cleaning of Sludge ponds at Urbenville Water Treatment plan is completed - July 2022, leak detected in pond, will require repair.

Amended Water Quality policy to include Dam Safety, and new Backflow prevention completed in August, report approved at Council's September meeting 2022. Report for Backflow prevention under community consultation, completion in October 2022.

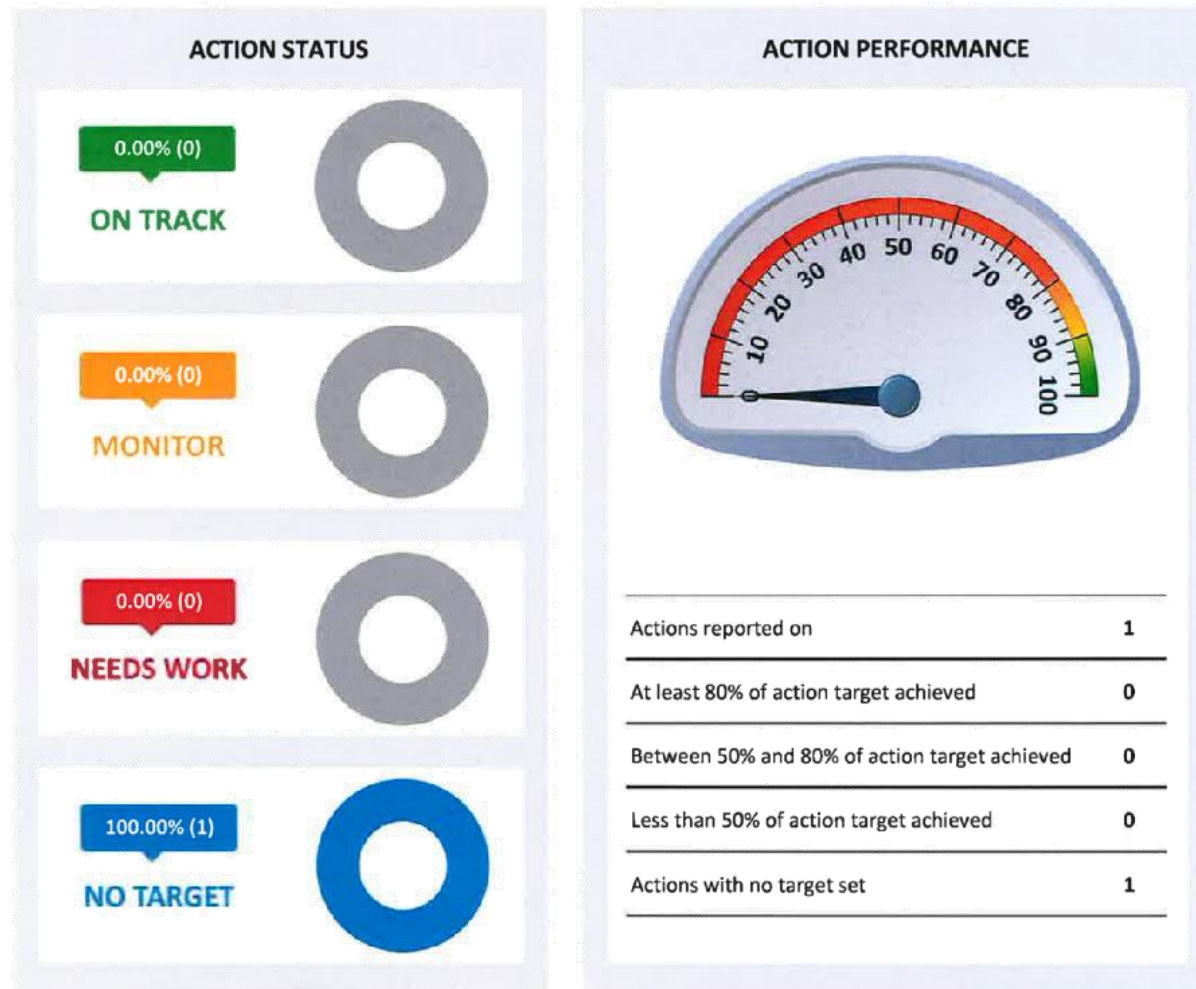
Reservoir cleaning was completed this month September 2022, for East Street reservoir in Tenterfield and Urbenville, report provided. Additionally, assessment of Hospital Hill reservoir for potential repairs was also completed, with report provided.

23. Water Supply




COA	22/23 Full Year Budget	22/23 YTD Actuals September	22/23 Percentage Spent
Water Supply	107,286	(612,872)	-571.25%
1. Operating Income	(2,984,548)	(1,513,796)	50.72%
2. Operating Expenditure	2,524,869	446,952	17.70%
3. Capital Income	(10,000)	(317,756)	3177.56%
4. Capital Expenditure	317,000	705,182	222.45%
7484505. Tenterfield Mains Replacement	282,900	75,273	26.61%
7484506. Tenterfield Meter Replacement	22,600	350	1.55%
7484522. Tenterfield Water Treatment Plant Construction	0	462,954	0.00%
7484538. BLERF 0377 - Tenterfield Villages Emergency Water Program	0	131,308	0.00%
7484542. Tenterfield Apex Park Bore - Relining	0	19,597	0.00%
7484901. Jennings Mains Replacement	11,500	0	0.00%
7484950. Legume Catchment - Water Supply Options Study	0	15,700	0.00%
6. Liabilities	259,965	66,546	25.60%

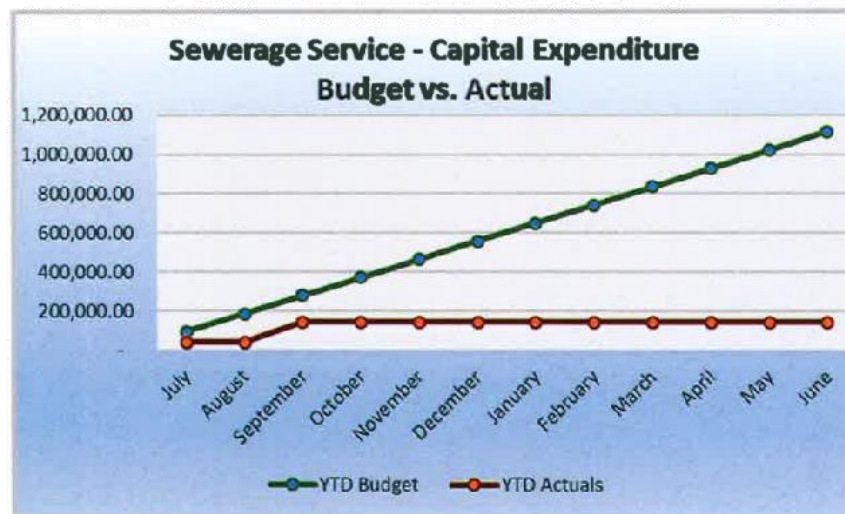
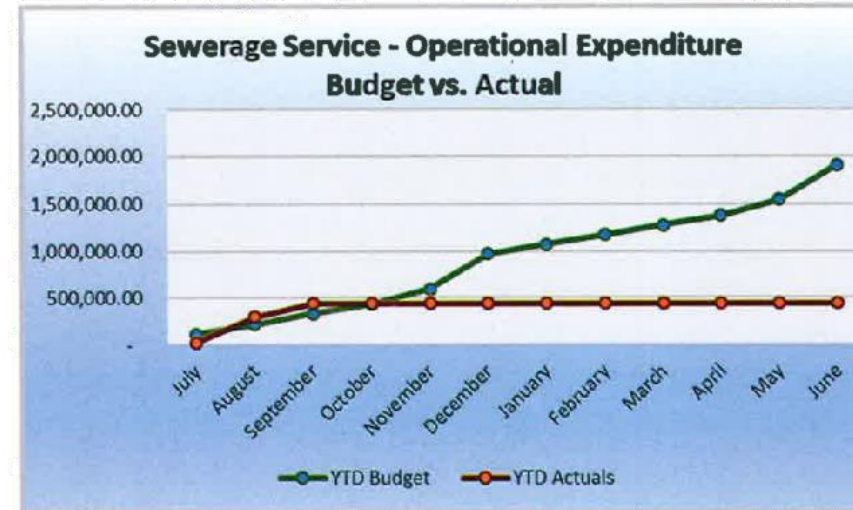
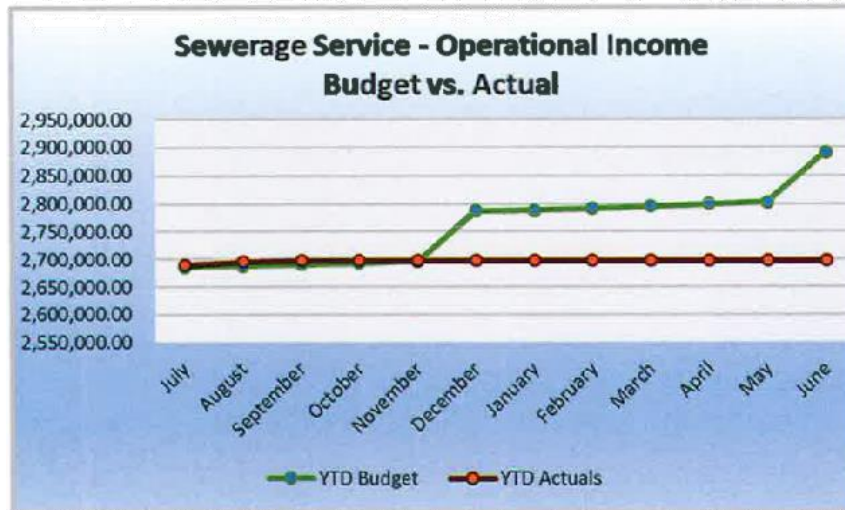
24. SEWERAGE SERVICES



24. SEWERAGE SERVICES

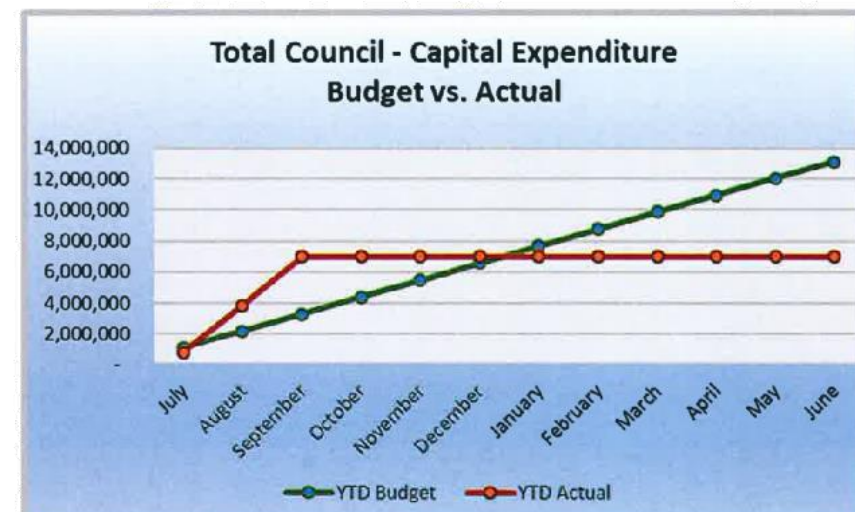
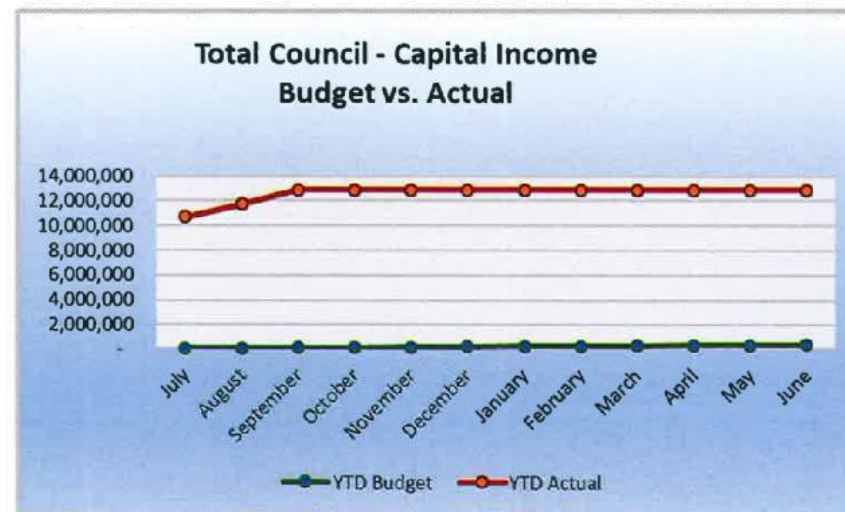
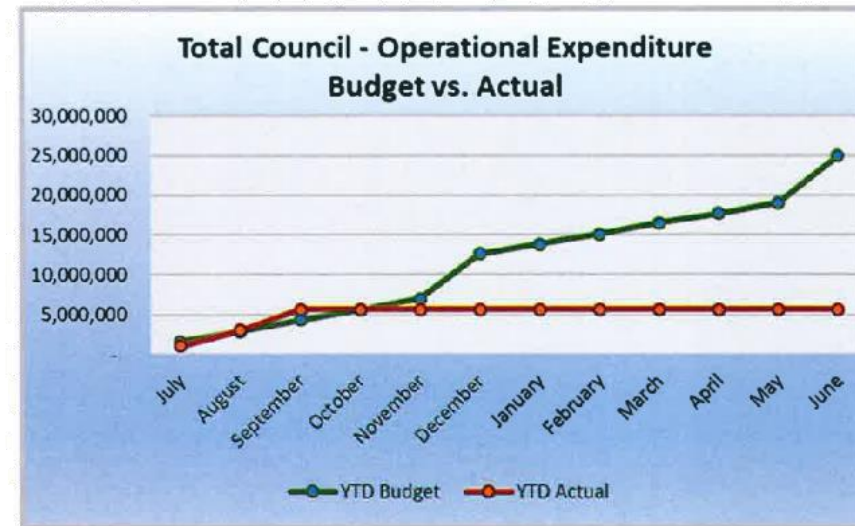
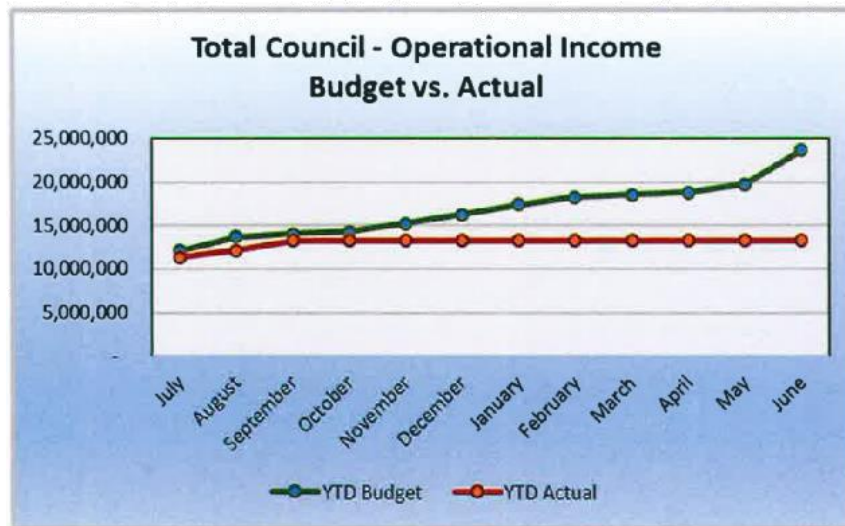
Business Unit: Sewerage Services								
Service Profile: Sewerage Services								
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
3.1.5.1 Maintain and operate the sewerage network, in line with the Asset Management Strategy.	Gillian Marchant - Manager Water & Waste	<p>September 2022-Update Molesworth/Miles Street pumping station review and design amendment under development and extending the sewer system to the new water filtration plant has progressed with final designs received in September, planning has commenced for construction with ordering of manholes, pipes and fittings.</p> <p>Staff Training Fluoride Course in Casino and Chemical course Tenterfield September 2022.</p>	Ongoing	01/07/22	30/06/23		0.00	 No TARGET

24. Sewerage Service



COA	22/23 Full Year Budget	22/23 YTD Actuals September	22/23 Percentage Spent
Sewerage Service	218,339	(2,110,373)	-966.56%
1. Operating Income	(2,889,930)	(2,697,737)	93.35%
2. Operating Expenditure	1,905,478	443,873	23.29%
3. Capital Income	(10,000)	0	0.00%
4. Capital Expenditure	1,112,200	143,491	12.90%
7872502. Tenterfield Mains Relining (1km Year)	173,800	0	0.00%
7872503. Tenterfield Mains Augmentation	69,600	0	0.00%
7872505. Tenterfield Man Hole Level Alterations (Water Infiltration)	162,500	40,790	25.10%
7872519. Tenterfield Network Renewal	193,800	0	0.00%
7872524. Tenterfield STP - 3 Bay Shed for Storage	50,000	0	0.00%
7872525. Tenterfield STP - Grinder Pump	10,000	0	0.00%
7872526. Tenterfield STP - Refurbishment	102,500	0	0.00%
7872527. Tenterfield New Pump Station - Molesworth St	200,000	0	0.00%
7872528. Tenterfield New Pump Station - Trail Lane	150,000	0	0.00%
7872813. Urbenville Sewer Pump Station Emergency Works - Replacement	0	102,701	0.00%
6. Liabilities	100,591	0	0.00%

TOTAL – Tenterfield Shire Council



COA	22/23 Full Year Budget	22/23 YTD Actuals September	22/23 Percentage Spent
Total - Tenterfield Shire Council	12,127,652	(13,755,038)	-113.42%
1. Operating Income	(23,614,887)	(13,284,329)	56.25%
2. Operating Expenditure	24,880,895	5,708,988	22.95%
3. Capital Income	(361,115)	(12,877,309)	3565.99%
4. Capital Expenditure	13,128,128	7,009,515	53.39%
6. Liabilities	1,136,465	359,105	31.60%
8. WDB of Asset Disposals	(3,041,834)	(671,008)	22.06%

Department:	Office of the Chief Executive
Submitted by:	Executive Assistant & Media
Reference:	ITEM GOV81/22
Subject:	2022 - REVIEW OF VARIATION OF WARD BOUNDARIES

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

CSP Goal:	Leadership - Resources and advocacy of Council are aligned to support the delivery of the community vision outlined in the Community Strategic Plan.
CSP Strategy:	Lobby and support government and local service providers to enhance communications infrastructure across the Tenterfield Shire.
CSP Delivery Program	Maintain strong relationships with all levels of Government and proactively seek involvement in decision making impacting our Shire and the New England Northwest Region.

SUMMARY

The purpose of this report is to advise Council that Staff have been liaising with NSW Electoral Commission with regard to a variation of more than 10% of elector numbers as required under the NSW Local Government Act.

OFFICER'S RECOMMENDATION:

That pursuant to s.211(2) of the *Local Government Act 1993* (NSW) that Council advises:

- (1) The Electoral Commission of its elector numbers being greater than 10% in variance in the month of April and September 2022; and**
- (2) That it is Council's intention to monitor the number of electors of each ward until April 2023, when Census 2021 data is fully integrated at the Electoral Commission NSW; and**
- (3) Should, in April 2023, the elector numbers still be greater than a 10% variation it is then Council's intention to change the existing Ward Boundaries for the Local Government election to be held in September 2024.**

BACKGROUND

Under Section 211 of the Local Government Act 1993, Councils which are divided into wards are required to keep those ward boundaries under review to ensure that a difference of greater than 10% in elector numbers does not exist between wards. If a Council determines it is necessary to alter its ward boundaries, the Council is required to, among other things, consult the Australian Statistician and the NSW Electoral Commission.

Staff have been monitoring the Ward voting statistics from the NSW Electoral Commission.

The 2024 NSW Local Government elections are scheduled for September 2024.

Our Governance No. 81 Cont...

REPORT:

Tenterfield Shire Council currently has five (5) Wards, A-E that the NSW Electoral Commission monitor monthly to determine electors in each ward.

The formula provided for assessment in the Office of Local Government Circular dated 30 September 2019 (Circular No 19-24 / 30 September 2019 / A658288)

The circular states that Councils must review their ward boundaries and notify the NSW Electoral Commission (NSWEC) of any finalised changes to ward boundaries and/or names before the end of the first year of the following term of office of the Council.

Council staff have been in contact with representatives of the NSWEC and have been advised that due to the change over of data from 2016 to 2021 Census that there would be no wisdom in varying any ward boundaries at this time, as they would then need reviewing again when the 2021 data was finalised.

Council staff have been advised to continue to calculate the variance each month and when the 2021 data is updated, then begin the process of moving ward boundaries, this is estimated to be April 2023, with Ward boundary changes being finalized by December 2023 for the September 2024 Local Government Elections.

To ascertain if there is a difference greater than 10% in the number of electors between wards, councils need to determine the percentage variation between the numbers of electors between wards.

For example: Local Government Area with 4 wards, with a total of 10,000 electors in the Area:

Ward 1 = 2,630 electors
Ward 2 = 2,367 electors
Ward 3 = 2,553 electors
Ward 4 = 2,450 electors
Total = 10,000 electors

The difference between wards 1 and 2 (greatest and least numbers of electors) = 263, or 10% of 2,630.

In the above example, the arrangement does not result in a variation of more than 10% between the number of electors and each ward of the Area. If, however, the variation becomes greater than 10%, councils are required to alter their ward boundaries in compliance with section 211 of the Local Government Act 1993.

Enrolment as at 19 April 2022 and 20 September 2022 in the Tenterfield Local Government Area is as follows:

September 2022

Ward A = 1002
Ward B = 1078 (High)
Ward C = 955
Ward D = 1017
Ward E = 909 (Low)
Total = 4,961 (15.68% variation)

April 2022

Ward A = 980

Our Governance No. 81 Cont...

Ward B = 1046 (High)
Ward C = 920
Ward D = 996
Ward E = 877 (Low)
Total = 4,819 (16.15% variation)

September and April 2022 both result in a difference of 169 electors between the highest Ward (Ward B) and the Lowest Ward (Ward E) a variation of 15.68% and 16.15% respectively.

It is important to note that the Commission is also updating its enrolments from the last Local Government elections, which will also impact the Ward voter numbers. The main purpose of this report is to demonstrate that Council is aware of the movement in their voter numbers.

Conversations with the NSW Electoral Commission confirm that the above trend is not moving back into balance based on the monthly updates. Notwithstanding this, the current difference of 16.15% needs to be addressed by way of advice to the Commission prior to December 2022, this does not need to be by resolution of Council however it is seen as a transparent way to formalise our position.

211 Ward boundaries

(1) The council of an area divided into wards must keep the ward boundaries under review.

(2) If:

(a) during a council's term of office, the council becomes aware that the number of electors in one ward in its area differs by more than 10 per cent from the number of electors in any other ward in its area, and

(b) that difference remains at the end of the first year of the following term of office of the council, the council must, as soon as practicable, alter the ward boundaries in a manner that will result in each ward containing a number of electors that does not differ by more than 10 per cent from the number of electors in each other ward in the area.

(3) Nothing in subsection (2) prevents a council that has become aware of the discrepancy referred to in subsection (2) (a) from altering its ward boundaries before the end of the first year of the following term of office of the council.

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

During this phase of wait and watch, there is no requirement for community consultation.

2. Policy and Regulation

- Local Government Act Section 211(2)

3. Financial (Annual Budget & LTFP)

No budget implications are envisaged by adopting the proposed recommendation.

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

Nil.

Our Governance No. 81 Cont...

6. Legal and Risk Management

Disproportionate ward size creates a risk to the principle of an equal vote for eligible electors. The 10% variance cap is in place to acknowledge that numbers of electors in each ward fluctuates, but that equality in ward size is a key feature of electoral system. Whilst this is understood the smaller number of voters within the Tenterfield Local Government Area, provide for greater volatility in the percentages with a relatively low movement of electors.

The Council area is also more diverse in populations, making the realignment of wards challenging to ensure that voters are aligned with their area of interest.

7. Performance Measures

Nil.

8. Project Management

Nil.

Kylie Smith
Chief Corporate Officer

Prepared by staff member:	Elizabeth Melling
Approved/Reviewed by Manager:	Kylie Smith, Chief Corporate Officer
Department:	Office of the Chief Executive
Attachments:	1 Ward Boundary Legislation 3 Pages

210 Division of areas into wards

- (1) The council may divide its area into divisions, called “wards”.
- (2) The council may abolish all wards.
- (3) The council may alter ward boundaries.
- (4) The council may name or rename a ward.
- (5) A council must not divide an area into wards or abolish all wards unless it has obtained approval to do so at a constitutional referendum.
- (6) A by-election held after an alteration of ward boundaries and before the next ordinary election is to be held as if the boundaries had not been altered.
- (7) The division of a council’s area into wards, or a change to the boundaries of a ward, must not result in a variation of more than 10 per cent between the number of electors in each ward in the area.

210A Consultation, public notice and exhibition of proposals regarding ward boundaries

- (1) Before dividing a council’s area into wards or altering a council’s ward boundaries, the council must—
 - (a) consult the Electoral Commissioner and the Australian Statistician to ensure that, as far as practicable, the proposed boundaries of its wards correspond to the boundaries of appropriate districts (within the meaning of the *Electoral Act 2017*) and census districts, and to ensure that the proposed boundaries comply with section 210(7), and
 - (b) prepare and publicly exhibit a plan detailing the proposed division or alteration (the *ward boundary plan*).
- (2) The council must give public notice of the following—
 - (a) the place at which the ward boundary plan may be inspected,
 - (b) the period for which the plan will be exhibited (being a period of not less than 28 days),
 - (c) the period during which submissions regarding the ward boundary plan may be made to the council (being a period of not less than 42 days after the date on which the ward boundary plan is placed on public exhibition).
- (3) The council must, in accordance with its notice, publicly exhibit the ward boundary plan together with any other matter that it considers appropriate or necessary to better enable the plan and its implications to be understood.
- (4) Any person may make a submission to the council regarding the ward boundary plan within the period referred to in subsection (2)(c).
- (5) The council must consider submissions made in accordance with this section.

210B Approval to abolish all wards in council’s area

- (1) A council may resolve to make an application to the Minister to approve the abolition of all wards of the council’s area.
- (2) The council must give not less than 42 days’ public notice of its proposed resolution.
- (3) After passing the resolution, the council must forward to the Minister a copy of the resolution, a summary of any submissions received by it and its comments concerning those submissions.
- (4) The Minister may approve the application or may decline to approve it.
- (5) If the Minister approves the application, all the wards in the council’s area are abolished with effect on and from the day appointed for the next ordinary election of councillors after the application is approved.
- (6) Section 16 does not apply to a resolution of a council to make an application to the Minister under this section.

- (7) An application may be made under this section only within the period of 5 months from the commencement of this section.
- (8) Nothing in this section prevents a council from making more than one application under this section or from taking action under section 210 to abolish all wards of the council's area.

211 Ward boundaries

- (1) The council of an area divided into wards must keep the ward boundaries under review.
- (2) If—
- (a) during a council's term of office, the council becomes aware that the number of electors in one ward in its area differs by more than 10 per cent from the number of electors in any other ward in its area, and
- (b) that difference remains at the end of the first year of the following term of office of the council,
- the council must, as soon as practicable, alter the ward boundaries in a manner that will result in each ward containing a number of electors that does not differ by more than 10 per cent from the number of electors in each other ward in the area.
- (3) Nothing in subsection (2) prevents a council that has become aware of the discrepancy referred to in subsection (2)(a) from altering its ward boundaries before the end of the first year of the following term of office of the council.

212 Dissolution of areas

- (1) The Governor may, by proclamation, dissolve the whole or part of an area.
- (2) The Minister may not recommend the making of a proclamation to dissolve the whole or part of an area until after a public inquiry has been held and the Minister has considered the report made as a consequence of the inquiry.

213 Facilitating provisions of proclamations

- (1) A proclamation of the Governor for the purposes of this Division may include such provisions as are necessary or convenient for giving effect to the proclamation, including provisions for or with respect to—
- the transfer or apportionment of assets, rights and liabilities
 - the transfer of staff
 - the application of regulations
 - the alteration of ward boundaries
 - the holding of elections
 - the delivery or retention of records
 - the termination, cessation, dissolution or abolition of anything existing before the proclamation takes effect
 - the preservation or continuance of anything existing before the proclamation takes effect
 - the making of appointments
 - the inclusion or exclusion, as a constituent council of any related county council or related joint organisation, of the council of any area constituted or dissolved by the proclamation.

Note—

If a proclamation for the purposes of this Division transfers staff members (other than senior staff) from the employment of one council to another council, the provisions of Part 6 of Chapter 11 apply in relation to the transferred staff members.

- (2) Such a proclamation may—
- (a) apply generally or be limited in its application by reference to specified exceptions or factors, or
- (b) apply differently according to different factors of a specified kind, or

- (c) authorise any matter or thing to be from time to time determined, applied or regulated by any specified person or body,

or may do any combination of those things.

- (3) In this section—

related county council, in relation to an area constituted or dissolved by a proclamation of the Governor, means a county council that has an area of operations that includes the whole or part of the area so constituted or dissolved.

related joint organisation, in relation to an area constituted or dissolved by a proclamation of the Governor, means a joint organisation for a joint organisation area that includes the whole or part of the area so constituted or dissolved.

Department:	Office of the Chief Executive
Submitted by:	Executive Assistant & Media
Reference:	ITEM GOV82/22
Subject:	COUNCIL RECESS PERIOD - PROPOSED COUNCIL MEETING DATES 2023/2024

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

CSP Goal:	Leadership - Council is a transparent, financially-sustainable and high-performing organisation, delivering valued services to the Community.
CSP Strategy:	Ensure the performance of Council as an organisation complies with all statutory Guidelines, supported by effective corporate management, sound integrated planning and open, transparent and informed decision making.
CSP Delivery Program	Deliver Customer Service and Business Services in the support of corporate outcomes.

SUMMARY

The purpose of this report is for Council to recommend the dates for the Ordinary Council Meetings – January 2023 to January 2024. 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.

OFFICER'S RECOMMENDATION:

That Council:

- (1) Note the closedown period for Staff from the close of business on 21 December 2022 to 9 January 2023.**
- (2) Resolve to hold the first meeting of the Council on 22 February 2023 with the following dates for meetings:**
 - a) Ordinary Council Meetings be held in each month of the calendar year with the exception of January 2024;**
 - b) Council Meetings be held on the fourth Wednesday of the meeting month at a time to be determined, with the exception of December 2023 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 villages of Legume and Torrington.**

BACKGROUND

At its Meeting of 28 September 2022, Council resolved:

Resolution 190/22

That Council endorse the closedown periods for staff for the Christmas/New Year 2022/2023 period as follows:

Our Governance No. 82 Cont...

- *Indoor staff – close of business Wednesday, 21 December 2022, reopening Monday, 9 January 2023;*
- *Outdoor staff – close of business Wednesday, 21 December 2022, reopening Monday, 9 January 2023.*

Council needs to ensure that the appropriate delegations are in place for the Chief Executive so that they can continue to exercise the functions of the Council as required in the period between election day and the first meeting of the Council following the election.

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

REPORT:

There may be development applications under the standard process which would require Council to determine between the last Ordinary Meeting of Council in 2022 and the first Ordinary Meeting of Council in 2023. In this regard, it is considered prudent to delegate authority to the Chief Executive and Chief Corporate Officer to determine those applications that cannot wait until the first Ordinary Meeting in February.

In addition, any other function of Council should be delegated to ensure the effective and efficient operations of the Council during the recess period.

RECOMMENDATIONS:

That Council grants delegated authority to the Chief Executive and Chief Corporate Officer (Acting/Chief Executive in the Chief Executives absence) in accordance with the recommendation.

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

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

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

In recent periods Council has held two (2) Ordinary Meeting of Council in a rural area of the Shire each calendar year. Since 1996 there have been eight (8) rural locations where the Council has held Ordinary Council Meetings.

Giving consideration to when locations last hosted a Council Meeting and balancing meetings across different sections of the Shire, the following schedule of rural meetings is proposed:

2017 – Torrington (February) and Urbenville (August);
2018 – Mingoola and Jennings/Wallangarra;
2019 – Wallangarra & Bolivia;
2020 – Legume (Covid-19 Impacted)
2021 – Torrington (Covid-19 Impacted)

Our Governance No. 82 Cont...

2022 – Drake & Urbenville (August & November)

2023 – Legume & Torrington (suggested)

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

Closedown arrangements and emergency contacts for the period will be advertised through "Your Local News", local media, Facebook Page and are available on Council's website and phone message.

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

2. Policy and Regulation

Section 377 of the Local Government Act 1993 provides for delegations to the Chief Executive and Chief Corporate Officer.

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

3. Financial (Annual Budget & LTFFP)

Attending Council meetings in village areas twice per year, has been included in the Civic budget.

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

It is important for Council to delegate functions to the Chief Executive/Acting Chief Executive to enable Council to lawfully make decisions of Council during the recess period. Failure to grant delegated authority may result in non-compliance of legislative provisions.

7. Performance Measures

The performance measure for compliance with all legislative requirements is included in Council's Delivery Program.

8. Project Management

Nil.

Kylie Smith
Chief Corporate Officer

Prepared by staff member:	Elizabeth Melling
Approved/Reviewed by Manager:	Kylie Smith, Chief Corporate Officer
Department:	Office of the Chief Executive
Attachments:	There are no attachments for this report.

Department:	Office of the Chief Executive
Submitted by:	Executive Assistant & Media
Reference:	ITEM GOV83/22
Subject:	CIVIC OFFICE - UPDATE OF POLICIES

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

CSP Goal:	Leadership - Council is a transparent, financially-sustainable and high-performing organisation, delivering valued services to the Community.
CSP Strategy:	Ensure the performance of Council as an organisation complies with all statutory Guidelines, supported by effective corporate management, sound integrated planning and open, transparent and informed decision making.
CSP Delivery Program	Promote and support community involvement in Council decision making process.

SUMMARY

The purpose of this report is to update the listed policies aligned with Civic Office.

OFFICER'S RECOMMENDATION:

That Council:

(1) Adopt the following policies:

- **Updated Aboriginal Recognition of Protocol Policy 1.013;**
- **Updated Australia Day Awards & Citizenship Ceremonies Policy 1.016;**
- **Updated Community Donations/Contributions Policy 1.031;**
- **Updated Councillor Expenses and Facilities Policy 1.160;**

(2) Adopt the following policy, pending 28-day public exhibition period for community comment.

- **Councillors Access to Information and Interaction with Staff Policy**

BACKGROUND:

Council policies are instruments that communicate decisions and directions for pursuing Council's specific goals. Regular reviews of Council policies are required, to maintain currency of these decisions and directions, and to ensure policies are delivering the outcomes desired from such policies.

REPORT:

The five (5) policies have been reviewed and amended for accuracy, where required, for insertion into Council's current policy template and updated according to NSW government agency updates, being:

Aboriginal Recognition and Protocol Policy:

This policy was previously amended and adopted by Council on 28 August 2019. Only minor changes.

Our Governance No. 83 Cont...

Australia Day Awards & Citizenship Ceremonies Policy 1.016

This policy was previously amended and adopted by Council on 26 February 2020. Only minor changes and aligning with current Australia Day protocols.

Community Donations / Contributions Policy

This policy was previously amended and adopted by Council on 28 July 2021. The Policy has been updated to reflect the closure of both Mingoola Public School and Tabulam SES.

Councillor Expenses and Facilities Policy 1.160

This policy was previously amended and adopted by Council on 22 September 2021. This policy needs to be review/updated and adopted by Council within 12 months of the term of a new Council. Only minor changes around aligning "cents per kilometre" with Local Government (State) Award 2020.

Councillor's Access to Information and Interaction with Staff Policy 1.163

This policy was previously amended and adopted by Council on 13 October 2016. The policy has been reviewed, with major changes applied. The overall LGNSW Model Policy has been incorporated into this Policy. A new supporting document has been included as Schedule 1 – Authorised Staff Contacts for Councillors to streamline and limit staff accessibility to Councillors in the process of receiving, assessing and responding to Councillors requests for information.

The Councillor's Access to Information and Interaction with Staff Policy will be publicly exhibited for 28 days for community comment. Should Council receive comments, these will be presented to Council's Ordinary Meeting of 23 November for consideration.

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

Policy documents provide guidance to staff and clear guidelines on Council business to the community. The existing policies have been developed in accordance with the engagement process at their time of writing. Exhibition of the minor amendments and administrative corrections is not required, other than the Councillor's Access to Information and Interaction with Staff Policy, which will be open to public exhibition for 28 days, from 26 October 2022 to 23 November 2022.

2. Policy and Regulation

As detailed in each policy

3. Financial (Annual Budget & LTFP)

Nil.

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

Our Governance No. 83 Cont...

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

7. Performance Measures

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

8. Project Management

Nil.

Kylie Smith
Chief Corporate Officer

Prepared by staff member:	Elizabeth Melling	
Approved/Reviewed by Manager:	Daryl Buckingham, Chief Executive	
Department:	Office of the Chief Executive	
Attachments:	<ol style="list-style-type: none"> 1 Updated - Aboriginal Recognition and Protocol Policy 4 Pages 2 Updated Australia Day Awards & Citizenship Ceremonies Policy 5 Pages 3 Updated Community Donations/Contributions Policy 7 Pages 4 Updated Expenses and Facilities Policy 12 Pages 5 OLG NSW Model Policy - Councillor and Staff Interaction Policy 16 Pages 6 Updated Councillor Access to Information and Interaction with Staff Policy 12 Pages 	



ABORIGINAL RECOGNITION AND PROTOCOL

Summary:

The purpose of this policy is to provide clear direction on the recognition of Australia's Aboriginal people in the Tenterfield Shire.

Policy Number	1.013
File Number	N/A
Document version	Version 7.0
Adoption Date	26 October 2022
Approved By	Council
Endorsed By	Executive Management Team
Minute Number	XX/22
Consultation Period	N/A
Review Due Date	August 2025 – 3 years
Department	Civic Office
Policy Custodian	Chief Executive
Superseded Documents	V6.0
Related Legislation	N/A
Delegations of Authority	Chief Executive

1. Overview

Tenterfield Shire Council recognises the importance of having an Aboriginal Recognition and Protocol policy that is aligned with local community standards and broader standards at national and state levels.

2. Policy Principles

All Aboriginal people have the right to retain strong relationships with their people, their culture, values, customs and connections to land and waterways. This is demonstrated through the "Welcome to Country" and "Acknowledgement of Country" ceremonies, the Aboriginal flag and public displays of indigenous culture.

3. Policy Objectives

The objective of this policy is to observe and promote the culture, values, customs and connections of Aboriginal people in Tenterfield Shire.

4. Policy Statement

Council meetings, events and displays will acknowledge and recognise the traditional Aboriginal owners of the land by conducting one or more of the following cultural activities, where possible:

- Welcome to Country ceremony;
- Acknowledgement of Country ceremony, and
- Raising and flying of the Aboriginal Flag.

Council will also promote the Aboriginal history and culture of Tenterfield Shire through:

- An Aboriginal history and information page on Council's website, and
- A permanent display of significant Aboriginal culture at the Sir Henry Parkes School of Arts.

5. Scope

Welcome to Country

The traditional custodians of the land, usually a senior representative of the local Aboriginal community, should undertake the "Welcome to Country" ceremony. However, this is dependent upon the location of the event and the practice of the community.

Steps should be taken to ensure that the appropriate Aboriginal representative is invited and that the representative has been involved in, and is comfortable with, the arrangements.

Acknowledgement of Country – Public Meetings and Events in Tenterfield

At the commencement of public meetings or events, an "Acknowledgement of Country" should be spoken; e.g. "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."

Aboriginal Flag

The Aboriginal Flag will be flown outside the Tenterfield Shire Council Administration Building at 247 Rouse Street every working day throughout the year.

The Aboriginal flag shall be flown or displayed with the black at the top and the red at the bottom and for the purposes of this policy shall be flown on the flagpole to the far right of a person facing the building.

The Aboriginal Flag will be flown at Council's Australia Day Celebrations and will be displayed along with other flags.

Council Policy "Flying of Flags" refers in detail to the order of precedence for flying of flags outside the Council Administration Building and flying of flags at half-mast.

Council's Website

Tenterfield Shire Council's website will include a section which includes Aboriginal history of Tenterfield Shire and links to relevant organisations and government agencies.

Commemorative Display – Sir Henry Parkes Memorial School of Arts

The commemorative display regarding the first official Welcome to Country performed in Tenterfield in October 2008 will remain on display in the Banquet Hall at the Sir Henry Parkes Memorial School of Arts.

6. Accountability, Roles & Responsibility

Elected Council

The Mayor, Deputy Mayor and Councillors:

- Acknowledgement of Country statement to be read out at public meetings and events.

Individual Managers

Executive Assistant and Media:

- Management, liaison and coordination for Welcome to Country ceremonies;
- Management of website Aboriginal history and information content, and
- Management of Flying of Flags protocols.

Manager Arts, Culture & Library Services:

- Management of the Welcome to Country October 2008 Commemorative Display at the Sir Henry Parkes School of Arts.

7. Definitions

- The term "Aboriginal" is used to refer to both Aboriginal and Torres Strait Islander people, and
- An Aboriginal Elder is a person of authority who is entitled to respect and is recognised by their community as being that person who guides the community.

8. Related Documents, Standards & Guidelines

Nil.

9. Version Control & Change History

Version	Date	Modified by	Details
V1.0	26/08/09	Council	Adoption of Original Policy (1167/09)
V1.1	28/10/09	Council	Revised Policy Adopted (1295/09)
V2.0	27/07/11	Council	Revised Policy Adopted (350/11)
V3.0	23/09/15	Council	Revised Policy Adopted (300/15)
V4.0	23/08/17	Council	Revised Policy Adopted (168/17)
V5.0	28/02/18	Council	Revised Policy Adopted (17/18)
V6.0	28/08/19	Council	Revised Policy Adopted (164/19)
V7.0	26/10/22	Council	Review



AUSTRALIA DAY AWARDS & CITIZENSHIP CEREMONIES

Summary:

The purpose of this policy is to provide clear direction to the giving of Australia Day Awards to nominated members of the Tenterfield Shire Community.

Policy Number	1.016
File Number	N/A
Document version	Version 4.0
Adoption Date	26 February 2020
Approved By	Council
Minute Number	XX/22
Consultation Period	N/A
Review Due Date	October 2024 – 2 years
Department	Civic Office
Policy Custodian	Chief Executive
Superseded Documents	Australia Day Awards Protocol 18/15 – 25.2.2015 Australia Day Awards 40/18 – 28.3.2018
Related Legislation	Australian Citizenship Ceremonies Code (2019) Australian Citizenship Act 2007 Australian Citizenship Regulation 2016.
Delegations of Authority	Chief Executive

1. Overview

The intention of this policy is clarify arrangements for Tenterfield Shire Council's Australia Day celebrations, particularly regarding the protocol of the Tenterfield Shire Australia Day Awards.

In addition, the Federal Government (Department of Home Affairs) have issued an Australian Citizenship Code which states: "*Local Government Councils must hold a citizenship ceremony on 26 January as part of their Australia Day celebrations. Councils that conferred citizenship on less than 20 people in the previous year are exempt from this requirement*".

2. Policy Principles

Activities of the Council's Australia Day celebrations will be inclusive of all residents of the Tenterfield Shire Local Government area. Activities must be secular, non-discriminatory and embrace all members of our community. The Australia Day

celebrations will include a non-denominational prayer/blessing by a person of the Mayor's choosing.

Council will hold a citizenship ceremony where possible on Australia Day, although conferral of citizenship for any 12 month period is generally less than 20 people.

3. Policy Objectives

The giving of annual Australia Day Awards celebrates and acknowledges community, sporting and cultural contributions within Tenterfield Shire.

Holding a citizenship ceremony on Australia Day provides the opportunity for all Australians, by birth or by pledge, to reflect on the common bond of citizenship in our diverse society. It provides an opportunity to celebrate our democratic values, equality and respect for each other, and think about what unites us as Australians.

4. Policy Statement

The following Australia Day Awards will be advertised and awarded at each Australia Day Celebration:

- Citizen of the Year;
- Young Citizen of the Year;
- Sports person of the Year (any age);
- Emergency Services Volunteer of the Year or Group, and
- Community Event of the Year.

5. Scope

The following general eligibility criteria will apply for nominations to all Award categories:

- Nominees must be Australian citizens at the time of nomination;
- Nominees may be residents in Tenterfield Shire Local Government Area or non-residents involved with a Tenterfield Shire based organisation, or individual endeavour within Tenterfield Shire, at the time of nomination;
- Unsuccessful nominees may be re-nominated in subsequent years;
- Self-nominations will not be accepted;
- Awards will not be granted retrospectively, and
- Sitting State and Federal politicians and current Vice-Regal Officers are not eligible. Consideration of retired politicians and officers would be for work in addition to their official duties.

Nominations

Nominations must be completed on the Council Nomination Form which is available from Council's Administration Office or on the Council website. Nominations open at the beginning of November and close mid-December each year. Advertisements calling for nominations will be placed in the local media (Tenterfield Star Newspaper), Council's fortnightly publication (Your Local News), on Council's website & social media and Tenterfield in Touch Newsletter.

On receipt of the nomination, nominators will be advised by letter that the nomination has been received and that they will be contacted confidentially closer to Australia Day if the person/organisation they have nominated has been selected to receive an Award.

Award Criteria

Citizen of the Year

Aims to recognise outstanding achievement during the past year and/or contribution to the local community over a number of years. To be eligible, the person must be 26 years or older on 26 January of the relevant year.

Young Citizen of the Year

Aims to recognise outstanding achievement during the past year and/or contribution to the local community over a number of years. To be eligible, the person must be under 26 years of age on 26 January of the relevant year.

Sportsperson of the Year

For contribution to sport in the local area. The nominee's approach and efforts to advance in their chosen activity and their performance over the past year are considered.

Emergency Services Volunteer of the Year or Group

Aims to recognise outstanding services of volunteers involved in emergency situations. Not necessarily a volunteer for an emergency service organisations such as State Emergency Services or Rural Fire Service. No age criteria applicable.

Community Event of the Year Award

Presented to the person/group/organisation who has staged the most outstanding community event during the past year. Community groups who raise funds are eligible.

6. Accountability, Roles & Responsibility

Elected Council

Council will nominate a Selection Panel comprising:

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

The Selection Panel will meet in the first working week of January. Copies of all nominations which meet the criteria will be provided to members of the Selection Panel as soon as practicable.

In assessing the nominations, the Selection Panel may consider:

- The benefit to the community from the nominee's service or contribution;
- Other outstanding achievements by the nominee;
- Other recognition of the nominee's contribution or work, including publicity;

- Whether the nominee worked as part of a team and their role within the team;
- Whether the nominee has had assistance from Council, Government or other grants;
- Whether the nominee has had to overcome any particular difficulties or disability, and
- Who has benefited most from the work of the nominee.

The selection of recipients will reflect the nominations received and information available to the Selection Panel at the time.

Presentation of Awards

The Awards will be presented on Australia Day, 26 January, each year at the Tenterfield Shire Council Australia Day Ceremony.

Invitations will be forwarded to the recipients of all categories for the previous year.

Invitations will be issued to all nominees and nominators prior to Australia Day. At the Awards Ceremony, the recipient of each category will then be announced.

Awards for each category will be as follows:

- **Citizen of the Year** – Framed Official Australia Day Certificate and Citizen of the Year Lapel Pin;
- **Young Citizen of the Year** – Framed Official Australia Day Certificate and Young Citizen of the Year Lapel Pin;
- **Sportsperson of the Year** – Engraved Medallion with Presentation Case and Australia Day Lapel Pin;
- **Emergency Services Volunteer of the Year** – Framed Official Australia Day Certificate and Australia Day Lapel Pin;
- **Community Event of the Year** – Framed Official Australia Day Certificate.

Withdrawal of Award

Tenterfield Shire Council reserves the right to withdraw an Award if further information or the recipient's conduct draws the Citizen of the Year or Young Citizen of the Year Awards into disrepute.

7. Australian Citizenship Ceremony

Ceremonies to be conducted as per the Australian Government Australian Citizenship Ceremonies Code 2019 which follows the *Australian Citizenship Act 2007* and *Australian Citizenship Regulation 2016*.

Tenterfield Shire Local Government area generally does not have more than 20 conferrals of Australian Citizenship in any 12 month period. Therefore, in addition to the required ceremony on Australia Day – 26 January, a citizenship ceremony should be conducted on Australian Citizenship Day – 17 September, if there are any candidates.

Other citizenship ceremonies will be held in Tenterfield Shire Local Government area as follows:

- 9.00 am at an Ordinary Council Meeting (preferred)

- Private ceremonies where the requirement for Australian Citizenship is urgent.

Legal Requirement

There are 3 legal requirements under the Citizenship Act that must be strictly adhered to when conducting citizenship ceremonies:

- An Authorised presiding officer (Mayor and Chief Executive) – this role cannot be delegated.
- Reading the preamble
- The Pledge of Commitment

Dress Code

Conferees to be instructed to adhere to Council's dress code as required by the Australian Government (Department of Home Affairs):

- Smart casual;
- National/cultural dress welcomed.

8. Definitions

Nil.

9. Related Documents, Standards & Guidelines

Nil.

10. Version Control & Change History

Version	Date	Modified by	Details
V1.0	25/02/15	Council	Adoption of Original Policy (Res No. 18/15)
V2.0	22/12/16	Council	Revised Policy Adopted (Res No. 320/16)
V3.0	28/03/18	Council	Revised Policy Adopted (Res No. 40/18)
V4.0	26/02/20	Council	Revised Policy Adopted (Res No. 3/20)
V5.0	26/10/22	Council	Revised Policy Adopted (Res No. XX/22)



COMMUNITY DONATIONS/CONTRIBUTIONS

Summary:

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

Policy Number	1.031
File Number	N/A
Document version	V8.0
Adoption Date	28 July 2021
Approved By	Council
Endorsed By	Executive Management Team
Minute Number	XX/22
Consultation Period	28 Days
Review Due Date	July 2024 – 2 years
Department	Office of Chief Executive
Policy Custodian	Chief Executive
Superseded Documents	Policy 1.031 – Version 6.0
Related Legislation	Section 356 <i>Local Government Act 1993</i>
Delegations of Authority	Chief Executive

1. Overview

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

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

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

2. Policy Principles

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

3. Policy Objectives

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

4. Policy Statement

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

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

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

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

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

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

15	Bolivia Hall Committee	Annual contribution to assist with operating costs	500
16	Legume Hall Committee	Annual contribution to assist with operating costs	500
17	Drake Hall Committee	Annual contribution to assist with operating costs	500
18	Urbenville Hall Committee	Annual contribution to assist with operating costs	500
19	Steinbrook Hall Committee	Annual contribution to assist with operating costs	500
20	Sunnyside Hall Committee	Annual contribution to assist with operating costs	500
21	Mingoola Hall Committee	Annual contribution to assist with operating costs	500
22	Torrington Hall Committee	Annual contribution to assist with operating costs	500
23	Tenterfield Highlander Pipe Band	Annual contribution to assist with operating costs	500
		Sub-Total	\$9,400

In addition to the above standing grants and contributions, each year Council will receive applications under the Community Donations Framework from Village Progress Associations and where there is no Village Progress Association, Hall Committees for amounts up to \$1,000 per annum for beautification projects. These Village Progress Associations are located at:

- Urbenville
- Legume
- Liston
- Jennings
- Drake
- Mingoola
- Steinbrook
- Bolivia
- Leechs Gully

Hall Committees (where there is no Progress Association) are located at:

- Torrington
- Sunnyside

Each Village Progress Association (or Hall Committee as identified above) must apply and outline the project they wish to undertake and this will need to be approved by Council. An acquittal of the funds will need to be provided once the project is completed.

5. Scope

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

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

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

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

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

- Government Departments.

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

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

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

6. Accountability, Roles & Responsibility

Elected Council

Council will nominate an Assessment Panel comprising:

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

7. Definitions

In-Kind Support

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

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

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

8. Related Documents, Standards & Guidelines

Nil.

9. Version Control & Change History

Version	Date	Modified by	Details
V1.0	27/04/00	Council	Adoption of Original Policy (Res No. 334/00)
V2.0	24/10/03	Council	Revised Policy Adopted (Res No. 582/03)
V3.0	26/09/12	Council	Revised Policy Adopted (Res No. 383/12)
V4.0	24/06/15	Council	Revised Policy Adopted (Res No. 190/15)
V5.0	23/08/17	Council	Revised Policy Adopted (Res No. 168/17)
V6.0	28/02/18	Council	Revised Policy Adopted (Res No. 17/18)
V7.0	28/08/20	Council	Revised Policy Adopted (Res No. 169/20)
V8.0	28/07/21	Council	Revised Policy Adopted (Res No. 155/21)
V9.0	26/10/22	Council	Revised Policy Adopted (Res No. XX/22)

APPENDIX A

LOCAL GOVERNMENT ACT 1993 No 30

Chapter 15, Part 10, Division 3

610E Council may waive or reduce fees

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

610F Public notice of fees

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

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

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

* * *



COUNCILLOR EXPENSES AND FACILITIES

Summary:

The purpose of this policy is to ensure that Councillors receive adequate and reasonable payment of expenses and the provision of facilities and equipment to enable them to carry out their civic duties. It also ensures that they are provided in a consistent, transparent and accountable manner.

The format for this policy has been provided by the New South Wales Office of Local Government and has been prepared to be consistent with the Local Government Act 1993 and Local Government (General) Regulations 2005.

Policy Number	1.160
Document version	V18.0
Adoption Date	22 September 2021
Endorsed By	Chief Executive
Minute Number	XX/22
Consultation Period	Nil
Review Due Date	Adopted by Council within 12 months of the term of a new Council
Department	Office of Chief Executive
Policy Custodian	Chief Executive
Superseded Documents	1.160 – Councillor Expenses & Facilities Policy (V16)
Related Legislation	16-30 Local Government Amendment (Governance and Planning) Act Councillor Expenses and Facilities Policy – Better Practice Template 27 June 2017. Office of Local Government Circular 16/30. ICAC publication – No excuse for misuse, preventing the misuse of Council resources. TSC Code of Conduct. Office of Local Government Circular No.22-14/22 May / A817449
Delegations of Authority	Chief Executive, Chief Corporate Officer, Director Infrastructure,

Part A – Introduction

1. Introduction

- 1.1. The provision of expenses and facilities enables Councillors to fulfil their civic duties as the elected representatives of Tenterfield Shire Council.
- 1.2. The community is entitled to know the extent of expenses paid to councillors, as well as the facilities provided.
- 1.3. The purpose of this policy is to clearly state the facilities and support that are available to Councillors to assist them in fulfilling their civic duties.
- 1.4. Council staff are empowered to question or refuse a request for payment from a Councillor when it does not accord with this policy.
- 1.5. Expenses and facilities provided by this policy are in addition to fees paid to Councillors. The minimum and maximum fees a council may pay each councillor are set by the Local Government Remuneration Tribunal as per Section 241 of the Act and reviewed annually. Council must adopt its annual fees within this set range.

2. Policy objectives

- 2.1. The objectives of this policy are to:
 - enable the reasonable and appropriate reimbursement of expenses incurred by Councillors while undertaking their civic duties.
 - enable facilities of a reasonable and appropriate standard to be provided to councillors to support them in undertaking their civic duties.
 - ensure accountability and transparency in reimbursement of expenses and provision of facilities to Councillors.
 - ensure facilities and expenses provided to Councillors meet community expectations.
 - support a diversity of representation.
 - fulfil the Council's statutory responsibilities.

3. Principles

- 3.1. Council commits to the following principles:
 - **Proper conduct:** Councillors and staff acting lawfully and honestly, exercising care and diligence in carrying out their functions.
 - **Reasonable expenses:** providing for Councillors to be reimbursed for expenses reasonably incurred as part of their role as Councillor.
 - **Participation and access:** enabling people from diverse backgrounds, underrepresented groups, those in carer roles and those with special needs to serve as a Councillor.
 - **Equity:** there must be equitable access to expenses and facilities for all Councillors.

- **Appropriate use of resources:** providing clear direction on the appropriate use of Council resources in accordance with legal requirements and community expectations.
- **Accountability and transparency:** clearly stating and reporting on the expenses and facilities provided to Councillors.

4. Private or political benefit

- 4.1. Councillors must not obtain private or political benefit from any expense or facility provided under this policy.
- 4.2. Private use of Council equipment and facilities by Councillors may occur from time to time. For example, telephoning home to advise that a Council meeting will run later than expected.
- 4.3. Such incidental private use does not require a compensatory payment back to Council.
- 4.4. Councillors should avoid obtaining any greater private benefit from Council than an incidental benefit. Where there are unavoidable circumstances and more substantial private use of Council facilities does occur, Councillors must reimburse the Council.
- 4.5. Campaigns for re-election are considered to be a political benefit. The following are examples of what is considered to be a political interest during a re-election campaign:
 - production of election material;
 - use of Council resources and equipment for campaigning;
 - use of official Council letterhead, publications, websites or services for political benefit, and
 - fundraising activities of political parties or individuals, including political fundraising events.

Part B – Expenses

5. General Expenses

- 5.1. All expenses provided under this policy will be for a purpose specific to the functions of holding civic office. Allowances for general expenses are not permitted under this policy.
- 5.2. Expenses not explicitly addressed in this policy will not be paid or reimbursed.
- 5.3. Councillor's fees are adopted annually by resolution of Council, they are determined by applying the Local Government Remuneration Tribunal - Annual Report and Determination and in accordance with Section 241 of the Act.

6. Specific Expenses

General travel arrangements and expenses

- 6.1. All travel by Councillors should be undertaken using the most direct route and the most practicable and economical mode of transport.
- 6.2. Each Councillor may be reimbursed, and the Mayor may be reimbursed, for travel expenses incurred while undertaking official business or professional development or attending approved conferences and seminars within NSW. This includes reimbursement for:
 - public transport fares;
 - use of a private vehicle or hire car;
 - parking costs for Council and other meetings;
 - tolls;
 - Cab charge card or equivalent, and
 - documented ride-share programs, such as Uber, where tax invoices can be issued.
- 6.3. Councillors may be reimbursed for return trips from their usual place of residence within Tenterfield Shire, up to a maximum of \$500 per annum, to Council's Administration Office in Tenterfield Township, for the purpose of collecting hard copies of Council business papers, publications and/or other documents relevant to Council business, when advised by Council's Executive Assistant & Media that these are available for collection.
- 6.4. Allowances for the use of a private vehicle will be reimbursed by kilometre at the rate contained in the Local Government (State) Award.
- 6.5. Councillors seeking to be reimbursed for use of a private vehicle must keep a log book recording the date, distance and purpose of travel being claimed. Copies of the relevant log book contents must be provided with the claim.

Interstate, overseas and long distance intrastate travel expenses

- 6.6. Given Council's location near an interstate border, travel to South East Queensland will be considered as general travel. Arrangements and expenses for this travel will be governed by Clauses 6.1-6.4.
- 6.7. In accordance with Section 4, Council will scrutinise the value and need for Councillors to undertake overseas travel. Councillors should avoid interstate, overseas and long distance intrastate trips unless direct and tangible benefits can be established for the Council and the local community. This includes travel to sister and friendship cities.
- 6.8. Councillors seeking approval for any interstate and long distance intrastate travel must submit a case to, and obtain the approval of, the Chief Executive prior to travel.
- 6.9. Councillors seeking approval for any overseas travel must submit a case to, and obtain the approval of, a full Council meeting prior to travel.
- 6.10. The case should include:

- objectives to be achieved in travel, including an explanation of how the travel aligns with current Council priorities and business, the community benefits which will accrue as a result, and its relevance to the exercise of the councillor's civic duties;
 - who is to take part in the travel;
 - duration and itinerary of travel, and
 - a detailed budget including a statement of any amounts expected to be reimbursed by the participant/s.
- 6.10 For interstate and long distance intrastate journeys by air of less than three hours, the class of air travel is to be economy class.
- 6.11 For interstate journeys by air of more than three hours, the class of air travel may be premium economy.
- 6.12 For international travel, the class of air travel is to be premium economy if available. Otherwise, the class of travel is to be economy.
- 6.13 Bookings for approved air travel are to be made through the Chief Executive's office.
- 6.14 For air travel that is reimbursed as Council business, Councillors will not accrue points from the airline's frequent flyer program. This is considered a private benefit.

Travel expenses not paid by Council

- 6.15 Council will not pay any traffic or parking fines or administrative charges for road toll accounts.

Accommodation and meals

- 6.16 In circumstances where it would introduce undue risk for a Councillor to travel to or from official business in the late evening or early morning, reimbursement of costs for accommodation and meals on the night before or after the meeting may be approved by the Chief Executive. This includes where a meeting finishes later than 9.00pm or starts earlier than 7.00am and the Councillor lives more than 50 kilometres from the meeting location.
- 6.17 Council will reimburse costs for accommodation and meals while Councillors are undertaking prior approved travel or professional development outside the Tenterfield local government area.
- 6.18 The daily limits for accommodation and meal expenses within Australia are to be consistent with those set out in Council's Conference/Seminar/Training Expenses Policy.
- 6.19 The daily limits for accommodation and meal expenses outside Australia are to be determined in advance by the Chief Executive, being mindful of Clause 4 and Clause 6.18.
- 6.20 Councillors will not be reimbursed for alcoholic beverages.

Refreshments for council related meetings

- 6.21 Appropriate refreshments will be available for Council meetings, Council committee meetings, Councillor briefings, approved meetings and

engagements, and official Council functions as approved by the Chief Executive.

- 6.22 As an indicative guide for the standard of refreshments to be provided at Council related meetings, the Chief Executive must be mindful of Clause 4 and Clause 6.18.

Professional development

- 6.23 Council will facilitate professional development of Councillors through programs, training, education courses and membership of professional bodies.
- 6.24 In the first year of a new Council term, Council will provide a comprehensive induction program for all Councillors which considers any guidelines issued by the Office of Local Government (OLG). The cost of the induction program will be in addition to the ongoing professional development funding.
- 6.25 Annual membership of professional bodies will only be covered where the membership is relevant to the exercise of the Councillor's civic duties, the Councillor actively participates in the body and the cost of membership is likely to be fully offset by savings from attending events as a member.
- 6.26 Approval for professional development activities is subject to a prior written request to the Chief Executive outlining the:
- details of the proposed professional development;
 - relevance to council priorities and business, and
 - relevance to the exercise of the Councillor's civic duties.
- 6.27 In assessing a Councillor request for a professional development activity, the Chief Executive must consider the factors set out in Clause 6.26, as well as the cost of the professional development.

Conferences and seminars

- 6.28 Council is committed to ensuring its Councillors are up to date with contemporary issues facing Council and the community, and local government in NSW.
- 6.29 Approval to attend a conference or seminar is subject to a written request to the Chief Executive. In assessing a Councillor request, the Chief Executive must consider factors including the:
- relevance of the topics and presenters to current Council priorities and business and the exercise of the Councillor's civic duties, and
 - cost of the conference or seminar.
- 6.30 Council will meet the reasonable cost of registration fees, transportation and accommodation associated with attendance at conferences approved by the Chief Executive. Council will also meet the reasonable cost of meals when they are not included in the conference fees. Reimbursement for accommodation and meals not included in the conference fees will be subject to Clauses 6.18 and 6.20.

Information and communications technology (ICT) expenses

- 6.31 Council will provide Councillors with appropriate IT hardware such as an electronic iPad or Notebook equivalent, to meet the ICT needs associated with his or her civic duties.
- 6.32 Council will provide Councillors with appropriate IT data services up to a limit of \$600 per annum (\$50 per month) for each Councillor and \$1200 per annum (\$100 per month) for the Mayor. This may include mobile phone and home internet data costs.
- 6.33 Reimbursements will be made only for communications devices and services used for Councillors to undertake their civic duties, such as:
- receiving and reading Council business papers;
 - relevant phone calls and correspondence, and
 - diary and appointment management.
- 6.34 Councillors may seek reimbursement for applications on their mobile electronic communication device that are directly related to their duties as a Councillor, within the maximum limit.

Special requirement and carer expenses

- 6.35 Council encourages wide participation and interest in civic office. It will seek to ensure Council premises and associated facilities are accessible, including provision for sight or hearing impaired Councillors and those with other disabilities.
- 6.36 Transportation provisions outlined in this policy will also assist Councillors who may be unable to drive a vehicle.
- 6.37 In addition to the provisions above, the Chief Executive may authorise the provision of reasonable additional facilities and expenses in order to allow a Councillor with a disability to perform their civic duties.
- 6.38 Councillors who are the principal carer of a child or other elderly, disabled and/or sick immediate family member will be entitled to reimbursement of carer's expenses up to a maximum of \$1500 per annum for attendance at official business, plus reasonable travel from the principal place of residence.
- 6.39 Child care expenses may be claimed for children up to and including the age of 16 years where the carer is not a relative.
- 6.40 In the event of caring for an adult person, Councillors will need to provide suitable evidence to the general manager that reimbursement is applicable. This may take the form of advice from a medical practitioner.

7. Insurances

- 7.1 In accordance with Section 382 of the Local Government Act, Council is insured against public liability and professional indemnity claims. Councillors are included as a named insured on this Policy.
- 7.2 Insurance protection is only provided if a claim arises out of or in connection with the Councillor's performance of his or her civic duties, or

exercise of his or her functions as a councillor. All insurances are subject to any limitations or conditions set out in the policies of insurance.

- 7.3 Council shall pay the insurance policy excess in respect of any claim accepted by Council's insurers, whether defended or not.
- 7.4 Appropriate travel insurances will be provided for any Councillors travelling on approved interstate and overseas travel on Council business.

8. Legal assistance

- 8.1 Council may, if requested, indemnify or reimburse the reasonable legal expenses of:
 - a Councillor defending an action arising from the performance in good faith of a function under the Local Government Act provided that the outcome of the legal proceedings is favourable to the Councillor
 - a Councillor defending an action in defamation, provided the statements complained of were made in good faith in the course of exercising a function under the Act and the outcome of the legal proceedings is favourable to the Councillor
 - a Councillor for proceedings before an appropriate investigative or review body, provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the matter has proceeded past any initial assessment phase to a formal investigation or review and the investigative or review body makes a finding substantially favourable to the Councillor.
- 8.2 In the case of a code of conduct complaint made against a Councillor, legal costs will only be made available where the matter has been referred by the Chief Executive to a conduct reviewer and the conduct reviewer has commenced a formal investigation of the matter and makes a finding substantially favourable to the Councillor.
- 8.3 Legal expenses incurred in relation to proceedings arising out of the performance by a Councillor of his or her functions under the Act are distinguished from expenses incurred in relation to proceedings arising merely from something that a Councillor has done during his or her term in office. For example, expenses arising from an investigation as to whether a Councillor acted corruptly would not be covered by this section.
- 8.4 Council will not meet the legal costs:
 - of legal proceedings initiated by a Councillor under any circumstances
 - of a Councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation
 - for legal proceedings that do not involve a Councillor performing their role as a Councillor.
- 8.5 Reimbursement of expenses for reasonable legal expenses must have Council approval by way of a resolution at a Council meeting prior to costs being incurred.

Part C – Facilities

9 General Facilities for all Councillors

Facilities

- 9.1 Council will provide the following facilities to Councillors to assist them to effectively discharge their civic duties:
- access to shared car parking spaces while attending Council offices on official business;
 - personal protective equipment for use during site visits, and
 - a name badge which may be worn at official functions, indicating that the wearer holds the office of a Councillor and/or Mayor or Deputy Mayor.
- 9.2 Councillors may book meeting rooms for official business in a specified Council building at no cost. Rooms may be booked through a specified officer in the Mayor's office or other specified staff member.
- 9.3 The provision of facilities will be of a standard deemed by the Chief Executive as appropriate for the purpose.

Administrative support

- 9.4 Council will provide administrative support to councillors to assist them with their civic duties only. Administrative support may be provided by staff in the Mayor's office or by a member of council's administrative staff as arranged by the Chief Executive or their delegate.
- 9.5 As per Clause 4, council staff are expected to assist councillors with civic duties only, and not assist with matters of personal or political interest, including campaigning.

Part D – Processes

10. Approval, Payment and Reimbursement Arrangements

- 10.1 Expenses should only be incurred by Councillors in accordance with the provisions of this policy.
- 10.2 Approval for incurring expenses, or for the reimbursement of such expenses, should be obtained before the expense is incurred.
- 10.3 Up to the maximum limits specified in this policy, approval for the following may be sought after the expense is incurred:
- carer costs
- 10.4 Final approval for payments made under this policy will be granted by the Chief Executive or their delegate.

Direct payment

- 10.5 Council may approve and directly pay expenses. Requests for direct payment must be submitted to the Executive Assistant and Media for

assessment against this policy using the prescribed form, with sufficient information and time to allow for the claim to be assessed and processed.

Reimbursement

- 10.6 All claims for reimbursement of expenses incurred must be made on the prescribed form, supported by appropriate receipts and/or tax invoices and be submitted to the Executive Assistant and Media.

Notification

- 10.7 If a claim is approved, Council will make payment directly or reimburse the Councillor via direct deposit to their nominated bank account in the next available payment run.
- 10.8 If a claim is refused, Council will inform the Councillor in writing that the claim has been refused and the reason for the refusal.

Timeframe for reimbursement

- 10.9 Councillors must provide all claims for reimbursement within 60 days of an expense being incurred. Claims made after this time cannot be approved.

11 Disputes

- 11.1 If a Councillor disputes a determination under this policy, the Councillor should discuss the matter with the Chief Executive.
- 11.2 If the Councillor and the Chief Executive cannot resolve the dispute, the Councillor may submit a notice of motion to a council meeting seeking to have the dispute resolved.

12 Return or retention of facilities

- 12.1 All unexpended facilities or equipment supplied under this policy are to be relinquished immediately upon a Councillor or Mayor ceasing to hold office or at the cessation of their civic duties.
- 12.2 Should a Councillor desire to keep any equipment allocated by Council, then this policy enables the Councillor to make application to the Chief Executive to purchase any such equipment. The Chief Executive will determine an agreed fair market price or written down value for the item of equipment.
- 12.3 The prices for all equipment purchased by Councillors under Clause 13.2 will be recorded in Council's annual report.

13 Publication

- 13.1 This policy will be published on Council's website.

14 Reporting

- 14.1 Council will report on the provision of expenses and facilities to Councillors as required in the Act and Regulations.

- 14.2 Detailed reports on the provision of expenses and facilities to Councillors will be publicly tabled at a Council meeting every six months and published in full on Council's website. These reports will include expenditure summarised by individual Councillor and as a total for all Councillors.

15 Auditing

- 15.1 The operation of this policy, including claims made under the policy, will be included in Council's audit program and an audit undertaken at least every two years.

16 Breaches

- 16.1 Suspected breaches of this policy are to be reported to the Chief Executive.
- 16.2 Alleged breaches of this policy shall be dealt with by following the processes outlined for breaches of the Code of Conduct, as detailed in the Code and in the Procedures for the Administration of the Code.

17. Accountability, Roles & Responsibility

Policy Custodian

The Chief Executive is the custodian for this policy. As the custodian he/she is responsible for managing policy compliance and initiating the policy review process as well as having responsibility for policy implementation.

Jurisdiction

No authority to depart from this policy is granted to any person. All actions and decisions must be in accordance with this policy and this policy can only be varied by Council.

18. Definitions

- 18.1 **The Act:** The NSW Local Government Act 1993.
- 18.2 **The Regulation:** The Local Government (General) Regulation 2005.
- 18.3 **The Guidelines:** The Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW, as released by the Division of Local Government in October 2009 under the provisions of section 23A of the Act.
- 18.4 **Expenses:** Payments made by Council to reimburse councillors for reasonable costs or charges incurred, or to be incurred, for discharging their civic functions. All expense to be reimbursed must be outlined in this Policy and may be either reimbursed to a councillor or paid directly by the Council to a third party. Expenses are separate and additional to annual fees paid to the Councillors and Mayor in accordance with the Act.

- 18.5 **Facilities:** Equipment and services provided by Council to councillors to enable them to discharge their civic functions to a standard and appropriate to their role.
- 18.6 **Meeting:** Meetings for which councillors expenses will be reimbursed for attending include Ordinary and Extra-ordinary meetings of Council within the meaning of the Act, and Standing Committee meetings to which the Councillor is a delegate by resolution of Council.
- 18.7 **Council event:** A Council event for the purpose of this policy is one which the attending Councillors were authorised to attend by Council resolution, or where appropriate the authorisation of the Mayor and Chief Executive. These are in addition to Council's ordinary and extra-ordinary meetings, and may include training and development events, civic events, conferences, dinners with visiting delegates and workshops. The purpose of this is to ensure that control exists over the number and type of events for which the Council may become exposed to expense claims and limits them to those which the attendee is a delegate or alternate appointed by Council resolution.
- 18.8 **Local travel:** Travel within the Tenterfield Shire Council Local Government Area.
- 18.9 **Limits and standards:** The Policy sets out the monetary limits to be applied to reimbursement of expenses, and the standards for the provision of equipment of facilities as determined by Council in accordance with the Guidelines.

No other specific definitions are deemed required for this policy, with all terms used intended to have their everyday meanings.

19. Related Legislation, Standards & Guidelines

- NSW Local Government Act 1993 (as amended);
- NSW Local Government (General) Regulation 2005;
- Office of Local Government publications:
 - Guidelines for the payment of Councillors Expenses and Facilities 2009; and
 - Circular 11/27
- ICAC publication:
 - No Excuse for Misuse, preventing the misuse of Council resources.

Council must also undertake 28 days' public exhibition of the revised policy and invite submissions on it during that period. (LGA s253).

20. Attachments

Appendix A – Expense Claim Form

Appendix B - Cost/Criteria for Expenses Reimbursements

21. Version Control & Change History

Version	Date	Modified by	Details
V1.0	23/03/00	Council	Adoption of Policy – (Res No. 200/00)
V2.0	15/07/04	Council	Review/Amended (Res No. 335/04)
V3.0	17/08/06	Council	Review/Amended (Res No. 460/06)
V4.0	25/07/07	Council	Review/Amended (Res No. 434/07)
V4.1	26/09/07	Council	Review/Amended (Res No. 579/07)
V5.0	27/02/08	Council	Review/Amended (Res No. 49/08)
V5.1	27/02/08	Council	Review/Amended (Res No. 128/08)
V5.2	23/08/08	Council	Review/Amended (Res No. 189/08)
V5.3	26/11/08	Council	Review/Amended (Res No. 632/08)
V6.0	23/09/09	Council	Review/Amended (Res No. 1227/09)
V7.0	24/02/10	Council	Review/Amended (Res No. 92/10)
V7.1	24/11/10	Council	Review/Amended (Res No. 814/10)
V8.0	26/10/11	Council	Review/Amended (Res No. 534/11)
V9.0	28/11/12	Council	Review/Amended (Res No. 474/12)
V10.0	27/11/13	Council	Review/Amended (Res No. 430/13)
V11.0	26/11/14	Council	Review/Amended (Res No. 416/14)
V11.1	17/12/14	Council	Review/Amended (Res No. 459/14)
V12.0	23/09/15	Council	Review/Amended (Res No. 303/15)
V13.0	28/09/16	GM	Reconstruction of Policy (Res No. 249/16)
V14.0	22/08/18	Council	Review/Amended (Res No. 187/18)
V15.0	28/08/19	Council	Review/Amended (Res No. 163/19)
V16.0	23/09/20	Council	Review/Amended (Res No. 196/20)
V17.0	22/09/21	Council	Review/Amended (Res No. 191/21)
V18.0	26/10/22	Council	Review

Appendix A – Expense Claim Form

Available from Executive Assistant & Media

Appendix B – Cost/Criteria for Expenses Reimbursements

Expense or facility	Cost/Criteria	Frequency
General travel expenses.	Assessed and approved by Council prior to travel being undertaken, or by authority of the Chief Executive and Mayor, where appropriate.	Per trip
Approved travel using own vehicle.	Allowances for the use of a private vehicle will be reimbursed by kilometre at the rate contained in the Local Government (State) Award.	Per trip
Interstate, overseas and long distance intrastate travel expenses.	Assessed and approved by Council prior to travel being undertaken.	Per trip
Meals.	No greater than \$60 per meal, with a daily limit of \$125.	Per full day
Accommodation.	Up to \$350 in Capital City locations. Up to \$200 in other locations.	Per night
Professional development.	Council provided workshops and professional development sessions.	Per year
Conferences and seminars.	Assessed and approved by Council prior to travel being undertaken, or by authority of the Chief Executive and Mayor, where appropriate. Resolution 117/19 – Approves the attendance of the Mayor, Deputy Mayor and Chief Executive at the Local Government NSW Annual Conference each year.	Per event
Carer expenses.	\$6.00 per hour to a maximum of \$1500.	Per year
Furnished office.	Provided to the Mayor.	Not relevant
Staff support for Mayor and Councillors.	Provided to the Mayor and Councillors.	Not relevant

MODEL COUNCILLOR AND STAFF INTERACTION POLICY

2022



MODEL COUNCILLOR AND STAFF INTERACTION POLICY

2022

ACCESS TO SERVICES

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(Special arrangements may be made if these hours are unsuitable)

All offices are wheelchair accessible.

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Preface

Positive working relationships between councillors and staff: a council's key asset

Positive, professional working relationships between councillors and staff are a key element of any council's success. If relationships between councillors and staff are functioning effectively, the council is more likely to perform effectively. If these relationships break down, it can lead to dysfunction, create a potential corruption risk¹, and ultimately the council's performance will suffer.

A good relationship between councillors and staff is based, in large part, on both having a mutual understanding and respect for each other's roles and responsibilities. These are defined in the *Local Government Act 1993* (the LGA) and the *Model Code of Conduct for Local Councils in NSW* (the Model Code of Conduct).

In broad terms, a councillor's role is a strategic one. As members of the governing body, councillors are responsible not only for representing the community, but also for setting the strategic direction of the council and keeping its performance under review. A comprehensive outline of the role of a councillor is provided in Part 4 of this Policy.

The role of council staff, under the leadership of the general manager, is to carry out the day-to-day operations of the council and to implement the decisions, plans, programs and policies adopted by the governing body.

Access to information: the key to the relationship

Councillors need access to information about the council's strategic position and performance to perform their civic functions effectively. The general manager and staff are responsible for providing councillors with this information to facilitate the decision-making process.

¹ As highlighted by the NSW Independent Commission Against Corruption's Operation Dasha <https://www.icac.nsw.gov.au>

Given councillors' role in setting the council's strategic direction and keeping its performance under review, councillors are entitled to request information about a range of issues.

However, in requesting information, councillors should not be seeking to interrogate the minutiae of the council's operations or to direct or influence staff in the performance of their duties. Councillors should also recognise that a council's resources are finite, and they need to be mindful of the impact of their requests.

Above all, interactions between councillors and staff should be positive, respectful and professional.

Official capacity versus private capacity

It is also inevitable that councillors and council staff will engage with their council in their private capacity. This can be for something as simple as borrowing a book from a council library, to more complex matters, such as submitting a development application.

In these circumstances, it is vital that councillors and council staff do not seek to use, or appear to use, their position within council to obtain a private benefit. To do so could be seen as an attempt to exert pressure on councillors and/or council staff with a view to obtaining preferential treatment. Such conduct has the potential to undermine both the integrity of a council's decision-making processes, as well as the community's confidence in council, and so must be avoided.

The development and intent of this policy

This Model Councillor and Staff Interaction Policy has been developed by the Office of Local Government (OLG) in consultation with councils. It is applicable to councils, county councils and joint organisations.

It provides an exemplar approach, incorporating examples of best practice from a

diverse range of NSW councils. At its core, the policy has three main goals:

- to establish a framework by which councillors can access the information they need to perform their civic functions,
- to promote positive and respectful interactions between councillors and staff, and
- to advise where concerns can be directed if there is a breakdown in the relationship between councillors and staff.

The Model Councillor and Staff Interaction Policy is structured as follows:

Part 1	Introduction
Part 2	Sets out the scope of the policy
Part 3	Describes the policy's objectives
Part 4	Sets out the respective roles and responsibilities of councillors and staff and the principles that should guide their interactions
Part 5	Sets out the administrative framework for a councillor requests system
Part 6	Identifies which staff councillors can contact directly
Part 7	Addresses councillors' entitlement to access council buildings
Part 8	Describes appropriate and inappropriate interactions between councillors and staff
Part 9	Provides advice about who complaints can be made to
Schedule 1	Contains a template for a list of staff councillors can contact directly under Part 6 of the policy

Adoption

While not mandatory, the Model Councillor and Staff Interaction Policy reflects best practice and all councils, county councils and joint organisations are encouraged to adopt it. In doing so, they are free to adapt the policy to suit their local circumstances and operating environments or to supplement it with their own provisions.

Provisions which can be adjusted are marked in red.

Note: In adopting the policy, joint organisations should adapt it to substitute the terms "board" for "council", "chairperson" for "mayor", "voting representative" for "councillor" and "executive officer" for "general manager".

Note: In adopting the policy, county councils should adapt it to substitute the term "chairperson" for "mayor" and "member" for "councillor".

Enforcement

Clause 3.1(b) of the Model Code of Conduct provides that council officials must not conduct themselves in a manner that is contrary to a council's policies. If adopted by a council, a breach of the policy may also constitute a breach of council's code of conduct.

Concerns or complaints about the administration of a council's councillor request system should be raised with the general manager (or the mayor in the case of a complaint about the general manager). If the matter cannot be resolved locally, councillors may raise their concerns with OLG.

Acknowledgements

OLG wishes to thank Local Government NSW, the NSW Independent Commission Against Corruption, Local Government Professionals, United Services Union, and the councils involved for their invaluable assistance in developing the Model Councillor and Staff Interaction Policy.

Model Councillor and Staff Interaction Policy

Part 1 – Introduction

- 1.1 *The Councillor and Staff Interaction Policy* (the Policy) provides a framework for councillors when exercising their civic functions by specifically addressing their ability to interact with, and receive advice from, authorised staff.
- 1.2 The Policy complements and should be read in conjunction with **(Insert name of Council's)** *Code of Conduct* (the Code of Conduct).
- 1.3 The aim of the Policy is to facilitate a positive working relationship between councillors, as the community's elected representatives, and staff, who are employed to administer the operations of the Council. The Policy provides direction on interactions between councillors and staff to assist both parties in carrying out their day-to-day duties professionally, ethically and respectfully.
- 1.4 It is important to have an effective working relationship that recognises the important but differing contribution both parties bring to their complementary roles.

Part 2 – Application

- 2.1 This Policy applies to all councillors and council staff.
- 2.2 This Policy applies to all interactions between councillors and staff, whether face-to-face, online (including social media and virtual meeting platforms), by phone, text message or in writing.
- 2.3 This Policy applies whenever interactions between councillors and staff occur, including inside or outside of work hours, and at both council and non-council venues and events.
- 2.4 This Policy does not confer any delegated authority upon any person. All delegations to staff are made by the General Manager.
- 2.5 The Code of Conduct provides that council officials must not conduct themselves in a manner that is contrary to the Council's policies. A breach of this Policy will be a breach of the Code of Conduct.

Part 3 – Policy objectives

3.1 The objectives of the Policy are to:

- a) establish positive, effective and professional working relationships between councillors and staff defined by mutual respect and courtesy
- b) enable councillors and staff to work together appropriately and effectively to support each other in their respective roles
- c) ensure that councillors receive advice in an orderly, courteous and appropriate manner to assist them in the performance of their civic duties
- d) ensure councillors have adequate access to information to exercise their statutory roles
- e) provide direction on, and guide councillor interactions with, staff for both obtaining information and in general situations
- f) maintain transparent decision making and good governance arrangements
- g) ensure the reputation of Council is enhanced by councillors and staff interacting consistently, professionally and positively in their day-to-day duties
- h) provide a clear and consistent framework through which breaches of the Policy will be managed in accordance with the Code of Conduct.

Part 4 – Principles, roles and responsibilities

- 4.1 Several factors contribute to a good relationship between councillors and staff. These include goodwill, understanding of roles, communication, protocols, and a good understanding of legislative requirements.
- 4.2 The Council's governing body and its administration (being staff within the organisation) must have a clear and sophisticated understanding of their different roles, and the fact that these operate within a hierarchy. The administration is accountable to the General Manager, who in turn, is accountable to the Council's governing body.
- 4.3 Section 232 of the *Local Government Act 1993* (the LGA) states that the role of a councillor is as follows:
 - a) to be an active and contributing member of the governing body
 - b) to make considered and well-informed decisions as a member of the governing body
 - c) to participate in the development of the integrated planning and reporting framework
 - d) to represent the collective interests of residents, ratepayers and the local community
 - e) to facilitate communication between the local community and the governing body
 - f) to uphold and represent accurately the policies and decisions of the governing body
 - g) to make all reasonable efforts to acquire and maintain the skills

necessary to perform the role of a councillor.

4.4 The administration's role is to advise the governing body, implement Council's decisions and to oversee service delivery.

4.5 It is beneficial if the administration recognises the complex political environments in which elected members operate and acknowledge that they work within a system that is based on democratic governance. Councillors similarly need to understand that it is a highly complex task to prepare information and provide quality advice on the very wide range of issues that Council operations cover.

4.6 Council commits to the following principles to guide interactions between councillors and staff:

Principle

Achieved by

Equitable and consistent

Ensuring appropriate, consistent and equitable access to information for all councillors within established service levels

Considerate and respectful

Councillors and staff working supportively together in the interests of the whole community, based on mutual respect and consideration of their respective positions

Ethical, open and transparent

Ensuring that interactions between councillors and staff are ethical, open, transparent, honest and display the highest standards of professional conduct

Fit for purpose

Ensuring that the provision of equipment and information to councillors is

done in a way that is suitable, practical and of an appropriate size, scale and cost for a client group of (Council to insert the number of councillors) people.

Accountable and measurable

Providing support to councillors in the performance of their role in a way that can be measured, reviewed and improved based on qualitative and quantitative data

4.7 Councillors are members of the Council's governing body, which is responsible for directing and controlling the affairs of the Council in accordance with the LGA. Councillors need to accept that:

- a) responses to requests for information from councillors may take time and consultation to prepare and be approved prior to responding
- b) staff are not accountable to them individually
- c) they must not direct staff except by giving appropriate direction to the General Manager by way of a council or committee resolution, or by the mayor exercising their functions under section 226 of the LGA
- d) they must not, in any public or private forum, direct or influence, or attempt to direct or influence, a member of staff in the exercise of their functions
- e) they must not contact a member of staff on council-related business unless in accordance with this Policy

- f) they must not use their position to attempt to receive favourable treatment for themselves or others.

4.8 The General Manager is responsible for the efficient and effective day-to-day operation of the Council and for ensuring that the lawful decisions of the Council are implemented without undue delay. Council staff need to understand:

- a) they are not accountable to individual councillors and do not take direction from them. They are accountable to the General Manager, who is in turn accountable to the Council's governing body
- b) they should not provide advice to councillors unless it has been approved by the General Manager or a staff member with a delegation to approve advice to councillors
- c) they must carry out reasonable and lawful directions given by any person having the authority to give such directions in an efficient and effective manner
- d) they must ensure that participation in political activities outside the service of the Council does not interfere with the performance of their official duties
- e) they must provide full and timely information to councillors sufficient to enable them to exercise their civic functions in accordance with this Policy.

Part 5 – The councillor requests system

5.1 Councillors have a right to request information provided it is relevant to councillor's exercise of their civic functions. This right does not extend to matters about which a councillor is merely curious.

5.2 Councillors do not have a right to request information about matters that they are prevented from participating in decision-making on because of a conflict of interest, unless the information is otherwise publicly available.

5.3 The General Manager may identify Council support staff (the **Councillor Support Officer**) under this Policy for the management of requests from councillors.

5.4 Councillors can use the councillor requests system to:

- a) request information or ask questions that relate to the strategic position, performance or operation of the Council
- b) bring concerns that have been raised by members of the public to the attention of staff
- c) request ICT or other support from the Council administration
- d) **request that a staff member be present at a meeting (other than a meeting of the council) for the purpose of providing advice to the meeting.**

5.5 Councillors must, to the best of their knowledge, be specific about what information they are requesting, and make their requests respectfully. Where a councillor's request lacks specificity, the General Manager or staff member authorised to manage the matter is

entitled to ask the councillor to clarify their request and the reason(s) why they are seeking the information.

5.6 Staff must make every reasonable effort to assist councillors with their requests and do so in a respectful manner.

5.7 The General Manager or the staff member authorised to manage a councillor request will provide a response within **(Council to insert timeframes for responding to councillor requests)**. Where a response cannot be provided within that timeframe, the councillor will be advised, and the information will be provided as soon as practicable.

5.8 Requests under clause 5.4 (d) must be made **(Council to specify time period)** before the meeting. The General Manager, or members of staff that are listed at Schedule 1 of this Policy, are responsible for determining:

- a) whether a staff member can attend the meeting; and
- b) which staff member will attend the meeting.

Staff members who attend such meetings must be appropriately senior and be subject matter experts on the issues to be discussed at the meeting.

5.9 Councillors are required to treat all information provided by staff appropriately and to observe any confidentiality requirements.

5.10 Staff will inform councillors of any confidentiality requirements for information they provide so councillors can handle the information appropriately.

5.11 Where a councillor is unsure of confidentiality requirements, they should contact the General Manager, or the staff member authorised to manage their request.

5.12 The General Manager may refuse access to information requested by a councillor if:

- a) the information is not necessary for the performance of the councillor's civic functions, or
- b) if responding to the request would, in the General Manager's opinion, result in an unreasonable diversion of staff time and resources, or
- c) the councillor has previously declared a conflict of interest in the matter and removed themselves from decision-making on it, or
- d) the General Manager is prevented by law from disclosing the information.

5.13 Where the General Manager refuses to provide information requested by a councillor, they must act reasonably. The General Manager must advise a councillor in writing of their reasons for refusing access to the information requested.

5.14 Where a councillor's request for information is refused by the General Manager on the grounds referred to under clause 5.12 (a) or (b), the councillor may instead request the information through a resolution of the council by way of a notice of motion. This clause does not apply where the General Manager refuses a councillor's request for information under clause 5.12 (c) or (d).

5.15 Nothing in clauses 5.12, 5.13, and 5.14 prevents a councillor from requesting the information in accordance with the *Government Information (Public Access) Act 2009*.

5.16 Where a councillor persistently makes requests for information which, in the General Manager's opinion, result in a significant and unreasonable diversion of staff time and resources the council may,

on the advice of the General Manager, resolve to limit the number of requests the councillor may make.

- 5.17 Councillor requests are state records and must be managed in accordance with the *State Records Act 1998*.
- 5.18 A report will be provided to Council (Council to specify frequency) regarding the performance and efficiency of the councillor requests system against established key performance indicators.

Part 6 – Access to Council staff

- 6.1 Councillors may directly contact members of staff that are listed in Schedule 1 of this Policy. The General Manager may amend this list at any time and will advise councillors promptly of any changes.
- 6.2 Councillors can contact staff listed in Schedule 1 about matters that relate to the staff member's area of responsibility.
- 6.3 Councillors should as far as practicable, only contact staff during normal business hours.
- 6.4 If councillors would like to contact a member of staff not listed in Schedule 1, they must receive permission from the General Manager.
- 6.5 If a councillor is unsure which authorised staff member can help with their enquiry, they can contact the General Manager or the Councillor Support Officer who will provide advice about which authorised staff member to contact.
- 6.6 The General Manager or a member of the Council's executive leadership team may direct any staff member to contact councillors to provide specific information or clarification relating to a specific matter.
- 6.7 A councillor or member of staff must not take advantage of their official position to improperly influence other councillors or members of staff in the performance of their civic or professional duties for the purposes of securing a private benefit for themselves or for another person. Such conduct should be immediately reported to the General Manager or Mayor in the first instance, or alternatively to the Office of Local Government, NSW Ombudsman, or the NSW Independent Commission Against Corruption.

Part 7 – Councillor access to council buildings

- 7.1 Councillors are entitled to have access to the council chamber, committee room, mayor's office (subject to availability), councillors' rooms, and public areas of Council's buildings during normal business hours for meetings. Councillors needing access to these facilities at other times must obtain approval from the General Manager.
- 7.2 Councillors must not enter staff-only areas of Council buildings without the approval of the General Manager.

Part 8 – Appropriate and inappropriate interactions

- 8.1 Examples of appropriate interactions between councillors and staff include, but are not limited to, the following:
- a) councillors and council staff are courteous and display a positive and professional attitude towards one another
 - b) council staff ensure that information necessary for councillors to exercise their civic functions is made equally available to all councillors, in accordance with this Policy and any other relevant Council policies
 - c) council staff record the advice they give to councillors in the same way they would if it was provided to members of the public
 - d) council staff, including Council's executive team members, document councillor requests via the councillor requests system
 - e) council meetings and councillor briefings are used to establish positive working relationships and help councillors to gain an understanding of the complex issues related to their civic duties
 - f) councillors and council staff feel supported when seeking and providing clarification about council related business
 - g) councillors forward requests through the councillor requests system and staff respond in accordance with the timeframes stipulated in this Policy
- 8.2 Examples of inappropriate interactions between councillors and staff include, but are not limited to, the following:

- a) councillors and council staff conducting themselves in a manner which:
 - i) is contrary to their duties under the *Work Health and Safety Act 2011* and their responsibilities under any policies or procedures adopted by the Council to ensure workplace health and safety
 - ii) constitutes harassment and/or bullying within the meaning of the Code of Conduct, or is unlawfully discriminatory
 - b) councillors approaching staff and staff organisations to discuss individual or operational staff matters (other than matters relating to broader workforce policy such as, but not limited to, organisational restructures or outsourcing decisions), grievances, workplace investigations and disciplinary matters
 - c) staff approaching councillors to discuss individual or operational staff matters (other than matters relating to broader workforce policy such as, but not limited to, organisational restructures or outsourcing decisions), grievances, workplace investigations and disciplinary matters
 - d) subject to clause 5.12, staff refusing to give information that is available to other councillors to a particular councillor
 - e) councillors who have lodged an application with the council, discussing the matter with staff in staff-only areas of the council
 - f) councillors being overbearing or threatening to staff
 - g) staff being overbearing or threatening to councillors
 - h) councillors making personal attacks on staff or engaging in conduct towards staff that would be contrary to the general conduct provisions in Part 3 of the Code of Conduct in public forums including social media
 - i) councillors directing or pressuring staff in the performance of their work, or recommendations they should make
 - j) staff providing ad hoc advice to councillors without recording or documenting the interaction as they would if the advice was provided to a member of the community
- 8.3 Where a councillor engages in conduct that, in the opinion of the General Manager, puts the health, safety or welfare of staff at risk, the General Manager may restrict the councillor's access to staff.
- 8.4 Any concerns relating to the conduct of staff under this Policy should be raised with the General Manager.

Part 9 – Complaints

- 9.1 Complaints about a breach of this policy should be made to the General Manager (if the complaint is about a councillor or member of council staff), or the Mayor (if the complaint is about the General Manager).
- 9.2 Clause 9.1 does not operate to prevent matters being reported to OLG, the NSW Ombudsman, the NSW Independent Commission Against Corruption or any other external agency.

Schedule 1 – Authorised staff contacts for councillors (template table)

1. Clause 6.1 of this Policy provides that councillors may directly contact members of staff that are listed below. The General Manager may amend this list at any time.
2. Councillors can contact staff listed below about matters that relate to the staff member's area of responsibility.
3. Councillors should as far as practicable, only contact staff during normal business hours.
4. If councillors would like to contact a member of staff not listed below, they must receive permission from the General Manager or their delegate.
5. If a councillor is unsure which authorised staff member can help with their enquiry, they can contact the General Manager or the Councillor Support Officer who will provide advice about which authorised staff member to contact.
6. In some instances, the General Manager or a member of the Council's executive leadership team may direct a council staff member to contact councillors to provide specific information or clarification relating to a specific matter.

Authorised staff members name	Position
<i>[Insert staff member's name]</i>	<i>[Insert position title]</i>





**COUNCILLOR'S ACCESS TO INFORMATION AND INTERACTION WITH
STAFF POLICY**

Summary:

The purpose of this policy is to outline the legislative requirements as well as Councils position and procedures with regard to Councillors access to information and the interaction between Councillors and staff.

It further aims to ensure that the differing roles of Councillors, the Chief Executive and Staff are understood and respected and that any inappropriate interactions are avoided.

Policy Number	1.163
Document version	V5.0
Adoption Date	13 October 2016
Approved By	Council
Endorsed By	Chief Executive
Minute Number	XX/22
Consultation Period	30 September – 13 October 2016
Review Due Date	September 2020
Department	Civic Office
Policy Custodian	Chief Executive
Superseded Documents	1.163 – Councillor Access to Information and Interaction with Staff Policy (V4.1)
Related Documents	TSC Code of Conduct TSC Code of Meeting Practice TSC Privacy Management Plan TSC Publications Guide Office of Local Government NSW Circular 22-08 / 7 April 2022 / A806228 OLG NSW Model Policy – Councillor and Staff Interaction Policy 2022
Delegations of Authority	Chief Executive, Chief Corporate Officer, Director Infrastructure and Staff

Part 1 – Introduction

- 1.1.1 *The Councillor and Staff Interaction Policy* (the Policy) provides a framework for councillors when exercising their civic functions by specifically addressing their ability to interact with, and receive advice from, authorised staff.
- 1.1.2 The Policy complements and should be read in conjunction with Tenterfield Shire Council's *Code of Conduct* (the Code of Conduct).
- 1.1.3 The aim of the Policy is to facilitate a positive working relationship between councillors, as the community's elected representatives, and staff, who are employed to administer the operations of the Council. The Policy provides direction on interactions between councillors and staff to assist both parties in carrying out their day-to-day duties professionally, ethically and respectfully.
- 1.1.4 It is important to have an effective working relationship that recognises the important but differing contribution both parties bring to their complementary roles.

Part 2 – Application

- 2.1.1 This Policy applies to all councillors and council staff.
- 2.1.2 This Policy applies to all interactions between councillors and staff, whether face-to-face, online (including social media and virtual meeting platforms), by phone, text message or in writing.
- 2.1.3 This Policy applies whenever interactions between councillors and staff occur, including inside or outside of work hours, and at both council and non-council venues and events.
- 2.1.4 This Policy does not confer any delegated authority upon any person. All delegations to staff are made by the Chief Executive.
- 2.1.5 The Code of Conduct provides that council officials must not conduct themselves in a manner that is contrary to the Council's policies. A breach of this Policy will be a breach of the Code of Conduct.

Part 3 – Policy objectives

3.1.1 The objectives of the Policy are to:

- a) establish positive, effective and professional working relationships between councillors and staff defined by mutual respect and courtesy
- b) enable councillors and staff to work together appropriately and effectively to support each other in their respective roles
- c) ensure that councillors receive advice in an orderly, courteous and appropriate manner to assist them in the performance of their civic duties
- d) ensure councillors have adequate access to information to exercise their statutory roles
- e) provide direction on, and guide councillor interactions with, staff for both obtaining information and in general situations
- f) maintain transparent decision making and good governance arrangements
- g) ensure the reputation of Council is enhanced by councillors and staff interacting consistently, professionally and positively in their day-to-day duties
- h) provide a clear and consistent framework through which breaches of the Policy will be managed in accordance with the Code of Conduct.

Part 4 – Principles, roles and responsibilities

- 4 Several factors contribute to a good relationship between councillors and staff. These include goodwill, understanding of roles, communication, protocols, and a good understanding of legislative requirements.
- 4.1 The Council's governing body and its administration (being staff within the organisation) must have a clear and sophisticated understanding of their different roles, and the fact that these operate within a hierarchy. The administration is accountable to the Chief Executive, who in turn, is accountable to the Council's governing body.
- 4.2 Section 232 of the *Local Government Act 1993* (the LGA) states that the role of a councillor is as follows:
 - a) to be an active and contributing member of the governing body
 - b) to make considered and well-informed decisions as a member of the governing body

- c) to participate in the development of the integrated planning and reporting framework
- d) to represent the collective interests of residents, ratepayers and the local community
- e) to facilitate communication between the local community and the governing body
- f) to uphold and represent accurately the policies and decisions of the governing body
- g) to make all reasonable efforts to acquire and maintain the skills necessary to perform the role of a councillor.

4.3 The administration's role is to advise the governing body, implement Council's decisions and to oversee service delivery.

4.4 It is beneficial if the administration recognises the complex political environments in which elected members operate and acknowledge that they work within a system that is based on democratic governance. Councillors similarly need to understand that it is a highly complex task to prepare information and provide quality advice on the very wide range of issues that Council operations cover.

4.5 Council commits to the following principles to guide interactions between councillors and staff:

<u>Principle</u>	<u>Achieved by</u>
Equitable and consistent	Ensuring appropriate, consistent and equitable access to information for all councillors within established service levels
Considerate and respectful	Councillors and staff working supportively together in the interests of the whole community, based on mutual respect and consideration of their respective positions
Ethical, open and transparent	Ensuring that interactions between councillors and staff are ethical, open, transparent, honest and display the highest standards of professional conduct
Fit for purpose	Ensuring that the provision of equipment and information to councillors is done in a way that is suitable, practical and of an appropriate size, scale and cost for a client group of ten people.
Accountable and measurable	Providing support to councillors in the performance of their role in a way that can be measured, reviewed and improved based on qualitative and quantitative data

4.6 Councillors are members of the Council's governing body, which is responsible for directing and controlling the affairs of the Council in accordance with the LGA. Councillors need to accept that:

- a) responses to requests for information from councillors may take time and consultation to prepare and be approved prior to responding
- b) staff are not accountable to them individually
- c) they must not direct staff except by giving appropriate direction to the Chief Executive by way of a council or committee resolution, or by the mayor exercising their functions under section 226 of the LGA
- d) they must not, in any public or private forum, direct or influence, or attempt to direct or influence, a member of staff in the exercise of their functions
- e) they must not contact a member of staff on council-related business unless in accordance with this Policy
- f) they must not use their position to attempt to receive favourable treatment for themselves or others.

4.7 The Chief Executive is responsible for the efficient and effective day-to-day operation of the Council and for ensuring that the lawful decisions of the Council are implemented without undue delay. Council staff need to understand:

- a) they are not accountable to individual councillors and do not take direction from them. They are accountable to the Chief Executive, who is in turn accountable to the Council's governing body
- b) they should not provide advice to councillors unless it has been approved by the Chief Executive or a staff member with a delegation to approve advice to councillors
- c) they must carry out reasonable and lawful directions given by any person having the authority to give such directions in an efficient and effective manner
- d) they must ensure that participation in political activities outside the service of the Council does not interfere with the performance of their official duties
- e) they must provide full and timely information to councillors sufficient to enable them to exercise their civic functions in accordance with this Policy.

Part 5 – The councillor requests system

5.1 Councillors have a right to request information provided it is relevant to councillor's exercise of their civic functions. This right does not extend to matters about which a councillor is merely curious.

- 5.2 Councillors do not have a right to request information about matters that they are prevented from participating in decision-making on because of a conflict of interest, unless the information is otherwise publicly available.
- 5.3 The Chief Executive may identify Council support staff (Executive Assistant & Media) under this Policy for the management of requests from councillors.
- 5.4 Councillors can use the councillor requests system to:
- a) request information or ask questions that relate to the strategic position, performance or operation of the Council
 - b) bring concerns that have been raised by members of the public to the attention of staff
 - c) request Information and Communications Technology or other support from the Council administration
 - d) request that a staff member be present at a meeting (other than a meeting of the council) for the purpose of providing advice to the meeting.
- 5.5 Councillors must, to the best of their knowledge, be specific about what information they are requesting, and make their requests respectfully. Where a councillor's request lacks specificity, the Chief Executive or staff member authorised to manage the matter is entitled to ask the councillor to clarify their request and the reason(s) why they are seeking the information.
- 5.6 Staff must make every reasonable effort to assist councillors with their requests and do so in a respectful manner.
- 5.7 The Chief Executive or the staff member authorised to manage a councillor request will provide a response within (7 working days). Where a response cannot be provided within that timeframe, the councillor will be advised, and the information will be provided as soon as practicable.
- 5.8 Requests under clause 5.4 (d) must be made (7 working days) before the meeting. The Chief Executive, or members of staff that are listed at Schedule 1 of this Policy, are responsible for determining:
- a) whether a staff member can attend the meeting; and
 - b) which staff member will attend the meeting.
- Staff members who attend such meetings must be appropriately senior and be subject matter experts on the issues to be discussed at the meeting.
- 5.9 Councillors are required to treat all information provided by staff appropriately and to observe any confidentiality requirements.
- 5.10 Staff will inform councillors of any confidentiality requirements for information they provide so councillors can handle the information appropriately.

- 5.11 Where a councillor is unsure of confidentiality requirements, they should contact the Chief Executive, or the staff member authorised to manage their request.
- 5.12 The Chief Executive may refuse access to information requested by a councillor if:
- a) the information is not necessary for the performance of the councillor's civic functions, or
 - b) if responding to the request would, in the Chief Executive's opinion, result in an unreasonable diversion of staff time and resources, or
 - c) the councillor has previously declared a conflict of interest in the matter and removed themselves from decision-making on it, or
 - d) the Chief Executive is prevented by law from disclosing the information.
- 5.13 Where the Chief Executive refuses to provide information requested by a councillor, they must act reasonably. The Chief Executive must advise a councillor in writing of their reasons for refusing access to the information requested.
- 5.14 Where a councillor's request for information is refused by the Chief Executive on the grounds referred to under clause 5.12 (a) or (b), the councillor may instead request the information through a resolution of the council by way of a notice of motion. This clause does not apply where the Chief Executive refuses a councillor's request for information under clause 5.12 (c) or (d).
- 5.15 Nothing in clauses 5.12, 5.13, and 5.14 prevents a councillor from requesting the information in accordance with the *Government Information (Public Access) Act 2009*.
- 5.16 Where a councillor persistently makes requests for information which, in the Chief Executive's opinion, result in a significant and unreasonable diversion of staff time and resources the council may, on the advice of the Chief Executive, resolve to limit the number of requests the councillor may make.
- 5.17 Councillor requests are state records and must be managed in accordance with the *State Records Act 1998*.
- 5.18 A report will be provided to Council (Monthly Operational Report) regarding the performance and efficiency of the councillor requests system against established key performance indicators.

Part 6 – Access to Council staff

- 6.1.1 Councillors may directly contact members of staff that are listed in Schedule 1 of this Policy. The Chief Executive may amend this list at any time and will advise councillors promptly of any changes.
- 6.1.2 Councillors can contact staff listed in Schedule 1 about matters that relate to the staff member's area of responsibility.
- 6.1.3 Councillors should as far as practicable, only contact staff during normal business hours.
- 6.1.4 If councillors would like to contact a member of staff not listed in Schedule 1, they must receive permission from the Chief Executive.
- 6.1.5 If a councillor is unsure which authorised staff member can help with their enquiry, they can contact the Chief Executive or Executive Assistant & Media who will provide advice about which authorised staff member to contact.
- 6.1.6 The Chief Executive or a member of the Council's executive leadership team may direct any staff member to contact councillors to provide specific information or clarification relating to a specific matter.
- 6.1.7 A councillor or member of staff must not take advantage of their official position to improperly influence other councillors or members of staff in the performance of their civic or professional duties for the purposes of securing a private benefit for themselves or for another person. Such conduct should be immediately reported to the Chief Executive or Mayor in the first instance, or alternatively to the Office of Local Government, NSW Ombudsman, or the NSW Independent Commission Against Corruption.

Part 7 – Councillor access to council buildings

- 7.1.1 Councillors are entitled to have access to the council chamber, meeting rooms, and public areas of Council's buildings during normal business hours for meetings. Councillors needing access to these facilities at other times must obtain approval from the Chief Executive.
- 7.1.2 Councillors must not enter staff-only areas of Council buildings without the approval of the Chief Executive.

Part 8 – Appropriate and inappropriate interactions

8.1.1 Examples of appropriate interactions between councillors and staff include, but are not limited to, the following:

- a) councillors and council staff are courteous and display a positive and professional attitude towards one another
- b) council staff ensure that information necessary for councillors to exercise their civic functions is made equally available to all councillors, in accordance with this Policy and any other relevant Council policies
- c) council staff record the advice they give to councillors in the same way they would if it was provided to members of the public
- d) council staff, including Council's executive team members, document councillor requests via the councillor requests system
- e) council meetings and councillor briefings are used to establish positive working relationships and help councillors to gain an understanding of the complex issues related to their civic duties
- f) councillors and council staff feel supported when seeking and providing clarification about council related business
- g) councillors forward requests through the councillor requests system and staff respond in accordance with the timeframes stipulated in this Policy

8.1.2 Examples of inappropriate interactions between councillors and staff include, but are not limited to, the following:

- a) councillors and council staff conducting themselves in a manner which:
 - i) is contrary to their duties under the *Work Health and Safety Act 2011* and their responsibilities under any policies or procedures adopted by the Council to ensure workplace health and safety
 - ii) constitutes harassment and/or bullying within the meaning of the Code of Conduct, or is unlawfully discriminatory
- b) councillors approaching staff and staff organisations to discuss individual or operational staff matters (other than matters relating to broader workforce policy such as, but not limited to, organisational restructures or outsourcing decisions), grievances, workplace investigations and disciplinary matters
- c) staff approaching councillors to discuss individual or operational staff matters (other than matters relating to broader workforce policy such as, but not limited to, organisational restructures or outsourcing decisions), grievances, workplace investigations and disciplinary matters
- d) subject to clause 5.12, staff refusing to give information that is available to other councillors to a particular councillor

- e) councillors who have lodged an application with the council, discussing the matter with staff in staff-only areas of the council
 - f) councillors being overbearing or threatening to staff
 - g) staff being overbearing or threatening to councillors
 - h) councillors making personal attacks on staff or engaging in conduct towards staff that would be contrary to the general conduct provisions in Part 3 of the Code of Conduct in public forums including social media
 - i) councillors directing or pressuring staff in the performance of their work, or recommendations they should make
 - j) staff providing ad hoc advice to councillors without recording or documenting the interaction as they would if the advice was provided to a member of the community
- 8.1.3 Where a councillor engages in conduct that, in the opinion of the Chief Executive, puts the health, safety or welfare of staff at risk, the Chief Executive may restrict the councillor's access to staff.
- 8.1.4 Any concerns relating to the conduct of staff under this Policy should be raised with the Chief Executive.

Part 9 – Complaints

- 9.1.1 Complaints about a breach of this policy should be made to the Chief Executive (if the complaint is about a councillor or member of council staff), or the Mayor (if the complaint is about the Chief Executive).
- 9.1.2 Clause 9.1 does not operate to prevent matters being reported to OLG, the NSW Ombudsman, the NSW Independent Commission Against Corruption or any other external agency.

Schedule 1 – Authorised staff contacts for councillors (table)

1. Clause 6.1 of this Policy provides that councillors may directly contact members of staff that are listed below. The Chief Executive may amend this list at any time.
2. Councillors can contact staff listed below about matters that relate to the staff member's area of responsibility.
3. Councillors should as far as practicable, only contact staff during normal business hours.
4. If councillors would like to contact a member of staff not listed below, they must receive permission from the Chief Executive or their delegate.
5. If a councillor is unsure which authorised staff member can help with their enquiry, they can contact the Chief Executive or Executive Assistant & Media who will provide advice about which authorised staff member to contact.
6. In some instances, the Chief Executive or a member of the Council's executive leadership team may direct a council staff member to contact councillors to provide specific information or clarification relating to a specific matter.

Authorised staff members name	Position
<i>[Insert staff member's name]</i>	<i>[Insert position title]</i>
Daryl Buckingham	Chief Executive
Kylie Smith	Chief Corporate Officer
Elizabeth Melling	Executive Assistant & Media

Schedule 2 - Related Legislation, Standards & Guidelines

Key legislative requirements and other directions are located in the following:

- NSW Local Government Act 1993 (as amended);
- NSW Local Government (General) Regulations 2005;
- Government Information Public Access Act 2009 (GIPA);
- Privacy and Personal Information Protection Act 1998 (PPIPA);
- Health Records and Information Privacy Act 2002;
- NSW Ombudsman – Conduct and Administrative Practices, Guidelines for Councils;
- ICAC – Under Careful Consideration – Key Issues for Local Government;
- TSC Privacy Management Plan;
- TSC Code of Conduct;
- TSC Code of Meeting Practice;
- TSC Publications Guide; and
- All other relevant guidelines issued by the Office of Local Government.

Version Control and Change History

Version	Date	Modified by	Details
V1.1	28/03/2012	Council	Adoption of Policy – 117/12
V2.1	18/12/2013	Council	Policy revision – 468/13
V3.1	17/12/2014	Council	Policy revision – 460/14
V4.1	26/08/2015	Council	Policy revision – 269/15
V5.0	13/10/2016	GM	Reconstruction of Policy – 250/16
V6.0	19/10/2022	Council	Reconstruction of Policy – LG NSW Model Policy – Resolution XX/22

Department:	Office of the Chief Executive
Submitted by:	Executive Assistant & Media
Reference:	ITEM GOV84/22
Subject:	COUNCIL RECESS PERIOD - 2022/2023 & DELEGATION FOR CHIEF EXECUTIVE LEAVE PERIOD

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

CSP Goal:	Leadership - Council is a transparent, financially-sustainable and high-performing organisation, delivering valued services to the Community.
CSP Strategy:	Ensure the performance of Council as an organisation complies with all statutory Guidelines, supported by effective corporate management, sound integrated planning and open, transparent and informed decision making.
CSP Delivery Program	Deliver Customer Service and Business Services in the support of corporate outcomes.

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.

OFFICER'S RECOMMENDATION:

That Council:

- (1) Be in recess from close of business 21 December 2022 to 22 February 2023.**
- (2) Pursuant to Section 377 of the *Local Government Act 1993*, delegate authority to the Mayor and/or Deputy Mayor, and 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.**
- (3) That a full list of any matters considered under such delegated authority be submitted for Council's information to the first 2023 Ordinary Council Meeting of Council to be held on 22 February 2023.**

BACKGROUND

At its Meeting of 28 September 2022, Council resolved:

Resolution 209/22

That Council endorse the closedown periods for the Christmas/New Year 2022/2023 period as follows:

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- *Indoor staff – close of business Wednesday, 21 December 2022, reopening Monday, 9 January 2023;*
- *Outdoor staff – close of business Wednesday, 21 December 2022, reopening Monday, 9 January 2022.*

It is now important to determine what delegated authorities will be granted to the Mayor and/or Deputy Mayor, and the Chief Executive specific to the recess period as per Resolution 209/22.

REPORT:

There may be development applications under the standard process which would require Council to determine between the last Ordinary Meeting of Council in 2022 and the first Ordinary Meeting of Council in 2023. In this regard, it is considered prudent to delegate authority to the Mayor and/or Deputy Mayor, and the Chief Executive to determine those applications that cannot wait until the first Ordinary Meeting in February.

In addition, any other function of Council should be delegated to ensure the effective and efficient operations of the Council during the recess period.

Options:

1. That Council grants delegated authority to the Mayor and/or Deputy Mayor, and the Chief Executive in accordance with the recommendation.
2. That Council not grant delegated authority to the Mayor and/or Deputy Mayor, and the Chief Executive in accordance with the recommendation.

Option 1 is the preferred option.

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

Closedown arrangements and emergency contacts for the period have been advertised through "Your Local News", local media and are available on Council's website; Facebook Page; Door Notices and phone message.

2. Policy and Regulation

Section 377 of the Local Government Act 1993 provides for delegations to the Chief Executive.

3. Financial (Annual Budget & LTFP)

Nil.

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

It is important for Council to delegate functions to the Mayor and/or Deputy Mayor, and the Chief Executive/Acting Chief Executive to enable Council to

Our Governance No. 84 Cont...

lawfully make decisions of Council during the recess period. Failure to grant delegated authority may result in non-compliance of legislative provisions.

7. Performance Measures

The performance measure for compliance with all legislative requirements is included in Council's Delivery Program.

8. Project Management

Nil.

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.

Department:	Office of the Chief Executive
Submitted by:	Executive Assistant & Media
Reference:	ITEM GOV85/22
Subject:	DISCLOSURE OF INTEREST RETURNS 2021/2022

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

CSP Goal:	Leadership - Council is a transparent, financially-sustainable and high-performing organisation, delivering valued services to the Community.
CSP Strategy:	Ensure the performance of Council as an organisation complies with all statutory Guidelines, supported by effective corporate management, sound integrated planning and open, transparent and informed decision making.
Delivery Plan Action:	Ensure compliance with regulatory and statutory requirements and that operations are supported by effective corporate management.
Operational Plan Action:	Complete and lodge Annual Financial Statements in accordance with statutory requirements.

SUMMARY

The purpose of this Report is to document the tabling of the Disclosure of Interest Returns for the period 2021/2022.

OFFICER'S RECOMMENDATION:

That Council note the tabling of the Disclosure of Interest Returns for the period 2021/2022.

BACKGROUND

Sections 440 and 440AA of the Local Government Act, 1993 determine the making of the Model Code of Conduct which prescribes the pecuniary interest and other matters to be disclosed in the Disclosures by Councillors and Designated Persons Return.

REPORT:

A Councillor or Designated Person must make and lodge with the Chief Executive, a Disclosure by Councillors & Designated Persons Return within three (3) months after:

- Becoming a Councillor or designated person;
- 30 June of each year, and
- The Councillor or designated person becoming aware of an interest they are required to disclose which has not been previously disclosed.

In accordance with this requirement and to ensure compliance, the Disclosure of Interest Returns will be tabled at the October 2021 Ordinary Council Meeting.

Summary of Disclosure of Interest Returns

Councillors

No. of Returns 10

Staff

No. of Returns 23

No. Outstanding 0

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COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

Nil.

2. Policy and Regulation

- Local Government Act 1993
- Tenterfield Shire Council Code of Conduct 2018
- Government Information (Public Access) Act 2009
- Related Party Disclosure Policy
- Designated Persons Policy

3. Financial (Annual Budget & LTFP)

Nil.

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

Returns for Councillors and staff are posted on Council's website in line with requirements of the *Government Information (Public Access) Act 2009* (NSW) (GIPA Act) in order to provide government information to the public to maintain and advance a system of responsible and representative democratic government.

The GIPA Act directs agencies to make publicly available, 'open access information', including by requiring agencies to publish certain information on their website. Section 6 of the GIPA Act refers to this as 'mandatory proactive release of certain information', unless there is an overriding public interest consideration against disclosure of the information.

7. Performance Measures

Returns are received within the timeframe and posted on Council's website.

8. Project Management

Nil.

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.

Department:	Office of the Chief Executive
Submitted by:	Executive Assistant & Media
Reference:	ITEM GOV86/22
Subject:	2024 LOCAL GOVERNMENT ELECTIONS - ELECTORAL COMMISSION AND QUOTATION PROCESS

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

CSP Goal:	Leadership - Council is a transparent, financially-sustainable and high-performing organisation, delivering valued services to the Community.
CSP Strategy:	Ensure Council operates in an effective and financially sustainable manner to deliver affordable services.

SUMMARY

Council is required to advise the Electoral Commission of NSW (ECNSW) whether it requires them (ECNSW) to conduct the upcoming Local Government Elections in September 2024. Notice from Council must be provided to this effect eighteen months prior to the 2024 Local Government elections, which is March 2023.

During the 2021 Local Government Elections, the question was asked if a suitably qualified local contractor or Council would be better positioned to conduct the election at a reduced cost. The costs associated with the 2021 Local Government elections, conducted by the ECNSW totaled \$86,000. Council, in January 2022 resolved "not to apply countback provisions in the event of a by-election", with Council nominated to conduct the election.

OFFICER'S RECOMMENDATION:

That Council:

- (1) Advertise for quotations from a suitably qualified Contractor to conduct the September 2024 Local Government Elections; and**
- (2) If no suitably qualified Contractor be forthcoming; Council advise the NSW Electoral Commission (ECNSW) of its intent to proceed with NSWEC conducting the 2024 Local Government Election.**

BACKGROUND

Council received notification from the Electoral Commission NSW (ECNSW) that they require to be notified whether Council will be engaging them to conduct the September 2024 Local Government elections. To help Councils make that decision, the NSW Electoral Commission intends to provide Councils with their service cost estimates by mid-January 2023.

Council must pass the appropriate resolution no later than 18 months before the next ordinary elections, should they require the NSW Electoral Commission to conduct their elections. That means that the resolutions for the September 2024 elections must be passed by early March 2023.

At the January 2022 Ordinary Council Meeting, Council resolved the following in relation to future by-elections. (*as above*)

Our Governance No. 86 Cont...

Resolution 5/22

Resolved that should a Councillor resign or pass away during their current term of Council a by-election be held and that Council should conduct the election.

(Peter Petty/Greg Sauer)

Motion Carried

The intent of the above motion (*Ordinary Council Meeting – Wednesday 12 January 2022*) when discussed, was to investigate Council conducting its own elections in the future, elections and by-elections.

In the spirit of this motion, Council recognises the specific skills required, legislative requirements, insurances and specific scope of works necessary to conduct a successful election.

Council, due to austerity measures and current staff numbers, does not currently have the resources available to accommodate the 2024 Local Government election. This report suggests the consideration of a suitably qualified Contractor to provide such a service and to assess if there is capacity to undertake this role.

REPORT:

In the past Council has entered into an Agreement with the ECNSW, which included a Scope of Works outlining certain items required by both the Council and ECNSW. The last Agreement for the 2021 Local Government elections outlined specific tasks, expectations and estimates of costings. The quotation received from ECNSW totaled \$83,000.

During the 2021 elections there was a lack of candidates for each Ward, with some Wards not requiring an election to be held as they had two nominations only.

Council does not currently have the resources to conduct the 2024 Local Government election. Advertising for suitably skilled contractors to quote on conducting the election will provide staff with a cost comparison and identify cost benefit considerations balancing risk and return.

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

Nil.

2. Policy and Regulation

- Local Government Act (NSW) 1993

3. Financial (Annual Budget & LTFP)

Budget allocation for the conduct of the 2024 Local Government elections will be made in the 23/24 financial year.

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

Nil.

Our Governance No. 86 Cont...

6. Legal and Risk Management

Ensuring that a suitably qualified and insured contractor conducts the election should Council choose to proceed in this vein, is essential due to the risk of fraud, miscounting and other election risks.

7. Performance Measures

Independent Contractor will be required to meet both Legislative and timeline deadlines.

8. Project Management

Staff will need to be involved in the advertising, scoping, assessment and contractual preparation and advertising arrangements for the call for quotations, together with preparing a later Council Report for Council's consideration.

Kylie Smith
Chief Corporate Officer

Prepared by staff member:	Elizabeth Melling
Approved/Reviewed by Manager:	Kylie Smith, Chief Corporate Officer
Department:	Office of the Chief Executive
Attachments:	There are no attachments for this report.

Department:	Office of the Chief Corporate Officer
Submitted by:	Manager Finance & Technology
Reference:	ITEM GOV87/22
Subject:	FINANCE & ACCOUNTS - PERIOD ENDED 30 SEPTEMBER 2022

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

CSP Goal:	Leadership - LEAD 14 - Resources and advocacy of Council are aligned support the delivery of the community vision outlined in the Community Strategic Plan.
CSP Strategy:	Council is a financially sustainable organisation, delivering value services to the Community.
CSP Delivery Program	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 30 September 2022.

BACKGROUND

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

REPORT:

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

(a) Reconciliation of Accounts

A reconciliation of the cash books of all funds have been carried out with the appropriate bank statements as at 30 September 2022.

Cash Book Balances on this date were as follows:-

General (Consolidated)	\$ 29,295,751.15	Credit
General Trust	\$ 382,340.85	Credit

(b) Summary of Investments

The attachment to this report is a certified schedule of all Council's investments as at 30 September 2022 showing the various invested amounts and applicable interest rates.

Our Governance No. 87 Cont...

Concealed Water Leakage Concession Policy Update

For the month of September 2022 no concessions were granted under Council's Concealed Water Leakage Concession Policy.

603 Certificates

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 26 applications for 603 Certificates in September 2022.

In the calendar year to date, there have been 262 applications compared to 343 applications for the same period last year.

Cash and Investments – Detailed Analysis of External Restrictions

RESTRICTED CASH ANALYSIS	AS AT 30 SEPTEMBER 2022	AS AT 30 JUNE 2022
TOTAL CASH & INVESTMENTS	\$35,678,092	\$37,107,638
EXTERNALLY RESTRICTED CASH	\$30,679,974	\$31,625,799
INCLUDED IN GRANT RELATED (EXCL DEVELOPER CONTRIBUTIONS)	\$12,218,821	\$14,401,703
GRANT-RELATED - GENERAL (EXCL DEVELOPER CONTRIBUTIONS AND RFS RESERVES)	\$11,040,333	\$13,785,826
GRANT-RELATED - WATER (EXCL DEVELOPER CONTRIBUTIONS)	\$679,320	\$615,877
GRANT-RELATED - SEWER (EXCL DEVELOPER CONTRIBUTIONS)	-	-
GRANT-RELATED - WASTE (EXCL DEVELOPER CONTRIBUTIONS)	\$499,168	-
GRANT-RELATED - STORMWATER (EXCL DEVELOPER CONTRIBUTIONS)	-	-
BRUXNER WAY WIDENING	-	-
INCLUDED IN DEVELOPER CONTRIBUTIONS	\$508,880	\$467,232
DEVELOPER CONTRIBUTIONS - GENERAL	\$385,748	\$347,608
DEVELOPER CONTRIBUTIONS - WATER	\$37,565	\$37,565
DEVELOPER CONTRIBUTIONS - SEWER	\$41,455	\$41,455
DEVELOPER CONTRIBUTIONS - WASTE	\$40,103	\$36,595
DEVELOPER CONTRIBUTIONS - STORMWATER	\$4,009	\$4,009
INCLUDED IN RFS RESERVES	\$58,783	\$92,098
RFS RESERVES	\$58,783	\$92,098
INCLUDED IN CASH AT BANK AND INVESTMENT LEFTOVERS (AFTER EXCL GRANT RELATED, DC AND RFS ABOVE)	\$17,893,490	\$16,664,766
WATER	\$2,121,751	\$2,180,603
SEWER	\$6,210,282	\$5,703,375

Our Governance No. 87 Cont...

WASTE	\$8,212,112	\$7,372,548
STORMWATER	\$967,004	\$1,025,899
TRUST FUND	\$382,341	\$382,341
INTERNAL RESTRICTIONS		
PLANT AND VEHICLE REPLACEMENT	-	-
EMPLOYEES LEAVE ENTITLEMENTS	-	-
SPECIAL PROJECTS	-	-
UNRESTRICTED FUNDS	\$4,998,118	\$5,481,839

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

Nil.

2. Policy and Regulation

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

3. Financial (Annual Budget & LTFP)

Nil.

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

Nil.

7. Performance Measures

Nil.

8. Project Management

Nil.

Kylie Smith**Chief Corporate Officer**

Prepared by staff member:

Roy Jones

Approved/Reviewed by Manager:

Kylie Smith, Chief Corporate Officer

Department:

Office of the Chief Corporate Officer

Attachments:

1 Investment Report as at 30 September 2022

TENTERFIELD SHIRE COUNCIL - SUMMARY OF INVESTMENTS 30 SEPTEMBER 2022

Financial Institution	Issuer Rating	Investment Term	Maturity Date	Interest Rate	Amount	Percentage Exposure
NAB	AA-	120 Days	24/Jan/23	3.71%	1,500,000.00	25.00%
<u>TOTAL NAB INVESTMENTS</u>					<u>1,500,000.00</u>	<u>25.00%</u>
Commonwealth Bank	AA-	3 Months	23/Dec/22	3.53%	3,000,000.00	50.00%
<u>TOTAL CBA INVESTMENTS</u>					<u>3,000,000.00</u>	<u>50.00%</u>
Westpac	AA-	3 Months	27/Oct/22	2.64%	1,500,000.00	25.00%
<u>TOTAL WESTPAC INVESTMENTS</u>					<u>1,500,000.00</u>	<u>25.00%</u>
INVESTMENTS TOTAL					6,000,000.00	100.00%

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:

R.Jones

* Except as highlighted in the associated Council Report.

Department:	Office of the Chief Corporate Officer
Submitted by:	Manager Finance & Technology
Reference:	ITEM GOV88/22
Subject:	CAPITAL EXPENDITURE REPORT AS AT 30 SEPTEMBER 2022

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK	
CSP Goal:	Leadership - LEAD 14 - Resources and advocacy of Council are aligned support the delivery of the community vision outlined in the Community Strategic Plan.
CSP Strategy:	Council is a financially sustainable organisation, delivering value services to the Community.
CSP Delivery Program	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 Year-to-date (YTD) financial progress of Capital Works projects against the budget.

OFFICER'S RECOMMENDATION:

That Council receive and note the Capital Expenditure Report for the period ended 30 September 2022.

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 that are ongoing from the 2021/22 year, in particular grant-funded works, will be presented in the first Quarterly Budget Review for September 2022. The Quarterly Budget Review will be presented in November 2022. 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
- 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:

Roy Jones

Approved/Reviewed by Manager:

Kylie Smith, Chief Corporate Officer

Department:

Office of the Chief Corporate Officer

Attachments:

1 September 2022 Capital
Expenditure Report

2
Pages

Tenterfield Shire Council
Capital Expenditure Report as at 30 September 2022

Capital Projects	Funding Source	22/23 Original Budget \$	22/23 YTD Actuals \$	22/23 Percentage Spent %	Comments
Office of the Chief Executive		113,470	39,114	34.47%	
Economic Growth and Tourism					
4235004. PSLP - Tenterfield Youth Precinct & Mountain Bike Trailhead	General Fund - Grant	0	34,114	0.00%	Budget to be carried forward from 2021/22 in QBR 1
5400509. RTBR - Art Installations Tenterfield Creek	General Fund - Grant	0	5,000	0.00%	Budget to be carried forward from 2021/22 in QBR 1. Project expenditure now completed
Total Economic Growth and Tourism		0	39,114	0.00%	
Library Services					
5000524. Local Priority Grant 2022/23	General Fund - Grant	19,329	0	0.00%	
Total Library Services		19,329	0	0.00%	
Theatre & Museum Complex					
5005508. School of Arts - Replace/Repair Carpet. Resand & Reseal Floors (SRV)	General Fund	94,141	0	0.00%	
Total Theatre & Museum Complex		94,141	0	0.00%	
Office of the Chief Corporate Officer		580,000	96,535	16.64%	
Buildings & Amenities					
4200501. Admin Building – Refurbishment	General Fund	0	16,365	0.00%	Budget to be carried forward from 2021/22 in QBR 1
4200508. Admin Building - Roof Replacement	General Fund	300,000	0	0.00%	
4205500. Housing - Repaint Exteriors (SRV)	General Fund	30,000	0	0.00%	
4235000. Tenterfield Memorial Hall Sporting Complex - SCCF-1023	General Fund	0	12,402	0.00%	Budget to be carried forward from 2021/22 in QBR 1. Fire system installation almost complete.
4235001. Memorial Hall Internal Acoustic, Ventilation & Insulation Treatments	General Fund - Grant	0	30,744	0.00%	Budget to be carried forward from 2021/22 in QBR 1
Total Buildings & Amenities		330,000	59,510	18.03%	
Environmental Management					
4235501. Covid-19 Council Pound Grant Expenditure	General Fund - Grant	0	160	0.00%	Budget to be carried forward from 2021/22 in QBR 1
Total Environmental Management		0	160	0.00%	
Finance & Technology					
1810501. Computer Equipment - Finance	General Fund	75,000	0	0.00%	
1810508. Capitalised Software	General Fund	150,000	18,660	12.44%	
Total Finance & Technology		225,000	18,660	8.29%	
Parks, Gardens and Open Space					
4605514. PSLP - Jennings Playground Precinct	General Fund - Grant	0	18,205	0.00%	Budget to be carried forward from 2021/22 in QBR 1. Playground, exercise area and covered BBQ have been installed with shade cover. Carpark to be completed.
Total Parks, Gardens and Open Space		0	18,205	0.00%	
Swimming Complex					
4600512. Swimming Pool - Equipment Renewal	General Fund	25,000	0	0.00%	
Total Swimming Complex		25,000	0	0.00%	
Office of the Chief Operating Officer		9,392,824	6,202,857	66.04%	
Asset Management & Resourcing					
6250502. Tenterfield Depot - Wash Down & Recycle Bay	General Fund	20,000	0	0.00%	
6250505. Tenterfield Depot - WHS & Environmental Initiative Enhancements	General Fund	100,000	0	0.00%	
6250506. Tenterfield Depot - Fuel Tank Replacement/Remediation	General Fund	100,000	0	0.00%	
Total Asset Management & Resourcing		220,000	0	0.00%	
Plant, Fleet & Equipment					
6210500. Public Works Plant - Purchases	General Fund	3,944,257	672,249	17.04%	
6210501. Public Works Plant - WDV of Asset Disposals	General Fund	(3,041,834)	(671,008)	22.06%	
Total Plant, Fleet & Equipment		902,423	1,241	0.14%	
Sewerage Service					
7872502. Tenterfield Mains Relining (1km Year)	Sewer Fund	173,800	0	0.00%	RFQ underway
7872503. Tenterfield Mains Augmentation	Sewer Fund	69,600	0	0.00%	Infrastructure ordered for work to new WTP
7872505. Tenterfield Man Hole Level Alterations (Water Infiltration)	Sewer Fund	162,500	40,790	25.10%	
7872519. Tenterfield Network Renewal	Sewer Fund	193,800	0	0.00%	Infrastructure ordered, initial smoke testing completed.
7872524. Tenterfield STP - 3 Bay Shed for Storage	Sewer Fund	50,000	0	0.00%	Investigations re-commenced
7872525. Tenterfield STP - Grinder Pump	Sewer Fund	10,000	0	0.00%	
7872526. Tenterfield STP - Refurbishment	Sewer Fund	102,500	0	0.00%	New STP probe completed, PLC's ordered, handrails and cable boxes in planning.
7872527. Tenterfield New Pump Station - Molesworth St	Sewer Fund	200,000	0	0.00%	
7872528. Tenterfield New Pump Station - Trail Lane	Sewer Fund	150,000	0	0.00%	
7872813. Urbenville Sewer Pump Station Emergency Works - Replacement	Sewer Fund	0	102,701	0.00%	Budget to be added in QBR 1
Total Sewerage Service		1,112,200	143,491	12.90%	
Stormwater & Drainage					
8252502. Drainage Pits - Upgrade	Stormwater Fund	63,000	0	0.00%	
8252523. Urban Culverts Renewal	Stormwater Fund	27,200	0	0.00%	
8252526. Stormwater Pipe Renewal	Stormwater Fund	40,000	0	0.00%	
Total Stormwater & Drainage		130,200	0	0.00%	
Transport Network					
6215110. Regional & Local Roads Traffic Facilities	General Fund - Grant	66,000	30,537	46.27%	
6215510. Regional Roads Block Grant - Reseals Program	General Fund - Grant	553,668	0	0.00%	
6215531. Special Grant Mt Lindesay Road (RMS/Fed)	General Fund - Grant	0	2,352,571	0.00%	Works underway on Stages 3, 4 & 5. Budget to be carried forward from 2021/22 in QBR 1
6215544. BLERF - 0737 - Improve Mt Lindesay Road	General Fund - Grant	0	1,106,203	0.00%	Budget to be carried forward from 2021/22 in QBR 1

* Report Contains Filters

Capital Projects	Funding Source	22/23 Original Budget \$	22/23 YTD Actuals \$	22/23 Percentage Spent %	Comments
6215550. Footpaths Capital Works	General Fund	0	1,337	0.00%	Budget to be carried forward from 2021/22 in QBR 1
6215552. Roads to Recovery 2019-24	General Fund - Grant	1,044,335	10,205	0.98%	
6215568. FLR200241 - Kildare Road (Tenterfield Tourist Route 9)	General Fund - Grant	0	324,395	0.00%	Budget to be carried forward from 2021/22 in QBR 1
6215570. DRFA AGRN960 EPAR Bruxner Way - Bridge 7325 Dumaresq River Overflow Channel	General Fund	0	21,956	0.00%	Disaster Recovery works - consultants provided concept design and reconstruction estimate for approval by Transport for NSW & Resilience NSW for bridge replacement/extension.
6215572. FLR300128 - Tooloom Road West Rehabilitation	General Fund - Grant	0	58,841	0.00%	Preliminary drainage works commenced June 22. Budget to be carried forward from 2021/22 in QBR 1
6215575. ROSI - Sunnyside Platform Road Upgrade	General Fund - Grant	0	921,475	0.00%	Budget to be carried forward from 2021/22 in QBR 1
6215576. BSBR000641 - Drake Village Revitalisation	General Fund - Grant	0	67	0.00%	Budget to be carried forward from 2021/22 in QBR 1
6215579. Local Roads & Community Infrastructure Program - Round 3	General Fund - Grant	0	937	0.00%	New grant - budget to be added in QBR 1. Pavement preparation commenced for Washpool Lane, Leeches Gully Rd and Robinsons Lane.
6215580. Repair Program 2022/23	General Fund - Grant	565,572	65,594	11.60%	
6220271. Bridges Renewal Program - Deepwater River Bridge Renewal	50% Grant Funded	0	13,000	0.00%	Budget to be carried forward from 2021/22 in QBR 1
6220272. Bridges Renewal Program - Kangaroo Creek Bridge Replacement	50% Grant Funded	0	138,891	0.00%	Construction commenced June 22. Budget to be carried forward from 2021/22 in QBR 1
6220274. Bridges Renewal Program - Unknown Creek Bridge (67203) Replacement, Paddy's Flat Rd	General Fund - Grant	0	5,966	0.00%	Budget to be carried forward from 2021/22 in QBR 1
6220276. Bridges Renewal Program - Unknown Creek Bridge (67161) Replacement, Paddy's Flat Rd	General Fund - Grant	0	34,633	0.00%	Budget to be carried forward from 2021/22 in QBR 1
6220277. Fixing Country Bridges - Grahams Creek Bridge Replacement, Grahams Creek Rd	General Fund - Grant	0	3,601	0.00%	Budget to be carried forward from 2021/22 in QBR 1
6220278. Fixing Country Bridges - Washpool Creek Bridge Replacement, Leeches Gully Rd	General Fund - Grant	0	74,782	0.00%	Budget to be carried forward from 2021/22 in QBR 1
6220501. Road Renewal - Gravel Roads	General Fund	651,519	60,286	9.25%	
6220503. Gravel Resheets	General Fund	332,452	3,934	1.18%	
6220505. Kerbing & Guttering	General Fund	40,000	0	0.00%	
6220506. Bridges / Causeways (SRV to 2023/24)	General Fund	530,000	648	0.12%	
6220512. Rural Culverts & Pipes	General Fund	100,000	0	0.00%	
6220513. Concrete Bridges	General Fund	40,223	0	0.00%	
6220514. Causeways	General Fund	208,163	0	0.00%	
6240101. Gravel Pit Rehabilitation	General Fund	10,664	0	0.00%	
6240512. Streets as Shared Spaces - SASS00027 Linking People and Place	General Fund	0	49,041	0.00%	New grant - budget to be added in QBR 1
Total Transport Network		4,142,596	5,278,902	127.43%	
Waste Management					
7080500. 240L Wheelie Bins	Waste Fund	2,101	0	0.00%	
7080503. Industrial Bins	Waste Fund	6,304	3,498	55.49%	
7080554. Boonoo Boonoo - Landfill Cover	Waste Fund	10,000	0	0.00%	Alternative cover under development
7080555. Boonoo Boonoo - Cell Remediation Asset	Waste Fund	50,000	0	0.00%	
7080558. Tip shop - Drake, Liston & Tenterfield	Waste Fund	0	139	0.00%	Roller door installation pending for Tenterfield
7080560. EPA Bushfire Recovery Program for Council Landfills	Waste Fund - Grant	0	31,303	0.00%	Budget to be carried forward from 2021/22 in QBR 1
7080564. Boonoo Boonoo - Develop Stage 5	Waste Fund	2,500,000	37,132	1.49%	Plans completed - with EPA for approval
7080568. Boonoo Boonoo - WHS Facilities & Amenities Upgrade	Waste Fund	0	33	0.00%	
7080732. Torrington Landfill - Convert to Transfer	Waste Fund	0	183	0.00%	Fencing to be completed
7080811. Tenterfield WTS Groundwater Bores	Waste Fund	0	1,754	0.00%	
Total Waste Management		2,568,405	74,042	2.88%	
Water Supply					
7484505. Tenterfield Mains Replacement	Water Fund	282,900	75,273	26.61%	Infrastructure ordered for work to new WTP
7484506. Tenterfield Meter Replacement	Water Fund	22,600	350	1.55%	Ongoing
7484522. Tenterfield Water Treatment Plant Construction	Water Fund Grants - State \$7 million, Federal \$2.645 million	0	462,954	0.00%	Budget to be carried forward from 2021/22 in QBR 1
7484538. BLERF 0377 - Tenterfield Villages Emergency Water Program	Water Fund - Grant	0	131,308	0.00%	Budget to be carried forward from 2021/22 in QBR 1
7484542. Tenterfield Apex Park Bore - Relining	Water Fund	0	19,597	0.00%	Completed
7484901. Jennings Mains Replacement	Water Fund	11,500	0	0.00%	
7484950. Legume Catchment - Water Supply Options Study	Water Fund	0	15,700	0.00%	Options to provide bore water underway
Total Water Supply	Water Fund	317,000	705,182	222.45%	
Grand Total		10,086,294	6,338,506	62.84%	

* Report Contains Filters

Department:	Office of the Chief Corporate Officer
Submitted by:	Manager Finance & Technology
Reference:	ITEM GOV89/22
Subject:	REPORT ON LOAN BALANCES

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

CSP Goal:	Leadership - LEAD 14 - Resources and advocacy of Council are aligned support the delivery of the community vision outlined in the Community Strategic Plan.
CSP Strategy:	Council is a financially sustainable organisation, delivering value services to the Community.
CSP Delivery Program	Ensure that financial sustainability and the community's capacity to pay inform adopted community service levels.

SUMMARY

The purpose of this Report is to inform Council of its loan balances as at 30 September 2022.

OFFICER'S RECOMMENDATION:

That Council notes the loan balance as at 30 September 2022 was \$18,505,230.55 (\$18,848,630.12 as at 30 June 2022).

BACKGROUND

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

REPORT:

Loan payments are being made in accordance with the loan agreements. Council's loan balance as at 30 September 2022 was \$18,505,230.55 (\$18,848,630.12 as at 30 June 2022).

New Loans Taken Out between reporting periods 1 July 2022 to 30 September 2022.

No new loans were taken out during the quarter ending 30 September 2022.

Council Loan Register as at 30 September 2022 attached.

Bridging Finance

At the Council Meeting held on 12 January 2022, Council approved the establishment of a Corporate Markets Loan with the National Australia Bank, with a drawdown facility limit of \$5,000,000 for a rollover period of 90 days, to function as a cash reserve to fund external restrictions when required.

As at 30 June 2022 Council has not required to use the drawdown facility and managing its cash flow. The Office of Local Government will also be notified once Council decides to use this facility.

Our Governance No. 89 Cont...

The Debt Service Cover Ratio based as at 30 June 2022 is 9.08x (the benchmark is >2.00x). This ratio improved slightly from the financial year ending 30 June 2021 (when the ratio was 6.98x).

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

Council's projected loan borrowings are included in the 2022/23 Operational Plan.

2. Policy and Regulation

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

3. Financial (Annual Budget & LTFP)

Nil.

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:

Roy Jones

Approved/Reviewed by Manager:

Kylie Smith, Chief Corporate Officer

Department:

Office of the Chief Corporate Officer

Attachments:

1 Loan Register as at 30 September 2022

Tenterfield Shire Council
Loans Schedule
As at 30 September 2022

Loan Details								Principal \$
FUND	PURPOSE	AMOUNT \$	OBTAINED FROM	DATE OBTAINED	DUE DATE	RATE OF INTEREST	INTERVALS AT WHICH PAYABLE	Principal Balance as at 30 September 2022
General Fund	Transport Infrastructure (and supportive plant items)	2,604,612	Commonwealth Bank of Australia	31/03/2022	31/03/2042	4.40%	Half Yearly	2,563,462.58
General Fund	Infrastructure 2020/21	4,048,952	Commonwealth Bank of Australia	31/03/2021	29/03/2041	2.69%	Half Yearly	3,814,658.02
General Fund	Infrastructure 2019/20	1,000,000	Commonwealth Bank of Australia	15/06/2020	15/06/2040	2.90%	Half Yearly	923,849.36
General Fund	Main Street Upgrade	1,200,000	National Australia Bank	25/02/2015	25/02/2025	3.70%	Half Yearly	342,382.06
Sewer Fund	Tenterfield Sewerage Treatment Plant	2,500,000	National Australia Bank	30/05/2008	30/05/2033	7.81%	Half Yearly	1,669,783.32
Water Fund	Dam Wall Construction (1)	3,087,672	CBA (Refinanced from ANZ)	29/09/2021	30/09/2041	2.59%	Half Yearly	2,968,544.11
Water Fund	Dam Wall Construction (2)	2,684,880	CBA (Refinanced from CBA)	6/07/2022	7/07/2042	5.73%	Half Yearly	2,684,880.00
Water Fund	Urbenville Water Treatment Plant	375,000	National Australia Bank	5/02/2009	5/02/2033	6.47%	Half Yearly	249,604.35
Waste Fund	Rehabilitation	1,250,000	National Australia Bank	21/12/2012	21/12/2022	5.45%	Quarterly	40,202.38
Waste Fund	Waste Management - Boonoo Boonoo Landfill (Develop Stage 5)	3,300,000	Commonwealth Bank of Australia	31/03/2022	31/03/2042	4.40%	Half Yearly	3,247,864.37
TOTAL Principal Balance as at 30 September 2022								18,505,230.55

Department:	Office of the Chief Corporate Officer
Submitted by:	Manager Customer Service, Governance & Records
Reference:	ITEM GOV90/22
Subject:	TENTERFIELD SHIRE COUNCIL COMMUNITY SATISFACTION SURVEY 2022

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY

The purpose of this report is to present the Tenterfield Shire Council Community Satisfaction Survey 2022 Report.

OFFICER'S RECOMMENDATION:

That Council receive and note the Tenterfield Shire Council Community Satisfaction Survey 2022 Report.

BACKGROUND

As required under Council's Integrated Planning and Reporting framework, Council undertakes a survey of Tenterfield Shire residents every two years to promote and support community involvement in Council decision making processes. The last Tenterfield Shire Council Customer Satisfaction Survey was undertaken by IRIS Research in 2020. The 2022 survey has been undertaken by Taverner Research Group, after the integration of IRIS Research with Taverner Research Group in 2021.

REPORT:

The Tenterfield Shire Council Community Satisfaction Survey 2022 was undertaken between 7 August 2022 and 19 August 2022. 300 residents were surveyed by Taverner Research Group by telephone. The format of the survey follows the framework of Council's previous Community Strategic Plan, with questions targeted to elicit responses to:

- Our Community
- Our Economy
- Our Environment
- Our Leadership
- Our Transport

In summary:

- All services and facilities, except water supply, saw a drop in satisfaction from residents surveyed in 2022 compared to 2020.
- The services and facilities with the highest mean ratings were the School of Arts Theatre/Cinema (4.0), School of Arts Museum (3.8) and Library Services (3.7).

Our Governance No. 90 Cont...

These results suggest that survey participants have rated the School of Arts and Library based on their value as facilities and services, as opposed to participants use of these during the last two years, given they have either been closed for a significant period or provided limited services due to COVID-19 restrictions in 2020 and 2021.

The services and facilities with the lowest mean ratings were all road related. This includes Maintaining local roads (2.0), Overall condition of the local unsealed road network (2.0) and Overall condition of the local sealed road network (2.3).

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

The delivery of the Community Satisfaction Survey every two years meets Council's Community Engagement Strategy goal that Council's decision-making processes are open, accountable and based on sound integrated planning. The results of the survey will enable Council to determine appropriate priorities and resourcing for the delivery of services. The next survey will be undertaken in 2024.

2. Policy and Regulation

Nil.

3. Financial (Annual Budget & LTFP)

The cost of undertaking the biannual Community Satisfaction Survey is included in Council's budget every two years.

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:	There are no attachments for this report.

Department:	Office of the Chief Corporate Officer
Submitted by:	Manager Customer Service, Governance & Records
Reference:	ITEM GOV91/22
Subject:	CUSTOMER SERVICE, GOVERNANCE & RECORDS - UPDATES OF POLICIES

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

CSP Goal:	Leadership - Council is a transparent, financially-sustainable and high-performing organisation, delivering valued services to the Community.
CSP Strategy:	Ensure the performance of Council as an organisation complies with all statutory Guidelines, supported by effective corporate management, sound integrated planning and open, transparent and informed decision making.
CSP Delivery Program	Promote and support community involvement in Council decision making process.

SUMMARY

The purpose of this report is to update the listed policies that align with Customer Service, Governance and Records.

OFFICER'S RECOMMENDATION:

That Council:

(1) adopt the following policies:

- **Complaints and Unreasonable Conduct Policy**
- **Disclosures by Councillors and Designated Persons**
- **Exclusion for Disruptive or Abusive Citizens and Customers Policy**
- **Flying of Flags Policy**
- **Fraud and Corruption Prevention Policy**

(2) adopt the following policy, pending a 14-day public exhibition period for community comment:

- **Customer Service Policy**

BACKGROUND

Council policies are instruments that communicate decisions and directions for pursuing Council's specific goals. Regular reviews of Council policies are required, to maintain currency of these decisions and directions, and to ensure policies are delivering the outcomes desired from such policies.

REPORT:

The six (6) policies have been reviewed and amended for accuracy, where required, for insertion into Council's current policy template and updated according to NSW government agency updates, being:

Our Governance No. 91 Cont...

Customer Service Policy

This policy was previously amended and adopted by Council on 24 February 2021. The policy has been aligned with the recently adopted Customer Service Charter 2022 with no major changes. The Customer Service Policy will be publicly exhibited for 14 days for community comment. Should Council receive comments, these will be presented to Council's Ordinary Meeting of 23 November 2022 for consideration.

Complaints and Unreasonable Conduct Policy

This policy was previously amended and adopted by Council on 24 February 2021. The policy has been updated to reflect the related Customer Service Charter 2022 and Customer Service Policy.

Disclosures by Councillors and Designated Persons

This policy was previously amended and adopted by Council on 26 August 2020. The policy has been reviewed, with no major changes identified.

Exclusion for Disruptive or Abusive Citizens and Customers Policy

This policy was previously amended and adopted by Council on 24 February 2021. The policy has been reviewed, with no major changes identified.

Flying of Flags Policy

This policy was previously amended and adopted by Council on 23 August 2017. The policy has been translated into Council's current policy template with no major changes identified.

Fraud and Corruption Prevention Policy

This policy was previously amended and adopted by Council on 11 November 2020. The policy has been reviewed and updated in line with NSW Ombudsman's updates.

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

The existing policies have been developed in accordance with the engagement process at their time of writing. Exhibition of the minor amendments and administrative corrections is not required, other than the Customer Service Policy, which will be on public exhibition for 14 days, from 26 October 2022 to 9 November 2022.

2. Policy and Regulation

As detailed in each policy.

3. Financial (Annual Budget & LTFP)

Nil.

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

Nil.

Our Governance No. 91 Cont...

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:	<ol style="list-style-type: none">1 TSC Complaints and Unreasonable Conduct Policy2 TSC Customer Service Policy3 TSC Disclosures by Councillors and Designated Persons4 Exclusion for Disruptive or Abusive Citizens and Customers Policy5 TSC Flying of Flags Policy6 TSC Fraud and Corruption Prevention Policy



COMPLAINTS AND UNREASONABLE CONDUCT POLICY

Summary:

The purpose of this policy is to provide clear direction on what considered to be reasonable and unreasonable conduct and behaviour when accessing Council's services.

Policy Number	1.033
File Number	CM/163
Document version	Version 6.0
Adoption Date	26 October 2022
Approved By	Council
Endorsed By	Council
Minute Number	XX/22
Consultation Period	N/A
Review Due Date	November 2024
Department	Office of Chief Corporate Officer
Policy Custodian	Chief Corporate Officer (Public Officer)
Superseded Documents	Complaints and Unreasonable Conduct Policy Version 5.0
Related Legislation	Customer Service Charter 2022 Customer Service Policy Exclusion Policy for Disruptive or Abusive Customers Policy Tenterfield Shire Council's Code of Conduct 2020 Tenterfield Shire Council Procedures for the Administration of the Code of Conduct 2020 Internal Reporting Public Interest Disclosures Policy 4.161
Delegations of Authority	Manager Customer Service, Governance & Records

1. Policy Principles

An effective complaints handling system is an essential part of providing quality service. It is a measure of "customer" satisfaction. It provides positive feedback

about aspects of the service that work well, and is a useful source of information for improvement.

An effective complaints system will benefit the council in four important ways:

- Creating a second chance to provide service and satisfaction to dissatisfied members of the public;
- Identifying areas that need improvement;
- Providing opportunities to strengthen public support for the Council, and
- Assisting in planning and allocation of resources.

A complaints handling system should also inform the Community of what is considered Unreasonable Conduct. A small percentage of people will phone, correspond with or complain to Council in a way that could reasonably be described as persistent, harassing or repetitious. This correspondence from a minority of individuals takes up a disproportionate amount of resource and can result in unacceptable stress for staff. This Policy includes a section on what constitutes Unreasonable Conduct.

Complaints and compliments are welcome feedback to Council to assist in the planning process and the improvement of Council's systems, policies and procedures.

2. Policy Objectives

The objective of this policy is to establish a complaint handling system as an organised way of responding to, recording, reporting and using complaints to improve service to the community. It includes procedures for people to make complaints and guidelines for staff to resolve complaints, and provides information to managers and staff that can assist them to prevent public dissatisfaction in the future.

3. Policy Statement

LODGING A COMPLAINT

Complaints may be lodged with Council:

- In person
- Telephone
- Email
- Letter

They should detail the name, address and contact phone numbers of the complainant together with a description of the problem and desired outcome.

Complaints about a staff member, contractor, volunteer or Councillor will only be accepted in writing and may need to be referred to Council's Code of Conduct procedures. Any Councillor in receipt of a complaint must refer the matter directly to the Chief Executive Officer.

3.1 The Public Officer

Council's Public Officer is charged with the responsibility of dealing with complaints from the public concerning Council's affairs. Council's Chief Corporate Officer holds the position of Public Officer and can be contacted on (02) 6736 6000.

Should the Public Officer determine that a complaint will not be investigated, the complainant will be advised of the reason for this decision.

3.2 Anonymous Complaints

The Chief Executive Officer or the Public Officer will determine whether an anonymous complaint will be investigated dependent upon the seriousness of the complaint and provided there is sufficient information in the complaint to enable an investigation to be conducted, or whether there is a statutory requirement for identification of the complainant.

3.3 Serious Complaints

All complaints, including those received verbally or anonymously, alleging corrupt conduct, pecuniary interest breaches, improper use of position, criminal action or maladministration are to be referred immediately to the Chief Executive Officer. If the allegation relates to the Chief Executive Officer, the matter must be reported to the Mayor. Complaints of this nature will be dealt with in accordance with Council's Code of Conduct.

3.4 Confidentiality

Council will not disclose the identity of complainant should the complainant request their details remain confidential.

4. COMPLAINT HANDLING PROCESS

Council has implemented a tiered or staged approach to complaint handling. The model looks like this:

Tier 1: Frontline Complaint Handling – Staff empowered with clear delegations to resolve complaints wherever possible at first contact. Staff log complaint details for later analysis.

Tier 2: Internal review or investigation – Supervisors, more senior staff or the Public Officer reviews/investigates unresolved complaints.

Tier 3: External review – Still unresolved complaints referred externally e.g.

- Alternative dispute resolution procedure (e.g. mediation)
- Complaint referred to external agency (e.g. ombudsman)
- Complainant informed of appeal procedure or other legal remedy

4.1 First-tier

Registration and attempted resolution by frontline staff or referral to an appropriate person or agency to deal with (e.g. code of conduct issues, protected disclosures, allegations of corrupt conduct).

4.2 Second-tier

If a complainant is still dissatisfied, his or her complaint is reviewed or investigated by someone who is more senior, and the results of the review should be reported to the complainant. If the complainant remains dissatisfied, further consideration should be given to options that may be available to achieve a settlement. This may include conciliation, mediation, or further direct negotiations over remedying the grievance.

4.3 Third-tier

If the complaint cannot be resolved within the Council, the complainant is referred to an outside agency such as the NSW Ombudsman, the Department of Local Government or to some alternative dispute resolution procedure or, as a last resort, any legal remedy.

NSW OMBUDSMAN

Business hours: Monday to Friday 9am – 5pm

Contacts Phone: 029286 1000 Toll free (outside Sydney metro): 1800 451 524

Complaints: [ONLINE COMPLAINT FORM](#)

Web: www.ombo.nsw.gov.au Email: nswombo@ombo.nsw.gov.au

OFFICE OF LOCAL GOVERNMENT

Phone: 02 4428 4100 Email: olg@olg.nsw.gov.au

Address: Locked Bag 3015 NOWRA NSW 2541

4.4 Complaints and Correspondence that will not be investigated

The Public Officer or the Chief Executive Officer may determine that a complaint will not be investigated where that complaint:

- Is considered frivolous or not made in good faith, or concerns a trivial matter;
- Involves a matter where an adequate remedy or right of appeal already exists, whether or not the complainant uses the remedy or right of appeal;
- Relates to a decision of Council;
- Relates to conduct before a court, coroner or tribunal;

- Relates to matters under investigation by the Minister for Local Government, ICAC, the NSW Ombudsman's office, a Minister of the Crown or government department or NSW Police;
- Relates to the appointment or dismissal of any employee or an industrial or disciplinary issue;
- Relates to the appointment or dismissal of any employee or an industrial or disciplinary issue;
- Relates to a decision, recommendation, or omission which is more than one year old;
- Relates to a matter awaiting determination by the Council;
- Relates to the actions or conduct of private individuals;
- Relates to hearsay or where the basis of complaint cannot be validated;
- Relates to a matter where there is insufficient information available, or
- Involves a matter where the complainant declines or refuses to provide further information and/or there are threats made against Council.

Should it be determined that a complaint will not be investigated, the complainant will be advised of the reason for this decision.

The Public Officer may impose specific limits for unreasonable complainants and will determine the decision in accordance with the guidelines set out by the NSW Ombudsman in the *Good Conduct and Administration Practice: Guidelines for State and Local Government (3rd Edition 2017)*, Module 12, for the placing of limits on contact between the organisation and members of the public.

5. UNREASONABLE CONDUCT – PHONE AND CORRESPONDENCE

A small percentage of people will phone, correspond with or complain to Council in a way that could reasonably be described as persistent, harassing or repetitious.

This behaviour from a minority of individuals takes up a disproportionate amount of resources, disrupts essential Council operations and can result in unacceptable stress for staff.

This procedure is designed to address unreasonable phone calls and correspondence that may or may not necessarily be a complaint. It will assist Council to manage inappropriately demanding or unreasonable behaviour from correspondents or complainants.

It is important that the use of this procedure does not prevent people from freedom of expression to the extent that it is legally permitted. It is designed to ensure that freedom of expression is protected while ensuring that scarce resources are used fairly, efficiently and effectively, and that staff receive a reasonable degree of protection from the stress that can be caused by vexatious correspondence and complaints.

In accordance with the *NSW Ombudsman Good Conduct and Administrative Practice Guidelines for state and local government (3rd Edition)*, *Complaints found to be made vexatiously*: on some occasions, the agency may find that the allegations are not supported by any evidence or that there is evidence to suggest

that the complaint was made vexatiously – that is, primarily for the purpose of causing annoyance. In these cases the agency is generally justified in dismissing the complaint because it has no substance. The complainant should be advised that no evidence was found to support the allegations. However, the agency should freshly assess any further correspondence from the same person to determine if they have any substance where they contain additional, relevant information.

This Policy is not designed to address violent or threatening behaviour which needs an urgent response and relates to Work Health and Safety.

5.1 Defining unreasonable phone conduct, correspondence or complaints

Unreasonable or persistent phone calls, complaints and correspondence (or as contained within submissions) for the purpose of this Policy are characterised in the following ways:

- a) Behaviour which is **persistent, harassing, prolific, repetitious** and/or;
- b) Displays an insistence on pursuing unmeritorious issues and/or unrealistic outcomes beyond reason and/or;
- c) Displays an inability to accept reasonable and logical explanations including final decisions and/or;
- d) Displays an insistence upon pursuing meritorious complaints or issues in an unreasonable manner, including unreasonable demands regarding Council's operations or outcomes and/or;
- e) A "scatter gun" approach, with copies of letters being sent to several recipients on a regular basis, often including the media, the Councillors and/or Members of Parliament.
- f) Repeated and/or frequent requests for information, but not those requests that are made under the access to information legislation.

Council staff will also refer to *Good conduct and administrative practice. Guidelines for state and local government*.^{3rd edition 2017} Module 12 when dealing with Unreasonable Conduct, which includes the NSW Ombudsman, inventory of specific unreasonable behaviours. These are:

5.2 Unreasonable Persistence

- Persisting with a complaint even though it has been comprehensively considered by the council, and even where all avenues of internal review have been exhausted;
- Reframing a complaint in an attempt to get it taken up again;
- Showing an inability to accept the final decision;
- Persisting in interpreting the law or policy in a way that is not in accordance with generally accepted or expert views on the issue and insisting that action be taken accordingly;
- Demanding a review because it is available but not arguing a case for a review;

5.3 Unreasonable Demands

- Insisting on outcomes that are unattainable, (eg demanding outcomes that are beyond a council's power to deliver, demanding unreasonable outcomes, wanting to turn back time, unreasonable prosecution of individuals);
- Insisting on a 'moral' outcome, (eg. Justice in the community interest, when really a personal interest is at stake);
- Demanding an apology and/or compensation when no reasonable basis for expecting such outcomes exists;
- Wanting revenge, retribution;
- Wanting what is not possible or appropriate, (eg. Copies of sensitive documents, private contact details of staff, other complainants etc);
- Issuing instructions and making demands as to how a complaint should be handled;
- Making unreasonable resource demands, expecting resources in excess of or out of proportion to the seriousness of issue;
- Wanting regular and lengthy phone contact where this is not warranted;
- Showing reactions or demands for action that are out of proportion to the significance of the issue;
- Moving the goal posts – changing the desired outcome;
- Shopping for a sympathetic ear in the council – demanding to talk to a supervisor or the Chief Executive Officer personally;

- Placing the complaint handler or the council on an extensive email copy list and expecting responses to numerous emails;
- Consistently creating complexity where there is none;
- Presenting as overly needy or dependent.

5.4 Unreasonable lack of cooperation

- Presenting a large quantity of information which is not organised, sorted, classified or summarised, where the complainant is clearly capable of doing this;
- Presenting information in dribs and drabs – refusing to present all available information at the outset;
- Focusing on ‘principles’ rather than substantive issues;
- Changing the complaint, raising new issues in the process of the council’s consideration of it;
- Displaying unhelpful behaviour, (eg. withholding information, dishonesty, misquoting others, swamping council with documents).

5.5 Unreasonable Arguments

- Holding irrational beliefs, (eg. seeing cause and effect links where there are clearly none);
- Holding what is clearly a conspiracy theory unsupported by any evidence;
- Insisting that a particular solution, interpretation or argument is the only correct one in the face of valid contrary or alternative arguments;
- Interpreting facts in a clearly irrational/unreasonable way and insisting this interpretation is the correct one;
- Insisting on the overwhelming importance of an issue that is clearly trivial.

5.6 Unreasonable Behaviours

- Displaying confronting behaviour, eg. rudeness, aggression, threats;
- Sending rude, confronting, threatening letters;
- Making threats of self-harm and/or making threats of harm to others.

6. Process

All staff dealing with unreasonable conduct as outlined above will refer to the Practice Note No. 9 "*Complaints handling in Councils*" section 10: Strategies for dealing with Unreasonable Conduct.

The process for correspondence is as follows:

- a) The Chief Executive Officer, being the recipient of all business correspondence at Council, or the Public Officer will directly assess and allocate correspondence to staff.
- b) The Chief Executive Officer or the Public Officer will assess the correspondence as unreasonable, or the Staff member who identifies correspondence or complaints as unreasonable will forward the item to the Chief Executive Officer or the Public Officer.
- c) The Chief Executive Officer or the Public Officer will assess the documentation against the criteria bearing in mind residents' right to complain and correspond with Council on matters of their concern;
- d) If assessed that the correspondence or complaint is unreasonable, the Chief Executive Officer or the Public Officer will forward the correspondence to the Public Officer or the Manager Customer Service, Governance and Records for a second opinion.
- e) If the Public Officer or the Manager Customer Service, Governance and Records assesses the correspondence as unreasonable, Council will advise the correspondent in writing that their complaint and/or correspondence has been determined to be unreasonable, giving the reason for that decision based on the definitions in this policy.
- f) Where threats of violence or harm to a person, or other illegal activities are threatened, Council will refer the correspondence to the Police.
- g) The correspondent should be advised that if no substantive new issue is raised, any future correspondence will not receive a response.

Council's Records Section will keep a register of unreasonable complaints and correspondence.

7. Accountability, Roles & Responsibility

Chief Executive Officer, Executive and Management Teams

The **Chief Executive Officer** is responsible for the implementation and delivery of this policy, with the **Public Officer** providing operational delivery and support through the Corporate and Governance service area.

Individual Managers

The **Manager Customer Service, Governance and Records** will provide day to day operational response and support to the organisation in applying the policy to relevant examples of inappropriate customer behaviour and conduct.

All other Managers are responsible for bringing inappropriate customer behaviour to the attention of the **Chief Executive Officer**, the **Public Officer** or the **Manager of Customer Service, Governance and Records**.

8. Definitions

A complaint is an expression of dissatisfaction with the Council's level and quality of service or policies or procedures. Dissatisfaction may arise from the service provided by Council staff, Councillors, volunteers, contractors and systems or from the impact of a particular policy and procedure.

On its own, a request for a council service or the exercise by a council of its regulatory functions is not a complaint about a Council. Accordingly a Council's definition of what constitutes a complaint should not be so broad as to include such requests.

A valid complaint is one where **Council would appear to have failed** to respond appropriately to a request for service or a report and **does not** include:-

- A request for services;
- Reports of damage or faulty infrastructure (e.g. road pothole);
- Reports of hazards (e.g. fallen tree branch);
- Reports concerning neighbours or neighbouring property (e.g. noise or unauthorised building works);
- A request for information or explanation of policies or procedures or decisions of Council; and
- The lodging of an appeal in accordance with procedure or policy.

9. Related Documents, Standards & Guidelines

- Records Management Policy 1.187;
- Customer Service Policy 1.035;
- Customer Contact Charter 2022;
- Code of Conduct
- Procedures for Council's Administration of the Code of Conduct;
- Procedure: Strategies for dealing with Unreasonable Behaviours;
- Internal Reporting Policy 4.161;
- Division of Local Government Practice Note 9, 2009.

10. Version Control & Change History

Version	Date	Modified by	Details
V1.0	26/09/12	Council	Adoption of Original Policy (Res No. 384/12)
V2.0	28/03/07	Council	Review/Amended (Res No. 137/07)
V3.0	26/02/14	Council	Review/Amended (Res No. 23/14)
V4.0	23/08/17	Council	Review/Amended (Res No. 168/17)
V5.0	24/02/21	Council	Review/Amended (Res No. 29/21)
V6.0	26/10/22	Council	Review/Amended (Res No. XX/22)



CUSTOMER SERVICE POLICY

Summary:

The purpose of this policy is to provide clear direction on the delivery of customer services to residents, visitors and stakeholders in Tenterfield Shire.

Policy Number	1.035
File Number	CM/163
Document version	V5.0
Adoption Date	26 October 2022
Approved By	Council
Endorsed By	Council
Minute Number	XX/22
Consultation Period	14 days
Review Due Date	November 2024
Department	Office of Chief Corporate Officer
Policy Custodian	Manager Customer Service, Records & Governance
Superseded Documents	Citizen and Customer Service Policy Version 4.0
Related Legislation	<i>NSW Local Government Act 1993</i> Customer Service Charter 2022 Complaints and Unreasonable Conduct Policy Exclusion Policy for Disruptive or Abusive Citizens and Customers
Delegations of Authority	Manager Customer Service, Records & Governance

1. Policy Principles

The Customer Service Policy applies to all permanent, temporary and casual employees, volunteers and nominated contractors of Tenterfield Shire Council.

2. Policy Statement

Tenterfield Shire Council will provide the highest possible level of service to its customers. Our service to our customers will reflect our Vision and Corporate Values. All activities undertaken at Tenterfield Shire Council are focussed on the delivery of service to our customers. Therefore, our service goes beyond the personal contact staff have with the public and encompasses internal procedures and practises that result in efficient service.

Council's staff will be professional at all times and provide:

- Courtesy in all circumstances
- Accuracy in what they do
- Accountability for the quality of service they deliver
- Integrity in all their dealings
- Consideration for the needs of the customer, and
- Keeping people informed of progress.

3. Scope

Council's primary purpose is the provision of service to both residents and non-residents of the Tenterfield Shire local government area.

1.1 External Customers

All those seeking assistance from the Council will be accorded a high level of service regardless of the manner in which that assistance is sought.

1.2 Internal Customers

Staff will give each other the same level of service as that provided to our external customers, as it is important that internal service standards support the external service delivery.

1.3 Courtesy

Courtesy will be shown in all circumstances, even in difficult situations where the customer does not show similar courtesy in return. Staff will be courteous in their spoken words, body language and demeanour.

1.4 Accuracy

Where there is any doubt about the accuracy of any information, the details will be checked and validated prior to release.

1.5 Accountability

Staff will look for ways to enhance the quality of service they deliver. Concerns about the quality of service will be referred to the next level of management.

1.6 Integrity

Staff will act with integrity in all their dealings and comply with all provisions of Councils Code of Conduct.

1.7 Confidentiality

Staff will ensure personal information is kept confidential.

1.8 Consideration

Consideration will be given to the needs of the customer. Staff will be empathetic and respond to the needs of the customer within the constraints of Local Government Regulations and Council's role and responsibilities.

1.9 Promptness

Staff will deal with matters promptly.

1.10 Continuous Improvement

Impediments to good customer service, when identified, will be addressed. Examples might include reviewing systems, procedures, documentation, improving online service provision via Council's websites and the internet and wherever possible to enable customers to complete business over the phone. Council recognises that our customers may wish to contact Council in a variety of ways and we are committed to providing choice about how customers can access Council Services.

1.11 Performance Measurement and Customer Feedback

Staff will be assessed on the quality of their delivery of customer service through Council's Annual Performance and Assessment Process.

Council's Customer Service Charter provides a commitment from Council and staff to deliver high quality services to the Community. The charter specifies the quality of service delivery that the Council aims to deliver.

1.12 Training

Training and coaching will be provided on customer service and general communication skills on a needs basis. In order to meet our commitment to Customer Services, Council will ensure that all staff has access to a range of training and materials to support service delivery.

1.13 Customer Responsibilities

To help Council to meet our commitments, we ask our customers to:

- Be courteous, polite and respectful to our employees;
- Use council's official channels for customer requests, complaints and compliments;
- Respect the privacy, safety and needs of other customers;
- Be open and honest with us and provide accurate and complete details when contacting us;
- Let us know when your situation changes, for example, when your address or personal details change or your pet registration details change;
- Telephone to make an appointment for a complex enquiry or if there is a need to see a specific officer;

- Telephone the officer nominated in any correspondence sent to you and quote the reference details noted on the letter;
- Work with us to solve problems;
- Provide us with feedback so we know how we are performing and where necessary, can continue to improve our service;
- Help us recognise our employees by telling us when you have received excellent customer service.

4. Accountability, Roles & Responsibility

General Manager, Executive and Management Teams Managers and Supervisors are responsible for:

- Monitoring the level of service provided by their staff and nominated contractors and for modelling and coaching good customer service, and
- Assessing staff against any established customer service criteria.

Managers are accountable for ensuring consistently high levels of customer service in their departments, and are responsible for acting upon any identified impediments to the delivery of good customer service.

The **Manager Human Resources, Workforce Development and Risk Management** and the **Manager Customer Service, Governance and Records** are responsible for arranging any training and/or coaching on customer service and communication skills.

Individual Staff

Each member of staff and/or nominated contractor is:

- Accountable for the quality of the service they deliver, and
- Responsible for identifying and reporting any impediments to delivery of good customer service.

5. Definitions

- Customers include all customers, whether internal or external.
- Nominated contractors are those whose contracts necessitate their working at Council worksites, using Council's facilities and operating in a similar manner to staff.

6. Related Documents, Standards & Guidelines

The Policy should be read in conjunction with:

- Customer Service Charter 2022
- Complaints and Unreasonable Conduct Policy
- Exclusion Policy for Disruptive or Abusive Citizens and Customers
- Tenterfield Shire Code of Conduct for Councillors & Staff 2020

7. Version Control & Change History

Version	Date	Modified by	Details
V1.0	26/09/12	Council	Adoption of Original Policy (Res No. 385/12)
V2.0	24/06/15	Council	Review/Amended (Res No. 191/15)
V3.0	23/08/17	Council	Review/Amended (Res No. 168/17)
V4.0	24/02/21	Council	Review/Amended (Res No. 29/21)
V5.0	26/10/22	Council	Review/Amended (Res No. XX/22)



DISCLOSURES BY COUNCILLORS & DESIGNATED PERSONS

Summary:

The purpose of this policy is to provide clear direction to Elected Members (Councillors) and Council staff on the requirements for lodgement of Disclosure of Pecuniary Interests and Other Matters (Disclosure by Councillors and Designated Persons Return).

Policy Number	1.040
File Number	CM/163
Document version	V7.0
Adoption Date	26 October 2022
Approved By	Council
Endorsed By	Council
Minute Number	XX/22
Consultation Period	N/A
Review Due Date	November 2024 – 2 years
Department	Chief Corporate Officer
Policy Custodian	Manager Customer Service, Governance and Records
Superseded Documents	Designated Persons Policy – Dated 26 August 2020 (V6.0)
Related Legislation	Tenterfield Shire council Code of Conduct 2020 Clause 4.21 Related Party Disclosure Policy 1.189 NSW Local Government Act 1993 Section 440
Delegations of Authority	Chief Corporate Officer Manager Customer Service, Governance & Records* *While the Manager Customer Service, Governance and Records has overall responsibility for this Policy, for the purpose of ensuring integrity and segregation of duties, the investigation of Related Party Transactions may be delegated to another staff member by the Chief Executive Officer or the Chief Corporate Officer.

1. Overview

Sections 440 and 440AA of the *Local Government Act, 1993* determine the making of the Model Code of Conduct which prescribes the pecuniary interests and other matters to be disclosed in the Disclosures by Councillors and Designated Persons Return.

2. Policy Principles

The pecuniary interests and other matters to be disclosed in this return are prescribed by Schedule 1 of the Model Code of Conduct for Local Councils in NSW (the Model Code of Conduct).

3. Policy Objectives

Section 4.8 of the Code of Conduct identifies "Designated Persons" and what disclosures must be made.

In addition to Councillors, Designated Persons include:

- (a) The Chief Executive
- (b) Chief Corporate Officer
- (c) Director of Infrastructure
- (d) Community representatives on Council Committees (provided the Committees have delegated powers from Council)
- (e) The following additional staff:
 - Manager Finance & Technology
 - Management Accountant
 - Manager Arts, Culture & Library Services
 - Manager HR, Workforce Development & Safety
 - Risk Management & Safety Coordinator
 - HR & Workforce Coordinator
 - Executive Assistant & Media
 - Manager Economic Development & Special Projects
 - Cultural Development Advisor
 - Tourism & Marketing Manager
 - Manager Customer Service, Governance & Records
 - Manager Planning & Development Services
 - Manager Property & Buildings
 - Property Specialist
 - Environmental Health & Building Surveyor
 - Manager Open Space, Regulatory & Utilities
 - Ranger/Compliance Officer
 - Manager Asset & Program Planning
 - Engineering Officer
 - Assets Inspector
 - Manager Works
 - Storeperson
 - Manager Fleet
 - Manager Water & Waste
 - Senior Technical Projects Engineer

4. Policy Statement

The pecuniary interests and other matters to be disclosed in the Disclosures by Councillors and Designated Persons Return are prescribed by Schedule 1 of the Model Code of Conduct for Local Councils in NSW (the Model Code of Conduct).

5. Scope

A pecuniary interest is an interest in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to you or a person referred to in Clause 4.3 of the Code of Conduct.

There is no 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 made in relation to the matter, or if the interest is of a kind specified in Clause 4.6 of the Code of Conduct.

A Councillor or designated person must make and lodge with the Chief Executive, a Disclosures by Councillors and Designated Persons Return within three (3) months after:

- Becoming a Councillor or designated person;
- 30 June of each year, and
- The Councillor or designated person becoming aware of an interest they are required to disclose which has not previously been disclosed.

6. Accountability, Roles & Responsibility

Elected Council

A Councillor:

- Must prepare and submit written returns of interests in accordance with Clause 4.21 of the Code of Conduct; and
- Must disclose pecuniary interests in accordance with Clause 4.28 of the Code of Conduct and comply with Clause 4.29 where it is applicable.

General Manager, Executive and Management Teams

- The Chief Executive (General Manager) must keep a register of returns disclosing interests that are required to be lodged with the General Manager under a Code of Conduct;
- Returns required to be lodged with the Chief Executive must be tabled at a meeting of the Council, being the first meeting held after the last day specified by the Code of Conduct for lodgement (Being 30 June each year).

Management Oversight Group

Nil.

Individual Managers

Nil.

7. Definitions

Disclosure of Pecuniary Interests and Other Matters are provided on the form Disclosures by Councillors and Designated Persons Return.

8. Related Documents, Standards & Guidelines

- Tenterfield Shire Council Code of Conduct 2020
- Related Party Disclosure Policy 1.189

9. Version Control & Change History

Version	Date	Modified by	Details
V1.0	23/04/00	Council	Adoption of Original Policy (Res No. 200/00)
V2.0	21/10/04	Council	Review/Amended (Res No. 519/04)
V3.0	22/08/12	Council	Review/Amended (Res No. 291/12)
V4.0	23/10/13	Council	Review/Amended (Res No. 384/13)
V5.0	23/08/17	Council	Review/Amended (Res No. 168/17)
V6.0	26/08/20	Council	Review/Amended (Res No. 169/20)
V7.0	26/10/2022	Council	Review/Amended (Res No. XX/22)



**EXCLUSION FOR DISRUPTIVE OR ABUSIVE CITIZENS AND CUSTOMERS
POLICY**

Summary:

The purpose of this policy is to provide clear direction on the exclusion of members of the public, residents or visitors when behaviours become disruption or abusive towards Council, councillors, staff and volunteers.

Policy Number	1.052
File Number	CM/163
Document version	V4.0
Adoption Date	26 October 2022
Approved By	Council
Endorsed By	Council
Minute Number	XX/22
Consultation Period	N/A
Review Due Date	November 2024
Department	Office of Chief Corporate Officer
Policy Custodian	Chief Corporate Officer
Superseded Documents	Exclusion for Disruptive or Abusive Citizens and Customers Policy Version 3.0
Related Legislation	Customer Contact Charter 2022 Customer Service Policy Complaints & Unreasonable Conduct Policy Tenterfield Shire Council Code of Conduct 2020 Code of Conduct for Councillors 2020
Delegations of Authority	Manager Customer Service, Governance & Records

1. Policy Principles

This policy applies to all visitors, citizens and customers to any public area or Council premises within Tenterfield Shire.

2. Policy Objectives

The objective of this policy is to provide a safe and pleasant environment, conducive to the effective use of Council's resources and services, and provide a safe workplace for all staff, contractors, volunteers and visitors.

3. Policy Statement

Prohibited, Threatening and Abusive Behaviours

The rights of individuals to come to Council should not be abridged or denied. To guarantee these rights for all persons, no resident, customer or visitor shall engage in the following prohibited threatening behaviours:

- Abuse, intimidation and/or harassment towards Tenterfield Shire Council staff, visitors, customers or contractors in their professional capacity.
- Disruptive behaviour, which includes disorderly conduct, physical abuse, abusive or threatening language.
- Theft, vandalism or other illegal acts on Tenterfield Shire council premises.
- Being in a state of intoxication that causes a public disturbance or interferes with others use or enjoyment of Council facilities and resources by other visitors.
- Loitering on the premises under circumstances that warrant alarm for the safety and health of any person on the property.

Staff will deal firmly and courteously with visitors who engage in prohibited behaviours. Where possible all interaction with the offending visitor will be undertaken by the staff member in charge of that area or other senior staff.

Where violence or threats of violence towards staff are made by citizens, customers or visitors, the Chief Executive Officer will consider immediate exclusion, reporting to the Police and legal action.

Exclusion Policy

Where practicable, staff will request a visitor who is exhibiting unacceptable behaviour to refrain from such behaviour. If they continue, the staff member will advise the visitor that such behaviour will lead to them being requested to leave the premises.

Failure to comply with a request to cease the unacceptable behaviour will, where possible, be reported to a supervisor or manager. The senior member of staff will request the visitor to leave the premises because of unacceptable behaviour. If, following a request to leave, the visitor fails or refuses to comply or responds in an abusive fashion, he/she fails to leave, the Departmental Chief or Director will be called and the Police may be called.

The staff member requesting the visitor to leave will complete an Incident Report. One copy of the report is sent to the Chief or Director of the area where the incident occurred and another copy is filed in the incidents Register and registered in Council's Records Management system.

The Police may be called at any time where a visitor is involved in an illegal activity or when staff have a well-founded fear for their own safety or that of other visitors. Whether the visitor is notified that this action has been taken will depend on the circumstances at the time.

Telephone Callers

If contact with Council is by telephone, the telephone caller will be asked to refrain from abusive, intimidating, threatening language or the like. If the telephone caller refuses to refrain, the Officer will indicate that if this unacceptable behaviour continues, it will result in the termination of the call.

The Officer usually has details of the telephone caller when first answering the call, these details should be distributed to all staff in their area that may become involved in the caller's issue. If not, a suitable description and as much detail on the nature of the call should be distributed to other staff.

If the caller contacts Council again, another Officer takes the call and the behaviour is repeated, the Officer should indicate to the caller that if it continues, the call will be terminated and a report sent to their Director.

In the event of a caller being identified by a staff member as a person who has been barred, the caller will be informed of his or her exclusion and that the call will be terminated or transferred to their Manager/Supervisor to handle. The staff member will be terminated or transferred to their Manager/Supervisor to handle. The staff member will then enter this in the Incident Register and Records Management system, with the relevant Chief or Director included in allocation of the record.

Extended Exclusions

If a visitor or caller returns and/or repeats the abusive behaviour following a period of exclusion, the Chief Executive Officer will consider long-term exclusion.

The Chief Executive Officer will be responsible for the period of extended exclusion, depending on the gravity or the repetition of the incidents, following consultation with the Director of the area affected.

All exclusions will be notified in writing by the Chief Executive Officer.

In the event a customer, barred from the use of Council premises, attempts entry to Council premises during any period of exclusion, the Chief or Director of the area will be notified and the Police may be called.

When a member of the public is excluded for a period longer than a day, all Customer Service and other staff who would be likely to come into contact with the person must be notified of the exclusion period.

Use of Council Premises During Exclusion Period

It may be necessary that an excluded person needs to use Council facilities to proceed with a necessary business transaction between themselves and Tenterfield Shire Council.

Alternative arrangements will be made in order that an excluded person proceeds with essential Council business. That person will be advised to initially contact Council through written correspondence, however if face-to-face enquires are

required, i.e. to view plans, a designated staff member will be appointed as a contact.

Appeal Process

Excluded visitors may appeal to the Chief Executive Officer together with the Public Officer on the grounds that the exclusion was excessive.

The Chief Executive Officer will give consideration to the appeal and provide the person with a written response as to the outcome of the appeal.

Council Services

Where customers as citizens are under exclusion, Council may at the discretion of the Chief Executive Officer, manage any correspondence under the Complaints & Unreasonable Conduct Policy.

4. Accountability, Roles & Responsibility

General Manager, Executive and Management Teams

The Chief Corporate Officers responsible for administration of the Policy.
The Chief Executive Officer is responsible for any exclusion beyond one (1) day.
The Chief or Director in charge of any Tenterfield Shire Council public area is responsible for 'on the spot', general one (1) day exclusions and for documenting and notifying relevant council Officers for information and/or further action.

Individual Managers

All Managers are responsible for application of the policy in the delivery of Council services and interactions with customers and members of the public.

5. Definitions

- A "Visitor, Resident or Customer" is anyone that engages with Council Staff in their professional capacity.
- A "telephone caller" is a member of the public that calls any Council staff member.
- A contractor is not a Council staff member, but is employed by Council, on a temporary basis, to work on behalf of the Council on Council premises.

6. Related Documents, Standards & Guidelines

- Customer Contact Charter 2022;
- Complaints & Unreasonable Conduct Policy;
- Tenterfield Shire Council Code of Conduct 2020;
- Code of Conduct for Councillors 2020.

7. Version Control & Change History

Version	Date	Modified by	Details
V1.0	26/02/14	Council	Adoption of Original Policy (Res No. 24/14)
V2.0	23/08/17	Council	Review/Amended (Res No. 168/17)
V3.0	24/02/21	Council	Review/Amended (Res No. 29/21)
V4.0	26/10/22	Council	Review/Amended (Res No. XX/22)



FLYING OF FLAGS

Summary:

The purpose of this policy is to provide clear direction for the flying of flags on three (3) flagpoles located outside the Tenterfield Shire Council Administration Building at 247 Rouse Street, Tenterfield.

Policy Number	1.063
File Number	N/A
Document version	V4.0
Adoption Date	26 October 2022
Approved By	Council
Endorsed By	Executive Management Team
Minute Number	XX/22
Consultation Period	N/A
Review Due Date	November 2024
Department	Office of Chief Corporate Officer
Policy Custodian	Chief Corporate Officer
Superseded Documents	Policy Statement 23 July 2014 252/14
Related Legislation	Nil
Delegations of Authority	Manager Customer Service, Governance & Records

1. Overview

This policy has been formulated using information obtained from the booklet entitled *Australian Flags* published by the Department of the Prime Minister and Cabinet and provides guidelines for flying of flags on the three (3) flagpoles located outside the Tenterfield Shire Council Administration Building at 247 Rouse Street, Tenterfield.

<https://www.pmc.gov.au/resource-centre/government/australian-flags-booklet-0>

2. Policy Statement

Flags will be flown from the flagpoles located outside the Tenterfield Shire Council Administration Building at 247 Rouse Street, Tenterfield as follows:

- The Australian National Flag, the New South Wales State Flag and the Aboriginal Flag to be flown every working day throughout the year.
- That requests for variations to the flying of flags by community members will be considered.
- The Mayor and/ or Chief Executive Officer and/or meeting of the full Council will have delegated authority to determine if other flags may be flown and the occasions on which this may be done.

The flags will be flown subject to the dignity and care as required under the rules of precedence, protocol and procedures as may be published from time to time by the Commonwealth or State Governments.

Order of Precedence

The Australian National Flag will take precedence over all other flags when it is flown in company with other flags. It will be raised first and lowered last on the flagpole to the far left of a person facing the building.

For the purposes of this policy, the New South Wales State flag will be flown on the middle flagpole and the Aboriginal flag will be flown on the flagpole to the far right of a person facing the building.

Half-mast

The three (3) flags will be flown at half-mast on the following occasions:

- a) on days of mourning
- b) on Remembrance Day
- c) at other times when direction has been received by the Australian Government for all flags to be flown at half-mast
- d) If requested on the day, or part of the day, of the funeral of a Tenterfield Shire community member/citizen

Disposal of Flags

In accordance with Government guidelines, flags which have become dilapidated or unsuitable for use will be destroyed privately and in a dignified way.

3. Accountability, Roles & Responsibility

Elected Council

- Council Endorsement

General Manager, Executive and Management Teams

- Management of policies

Management Oversight Group

- Monitoring

Individual Managers

- Implementation of policy requirements

4. Definitions

Nil

5. Related Documents, Standards & Guidelines

Department of Prime Minister and Cabinet – Australian National Flag Protocols –
Australian Flags booklet.

6. Version Control & Change History

Version	Date	Modified by	Details
V1.0	27/07/2011	Council	Adoption of Original Policy (Res No. 350/11)
V2.0	25/05/2011	Council	Review/Amended (Res No. 255/11)
V3.0	23/07/2014	Council	Review/Amended (Res No. 252/14)
V4.0	23/08/2017	Council	Review/Amended (Res No. 168/17)
V5.0	26/10/2022	Council	Review/Amended (Res No. XX/22)



FRAUD AND CORRUPTION PREVENTION POLICY

Summary:

The policy aims to educate and inform Tenterfield Shire Council staff and councillors about their responsibilities and obligations in preventing and reporting instances of fraud and corruption within Council, create awareness about what constitutes unethical conduct and reduce and prevent the risk of internal and external fraud and corruption.

Policy Number	1.140
File Number	CM/163
Document version	V2.0
Adoption Date	26 October 2022
Approved By	Council
Endorsed By	Executive Management Team
Minute Number	XX/22
Consultation Period	N/A
Review Due Date	November 2024 – 2 Years
Department	Office of the Chief Corporate Officer
Policy Custodian	Manager Customer Service, Governance and Records
Superseded Documents	N/A
Related Legislation	NSW Local Government Act 1993 NSW Local Government (General) Regulations 2005 NSW Independent Commission Against Corruption Act 1988 NSW Public Interest Disclosures Act 1994 (PID) NSW Local Government Code of Conduct NSW Crimes Act 1900 NSW Public Finance and Audit Act 1983
Delegations of Authority	Manager Customer Service, Governance and Records

1. Overview

This policy outlines the expected standards of ethical behaviour at Council and is aimed at ensuring appropriate mechanisms and processes are in place to prevent, detect and respond to fraud and corruption.

2. Policy Principles

The Fraud and Corruption Prevention Policy assists in building a corruption resistant culture at Council by promoting ethical behaviour and encouraging accountability and transparency in Council processes and dealings with external parties.

Tenterfield Shire Council is committed to preventing fraud and corruption across the organisation as such activities have an impact on Council resources and reputation. Senior Council employees and councillors have a key ongoing role in the prevention of fraud and corruption and the fostering of an ethical and accountable environment at Council.

Tenterfield Shire Council will not tolerate corrupt conduct by employees, Councillors or external parties.

Council is committed to:

- Minimising the opportunities for corrupt conduct by employees, members of the public, councillors, contractors and clients.
- Detecting, investigating and disciplining/prosecuting corrupt conduct.
- Reporting corrupt conduct to appropriate external authorities.
- Managing fraud and corruption risks to assist in the identification and management of corruption risks across Council.

This policy aims to educate and inform Staff and Councillors about their responsibilities and obligations in preventing and reporting instances of fraud and corruption within Council, create awareness about what constitutes unethical conduct and reduce and prevent the risk of internal and external fraud and corruption.

3. Policy Objectives

This policy is based on the 10-element best practice control model, which is consistent with national and international best practice. The elements are:

- organisation wide fraud and corruption policy
- risk assessment and risk management framework
- internal controls
- internal reporting
- external reporting
- public interest disclosures
- investigations
- code of conduct
- staff education and awareness
- client and community awareness

4. Policy Statement

Council will manage the strategic environment of fraud and corruption and monitor the operational risk across the organisation, with a particular focus on fraud and corruption risks. This will assist in identifying areas of high risk of fraud and corruption within Council and in turn, assist in the ongoing development of management strategies in response to such risks.

Internal reporting of fraud and corruption

Council will provide support to persons who report instances of fraud, corruption and wrongdoing in accordance with the *NSW Public Interest Disclosures Act 1994*. The *Public Interest Disclosures Act 1994* provides protection to persons who have reported suspected or actual wrongdoing in good faith. The Tenterfield Shire Council Code of Conduct also establishes responsibility for employees to report breaches. For more information regarding procedures for reporting fraud and corruption, please refer to Council's Code of Conduct and Procedures for the Administration of the Code of Conduct.

External reporting of fraud and corruption

This policy outlines the different external authorities which are the most appropriate agency to report instances of fraud and corruption. These include:

Independent Commission Against Corruption (ICAC) – ICAC is responsible for investigating allegations and complaints of corrupt conduct involving or affecting public authorities or public officials and exposing instances of corrupt conduct in public authorities and public officials. ICAC also has an advisory function and provides recommendations to prevent corruption in public authorities and actively educating public authorities, public officials and members of the public about corruption.

NSW Ombudsman – The NSW Ombudsman is an independent complaint handling body for public authorities including local councils. The NSW Ombudsman also investigates the administrative practices of a local council and the conduct of councillors and council employees with a view to ensuring council processes are fair and just. The Ombudsman also has oversight responsibility for the *NSW Public Interest Disclosures Act 1994*.

Office of Local Government NSW – The Office of Local Government is the central regulatory agency for local government and provides best practice advice to local councils. It is responsible for investigating and reviewing allegations of serious and substantial waste of public funds.

Office of the Information Commissioner – The NSW Information Commissioner is an independent agency established to promote public awareness and understanding of the new right to information law, and provide information, support, advice, assistance and training to agencies and the general public. The

OIC also has the power to review decisions made by government agencies and to deal with complaints. The Information Commissioner also monitors agencies functions and may report to the Minister for the *NSW Government Information (Public Access) Act 2009* about proposals for legislative or administrative change.

5. Scope

This Policy applies to all Tenterfield Shire Council's employees, Councillors and external parties, including contractors, volunteers, community representatives and consultants.

6. Accountability, Roles & Responsibility

Elected Council

Councillors are elected representatives and comprise the governing body of Council. This governing body has the role of directing and controlling the affairs of the Council in accordance with the *NSW Local Government Act 1993*.

As Councillors are members of the Council's governing body, they are required to perform civic duties and fulfil a leadership role for the community.

This includes an obligation to:

- report possible fraud and corruption related activities to the Chief Executive Officer, Mayor, Disclosures Officer or relevant external agencies;
- promote Council's commitment to the prevention of fraud and corruption throughout the community and among Council employees, and
- comply with the Tenterfield Shire Council Code of Conduct by acting in an ethical manner.

Chief Executive Officer

The Chief Executive Officer is responsible for the efficient and effective operation of Council as an organisation. The Chief Executive Officer is to play a prominent role by taking a proactive stance on preventing fraud and corruption within Council by acting to, and through the promotion of, the highest standard of ethical behaviour which is expected across Council. In this way, as part of this leadership role, the Chief Executive Officer is responsible for ensuring that Council's Code of Conduct and associated policies are extended to all Council employees, Councillors, contractors and volunteers, and promoting Council's commitment to preventing fraud and corruption to the local community.

The Chief Executive Officer, or delegate, also has the responsibility to fully investigate allegations of wrongdoing and to report to relevant external agencies of any allegations of fraudulent or corrupt conduct that have been identified at Council. In the same way, the Chief Executive Officer has a legislated requirement under section 11 of the *NSW Independent Commission Against Corruption Act 1988* (ICAC Act) to report to ICAC any matter that is suspected to concern or may concern corrupt conduct.

Specific responsibilities relating to the implementation of this policy:

- Culture

- Policy and Strategy
- Business Risk
- Corporate Governance
- Compliance (legislative, regulatory, community)
- Council Image

Chief Corporate Officer, Director and Manager

The Chief Corporate Officer, Director Infrastructure and Managers are to actively promote Council's Fraud and Corruption Prevention Policy and lead by example by demonstrating ethical decision making and act with honesty and integrity in dealings with others.

Managers and Team Leaders are to promptly report instances of suspected or actual fraud. The Chief Corporate Officer, Director Infrastructure and Managers are to play a supervisory role in the implementation of the Fraud and Corruption Prevention Policy. This includes ensuring that employees within their area of responsibility receive fraud and corruption awareness training, regularly endorse Council's position of zero-tolerance of corrupt behaviour and reinforce the expectations of the Tenterfield Shire Council Code of Conduct.

Specific responsibilities relating to the implementation of this policy:

- Develop and implement fraud and corruption prevention strategies for operational activities;
- Identify and mitigate actual potential corruption risks in the workplace;
- Monitor and review the effectiveness of mechanisms implemented to minimise and detect corruption;
- Demonstrate ethical conduct in all business dealings;
- Monitor and review fraud and corruption prevention mechanisms in place;
- Promote awareness of fraud and corruption prevention and ethical conduct in the workplace, and
- Lead by example.

Supervisors and Team Leaders

Supervisors and Team Leaders are responsible for the proactive promotion and dissemination of this policy and the standards of ethical behaviour expected of employees as outlined in the Code of Conduct to employees in their area. Similarly, supervisors and team leaders are to regularly reinforce to employees their role in preventing and detecting fraud and corruption within the organisation and promote an environment of compliance with this policy and other Council policies. Supervisors and team leaders also have an important role in ensuring that the policy is operating effectively and contributing to fraud and corruption risk assessments.

Specific responsibilities relating to the implementation of this policy:

- Promote awareness of ethical conduct and mechanisms to prevent corruption;
- Provide input to policies, procedures and instructions that relate to areas of risk;
- Drive the fraud and corruption prevention risk assessment and mitigation process, and

- Monitor the integrity of the risk assessment process within the operating parameters of Council's risk management framework.

Employees/Contractors/Volunteers

All Council employees are reminded of the obligation to comply with the Council Code of Conduct and conduct themselves in an ethical manner including concerning the use of Council assets and resources. Under the Code of Conduct, Council employees must not participate in wrongdoing including fraudulent and corrupt activities. Council employees are required to report any activity which may comprise fraudulent and corrupt conduct.

Specific responsibilities relating to the implementation of this policy:

- Ethical behaviour;
- Report suspected incidents of fraud and corruption, and
- Compliance with fraud and corruption prevention controls including the Fraud and Corruption Prevention Policy.

7. Definitions

Fraud: The NSW Audit Office defines fraud as 'a deliberate and premeditated turn of events which involves the use of deception to gain advantage from a position of trust and authority. The type of events include: acts of omission, theft, the making of false statements, evasion, manipulation of information and numerous other acts of deception'. Fraud and corruption can be committed solely by one person or in collusion with others. Such persons may be:

- An employee or employees of Council;
- Councillors;
- Volunteers;
- External individuals or companies, or
- External contractors or service providers.

Corruption is defined under the *Independent Commission Against Corruption Act 1988* No 35 (8) as follows:

- 1) Corrupt conduct is:
 - a) any conduct of any person (whether or not a public official) that adversely affects, or that could adversely affect, either directly or indirectly, the honest or impartial exercise of official functions by any public official, any group or body of public officials or any public authority; or
 - b) any conduct of a public official that constitutes or involves the dishonest or partial exercise of any of his or her official functions; or
 - c) any conduct of a public official or former public official that constitutes or involves a breach of public trust; or
 - d) any conduct of a public official or former public official that involves the misuse of information or material that he or she has acquired in the course of his or her official functions, whether or not for his or her benefit or for the benefit of any other person.

- 2) Corrupt conduct is also any conduct of any person (whether or not a public official) that adversely affects, or that could adversely affect, either directly or indirectly, the exercise of official functions by any public official, any group or body of public officials or any authority and which could involve any of the following matters:
- a) Official misconduct (including breach of trust, fraud in office, nonfeasance, misfeasance, oppression, extortion or imposition);
 - b) Bribery;
 - c) Blackmail;
 - d) Obtaining or offering secret commissions;
 - e) Fraud;
 - f) Theft;
 - g) Perverting the course of justice;
 - h) Embezzlement;
 - i) Election bribery;
 - j) Election funding offences;
 - k) Election fraud;
 - l) Treating;
 - m) Tax evasion
 - n) Revenue evasion;
 - o) Currency violations;
 - p) Illegal drug dealings;
 - q) Illegal gambling;
 - r) Obtaining financial benefit by vice engaged in by others;
 - s) Bankruptcy and company violations;
 - t) Harboursing criminals;
 - u) Forgery;
 - v) Treason or other offences against the Sovereign;
 - w) Homicide or violence;
 - x) Matters of the same or similar nature to any listed above, and
 - y) Any conspiracy or attempt in relation to any of the above.

Fraud is recognised as a subset of corruption. The Australian Standard on Fraud and Corruption Control (AS 8001-2003), defines Fraud as:

“Dishonest activity causing actual or potential financial loss to any person or entity including theft or other property by employees or persons external to the entity and whether or not deception is used at the time, immediately before or immediately after the activity. This also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal business purpose or the improper use of information or position”.

Examples of Fraud could include, but are not limited to:

- Misappropriating Council’s assets including use of Council assets for private purposes;
- Abuse of Council time;
- False invoicing, and/or invoicing for goods or services never rendered;
- Providing false or misleading information;
- Misuse of sick leave or carers leave; and
- Theft of cash, equipment or tools.

8. Related Documents, Standards & Guidelines

Tenterfield Shire Council Fraud and Corruption Control Protocol

9. Version Control & Change History

Version	Date	Modified by	Details
V1.0	28/10/20	Council	Adoption of Original Policy (Res No. 231/20)
V2.0	26/10/2022	Council	Review.

(ITEM RC13/22) TENTERFIELD SHIRE COUNCIL LOCAL TRAFFIC COMMITTEE MEETING - THURSDAY 1 SEPTEMBER 2022

REPORT BY: David Counsell

That a meeting of the Tenterfield Shire Council Local Traffic Committee was held on Thursday 1 September 2022. Minutes attached.

Recommendation

That Council:

- (1) Receive and note the report of the Tenterfield Shire Council Local Traffic Committee meeting of 1 September 2022;**
- (2) Adopt the recommendations from General Business Items a and b:-**
 - (a) WYLIE CREEK ROAD - KILLARNEY STATE SCHOOL - That Council offer no objection to the event and crossing of roads as per the application received from the Killarney State School for the Trail Bike Ride, subject to Police and Council approval. not install additional horse warning signage and continue to prepare a signage policy with a focus on regulatory and core traffic safety signage across the network; and**
 - (b) KILLARNEY STATE SCHOOL - That Council offer no objection to the event and crossing of roads as per the application received from the Killarney State School for the Trail Bike Ride, subject to Police and Council approval.**

ATTACHMENTS

- | | | |
|----------|---|--------------------|
| 1 | TENTERFIELD SHIRE COUNCIL LOCAL TRAFFIC COMMITTEE MEETING MINUTES 1 SEPTEMBER 2022 | 5
Pages |
|----------|---|--------------------|

MINUTES OF THE TENTERFIELD SHIRE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 1 SEPTEMBER 2022



MINUTES OF
TENTERFIELD SHIRE LOCAL TRAFFIC
COMMITTEE MEETING
THURSDAY, 1 SEPTEMBER 2022

MINUTES OF THE Tenterfield Shire Local Traffic Committee Meeting OF
TENTERFIELD SHIRE held at the Koreelah Room, on Thursday, 1 September 2022
commencing at 10.10 am.

ATTENDANCE Councillor Tom Peters (TSC)
Glenn Lamb (M.P. representative)
Caleisse Dunston (TfNSW - Via videolink)

ALSO IN ATTENDANCE David Counsell (TSC)

DISCLOSURE OF INTERESTS
Nil.

APOLOGIES:

Hon. Janelle Saffin (M.P.)
Jess Gibbins (TSC).

CONFIRMATION OF MINUTES

Recommendation that the Minutes of the Tenterfield Shire Local Traffic Committee held 2nd
June 2022, as circulated, be confirmed and signed as a true record of the proceedings of the
meeting.

Moved – Tom Peters. Seconded – Caleisse Dunston. Carried.

This is page 1 of the Minutes of the Tenterfield Shire Local Traffic Committee Meeting held on
Thursday, 1 September 2022

MINUTES OF THE TENTERFIELD SHIRE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 1 SEPTEMBER 2022

BUSINESS ARISING FROM PREVIOUS MINUTES

1. REQUEST FOR STREET SIGNS & ROAD MARKINGS IN LISTON

TfNSW previously completed a review of speed zoning and confirmed that the 50 km zone cannot be reduced. It has been suggested a concept layout plan be developed to enhance the "Village Statement" effect in conjunction with Council's community concept plan for the village.

ACTION:

Committee noted that if resources are available, a concept plan will be prepared – however no funds are currently allocated to the project.

2. LIGHTING REQUEST IN ROUSE STREET (NEW ENGLAND HIGHWAY)

Pedestrian crossing lighting requires upgrading and lighting design has been obtained & sent to Essential Energy & TfNSW for approval.

ACTION:

TfNSW advised the Committee that the project was still awaiting Essential Energy approval of the design and TfNSW will continue to pursue action to finalise the lighting upgrade.

3. DRAKE PEDESTRIAN REFUGE & BUS BAY, BRUXNER HIGHWAY

TfNSW seeking funding for survey, design and construction of Highway treatments.

ACTION:

Council staff met with TfNSW representatives on site in Drake to consider the objectives for the project. Council staff are arranging an estimate for the concept design and will forward to TfNSW for funding for survey, design and construction where appropriate.

4. NEW ENGLAND HIGHWAY/PYES CREEK ROAD INTERSECTION

Enquiry regarding why the right hand turn lane was removed after the Bolivia Hill upgrade.

ACTION:

TfNSW have provided a response to Council's enquiry advising that the temporary right turn lane was installed during the construction of the Bolivia Hill Upgrade project to cater for the increased traffic during construction. Prior to the project commencing, there was no right turn at this intersection. When constructed, the temporary right turn lane was designed for the construction speed limit of 80km/h. The intersection, with the turn lane, was unsuitable after construction as the speed limit was increased to 100km/h. After construction the turn lane was removed and the intersection was returned to its pre project configuration.

The Committee also noted that if any future development applications were to be lodged in this area that impacted the highway intersection, the traffic impact would need to be assessed and may be conditioned appropriately.

This is page 2 of the Minutes of the Tenterfield Shire Local Traffic Committee Meeting held on Thursday, 1 September 2022

MINUTES OF THE TENTERFIELD SHIRE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 1 SEPTEMBER 2022

5. NAAS STREET / NEW ENGLAND HIGHWAY INTERSECTION - SILENT COP TRAFFIC DEVICE

Request made by Police to have the 'Silent Cop' traffic device removed.

ACTION:

The Committee noted that marking of a painted centreline and median in Naas Street had been arranged. The line marking has been delayed due to the cooler wet weather and once completed, the 'silent cop' device will be removed.

GENERAL BUSINESS:

1. HORSE RIDING SIGN REQUEST – WYLIE CREEK ROAD

The Committee discussed a request for horse riding signs on Wylie Creek Road due to lifestyle riding in the area. It was noted that Council is investigating the introduction a Signposting Policy for the Shire and that the focus for road signage needed to be on regulatory and core traffic safety signage. It was also noted that horse riders could be encountered on any section of the rural road network and that drivers needed to drive accordingly.

RECOMMENDATION:

That Council not install additional horse warning signage and continue to prepare a signage policy with a focus on regulatory and core traffic safety signage across the network.

Council – Y

TfNSW – Y

MP – Y

2. KILLARNEY STATE SCHOOL – REQUEST FOR APPROVAL TO HOLD TRAIL BIKE RIDE

An application was received from the Killarney State School for use of various roads in Tenterfield Shire for the Trail Bike Ride in the Legume and Killarney area. The Committee noted the information provided including public liability, traffic management, notification to emergency services etc.

RECOMMENDATION:

That Council offer no objection to the event and crossing of roads as per the application received from the Killarney State School for the Trail Bike Ride, subject to Police and Council approval.

Council – Y

TfNSW – Y

MP – Y

This is page 3 of the Minutes of the Tenterfield Shire Local Traffic Committee Meeting held on Thursday, 1 September 2022

**MINUTES OF THE TENTERFIELD SHIRE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 1 SEPTEMBER 2022**

3. CBD CARPARKING ASSESSMENT PLAN

The Committee received a copy of the Tenterfield CBD Carpark assessment and plans. It was noted that while some gains could be obtained with improved space markings, these would be offset by the correction of non-compliant dimension marking of other spaces with a possible net gain of only one space. It was also noted that the plan included enhancement of a disabled parking space in Molesworth Street near the Rouse Street intersection.

ACTION

The Committee received the report and parking plans and agreed that the documents should be tabled for future consideration with any parking improvement works including the Molesworth Street disabled parking space.

4. REQUEST FOR U-TURN SIGN AND SPEED CAMERA IN DRAKE VILLAGE

The Committee noted a request for a speed camera to be installed in Drake as well as U Turn signage in Allison Street for the information of caravans to use the end cul-de sac.

ACTION

The Committee agreed that these devices should be considered with the development of the Drake Village Revitalisation concept plan in conjunction with Transport NSW and the local village community.

5. TRAFFIC ACCIDENT DATA (2016-2020)

The Committee received information relating to accidents in the shire for the 2016-2020 period including number of accidents, severity of the accidents and statistics for the residential origins of the vehicle controllers.

ACTION

The Committee noted the information.

MINUTES OF THE TENTERFIELD SHIRE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 1 SEPTEMBER 2022

BUSINESS WITHOUT NOTICE

1. MT LINDESAY ROAD – BOOKOOKOORARA ACCIDENT

Council staff advised the Committee that an accident had occurred on Mt Lindesay Road near the Bookookoorara Bridge involving a single southbound vehicle that had left the road and overturned. The driver was unofficially reported not to have been seriously injured.

ACTION:

Council will review the accident information and investigate the site of the accident.

2. TOOLOOM STREET ACCIDENT, URBENVILLE

Council staff advised the Committee that an accident involving a fatality had occurred on Monday 29th August 2022 at approximately 8.30pm within the 50km urban speed zoned area of Urbenville. The accident had occurred at the junction of Tooloom Street and Urben Street.

ACTION:

Council will review the accident information and investigate the site of the accident.

NEXT MEETING

Next meeting to be held at 10am Thursday 1st December 2022.

There being no further business the Chairperson declared the meeting closed at 11:00 am.

.....
Councillor Tom Peters
Councillor/Chairperson

(ITEM RC14/22) SIR HENRY PARKES MEMORIAL SCHOOL OF ARTS (SHPMSoA) - JOINT MANAGEMENT COMMITTEE - 1 SEPTEMBER 2022

REPORT BY: Lee Mathers

That a meeting of the Sir Henry Parkes Memorial School of Arts (SHPMSoA) was held on Thursday 1 September 2022. Agenda, Officers Report (including Museum Advisor, Elizabeth Newell, Museum Audit Report attachment) and Minutes attached.

RECOMMENDATION

That Council:

- (1) Receive and note the report and minutes of the Sir Henry Parkes Memorial Management Committee ("Joint Committee") meeting of 1 September 2022.**

ATTACHMENTS

- | | | |
|----------|--|---------|
| 1 | SHPMSoA - Meeting Agenda | 8 Pages |
| 2 | SHPMSoA Audit Report | 3 Pages |
| 3 | SHPMSoA Meeting Minutes 1 September 2022 | 3 Pages |



**AGENDA FOR
SIR HENRY PARKES MEMORIAL
MANAGEMENT COMMITTEE ("JOINT
COMMITTEE")
THURSDAY 1 SEPTEMBER 2022**

Dear Councillor, notice is hereby given pursuant to Clause 7(1) of Council's Code of Meeting Practice that an a **Sir Henry Parkes Memorial Management Committee ("Joint Committee")** will be held in the Timbarra Training Room, Council Administration Building, 247 Rouse St, Tenterfield , on **Thursday 1 September 2022** commencing at **2.00 pm** .

Aboriginal Recognition Protocol

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

BUSINESS

1. Welcome
2. Acknowledgement of Country
3. Disclosure of Interests
4. Apologies
5. Confirmation of Minutes (*Meeting of 11 March 2022*)
6. Reports from Officers
7. Next Meeting

Daryl Buckingham
CHIEF EXECUTIVE

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SIR HENRY PARKES MEMORIAL MANAGEMENT COMMITTEE ("JOINT
COMMITTEE") 1 SEPTEMBER 2022

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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SIR HENRY PARKES MEMORIAL MANAGEMENT COMMITTEE ("JOINT  
COMMITTEE")  
1 SEPTEMBER 2022

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Our Community No. 18 Cont...

## AGENDA

**1. WELCOME**

**2. ACKNOWLEDGEMENT OF COUNTRY**

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

**3. DISCLOSURE OF INTEREST**

**4. APOLOGIES**

**5. CONFIRMATION OF MINUTES**

**Recommendation**

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

A. Council Meeting held on Thursday 11 March 2021

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

**6. BUSINESS ARISING FROM MINUTES**

**7. REPORTS FROM OFFICERS**

**OUR COMMUNITY**

(ITEM COM18/22) SIR HENRY PARKES MEMORIAL SCHOOL OF ARTS  
SERVICES REPORT .....4

**8. GENERAL BUSINESS**

**9. NEXT MEETING**

**SIR HENRY PARKES MEMORIAL MANAGEMENT COMMITTEE ("JOINT COMMITTEE")**  
**1 SEPTEMBER 2022**

Our Community No. 18 Cont...

|                      |                                                                 |
|----------------------|-----------------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>                            |
| <b>Submitted by:</b> | Manager Arts Culture & Library Services                         |
| <b>Reference:</b>    | <b>ITEM COM18/22</b>                                            |
| <b>Subject:</b>      | <b>SIR HENRY PARKES MEMORIAL SCHOOL OF ARTS SERVICES REPORT</b> |

**LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK**

|                      |                                                                                                                                                       |
|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CSP Goal:</b>     | <b>Community</b> - Tenterfield Shire is a vibrant, inclusive, and safe community where diverse backgrounds and cultures are respected and celebrated. |
| <b>CSP Strategy:</b> | Provide opportunities for residents to enjoy access to arts, festivals, sporting activities, recreation, community and cultural activities.           |

**SUMMARY**

The purpose of this report is to provide a summary on the Sir Henry School of Parkes Memorial School of Arts (SHPMSoA) services and activities.

**OFFICER'S RECOMMENDATION:**

**That Council:**

**That the Manager Arts, Culture and Library Services Report for the Sir Henry Parkes Memorial School of Arts Services be received and noted.**

**BACKGROUND**

Summary of activities and operations for the Sir Henry Parkes Memorial School of Arts complex detailing historical statistic and financial reporting prior to operational impacts of Covid-19 and up to and including the 2022 financial year reporting period. Library statistics and activities are included for information only and to give an overarching summary of all maintenance, infrastructure and operational activity of the SHPMSoA complex.

**CURRENT POSITION**

Overall visitation shows a trend of peaks and troughs since the 2018 financial year period (prior to Covid-19) with visitation to the Museum, Cinema and Theatre collectively averaging 8K visitors per annum. The extraordinary spike in FY21 Museum visitation numbers is reflective of visitation statistics also recorded at the Visitor Information Centre. It is estimated this was due to the lifting of Covid-19 border and travel restrictions stimulating a surge in out-of-town visitor economy.

In addition to providing continued services and programs across all areas of SHPMSoA operations, Council staff are reviewing and implementing systems improvements in line with councils Delivery Plan and Operational Plan; and local government governance requirements. The aim of the operational systems review is to identify ways to improve efficiency, reduce risk and enhance service provision whilst ensuring compliance with public cultural facility industry standards and local, state and federal regulatory requirements.

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**SIR HENRY PARKES MEMORIAL MANAGEMENT COMMITTEE ("JOINT COMMITTEE")**  
**1 SEPTEMBER 2022**

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Our Community No. 18 Cont...

In consideration of Council's current financial circumstances no new significant exhibition, program development activities or infrastructure works are in planning.

**Museum**

The SHPMSoA venue continues to be a popular regular bus and tour group destination welcoming over 50 groups in the last 2022 reporting year.

A Museum Audit is in progress including a review of collection items and collection management procedures. As part of this process, Independent Museum Advisor Elizabeth Newell was requested to provide an updated Museum Audit report in follow-up to a report undertaken in 2017 for Museums & Galleries NSW. Elizabeth Newell has been providing Museum advisory services for the SHPMSoA and Tenterfield Shire Council since 2011 and is engaged under a joint funded Museums and Galleries NSW Museum Advisor program.

The 2022 SHPMSoA Museum Audit Report is included as an attachment to this report and includes recommendations in relation to Museum services and operations. Implementation of any recommendations are dependent on available resourcing.

A review of the Museum Collection inventory is also in progress by Council staff in consultation with Elizabeth Newell and Rebecca Pinchin, Collections Manager - The National Trust (NSW). Final collection inventory listings will enable migration of up to date data to a digital catalogue system for ongoing collection management in line with industry standards. After consultation with Rebecca Pinchin it was identified eHive would be the most suitable catalogue system to be implemented. eHive is a light, web-based version of The National Trust's catalogue system (Vernon) and will also enable capability to publish the SHPMSoA collection items online and be accessible to the public via The SHPMSoA website and eHive portal. The eHive annual subscription of \$440 AUD can be accommodated within the SHPMSoA operational budgets. The Museum Collection inventory and establishment of the eHive web-based catalogue system is estimated to be completed over a 12 month period pending available resourcing.

A future opportunity once the SHPMSoA Collection is setup on eHive would be to extend the system to other local Volunteer Managed Museums to manage their collections and make available to online audiences. This would require grant funding to implement and support the Volunteer museums in documenting, cataloguing and digitising their collections.

**Cinema / Theatre**

A program of Live Events has been re-established post-Covid lockdowns with attendance varied. Popular Box Office events included Melbourne Comedy Festival attracting record attendance among the regional roadshow venues with 120 ticket sales; and the Top Gun Maverick film screening attracting over 300 admissions across 5 screenings. The Bush and Broadway event attracted over 200 attendees and The Winter Music School series of events were also well attended during July 2022.

In partnership with Tenterfield Shire Council's Community Advisor, funding was secured to run a series of special School Holiday Screenings in association with National Youth Week celebrations attracting 130 young people to the cinema over a two day event in April 2022.



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**SIR HENRY PARKES MEMORIAL MANAGEMENT COMMITTEE ("JOINT COMMITTEE")**  
**1 SEPTEMBER 2022**

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Our Community No. 18 Cont...

Upcoming programs scheduled include Snow White and the Seven Cool Dudes interactive kids performance event, the Manhattan Short Film Festival and Women Like Us stand-up comedy show; and The Friends of the School of Arts special function and screening of the Sir Henry Parkes 2022 Oration event.

Dedicated storage for the Theatre A/V equipment has been established in the Theatre back-of-house. The Arts and Culture Officer in consultation with Council's IT Officer is in the process of recording all SHPMSoA digital and A/V assets on a centralised asset register on Council's Altus document management system.

An online facility bookings and venue management software is currently being explored to streamline venue hire and booking processes. This system would support the development of corporate event packages to strategically promote the SHPMSoA venue to local and out of town event organisers.

**Marketing/Promotion**

Internal media channels are being streamlined under the SHPMSoA brand to enhance promotional activities across web, social media, eNews and printed promotional material. The Cinema and Theatre webpage user interface has been refreshed to include an 'Events' page listing to capture and promote all programs across the SHPMSoA Venue.

Two smart device tablets have been acquired and will be placed at front-of-house locations in the Library and School of Arts to collect visitor survey data. This data will provide valuable feedback to inform strategic development of SHPMSoA programs, services and facilities for community and visitors to the Tenterfield Shire.

**Volunteer Program**

The on boarding, training and development of the SOA volunteer program is being updated to align with Council induction procedure and include additional industry standards pertaining to heritage item care and collection management. New volunteer recruitment is planned once the update of the on-boarding and training resources are actioned later in this calendar year.

**Library**

The library has secured \$198K in grant funding from the State Library of NSW for an upgrade to the public area of the Tenterfield Public Library to enhance community access and use of library facilities and services. The revitalised design is currently being scoped in consultation with the State Library. Once this process is completed consultation will commence with the property owner, The National Trust Australia (NSW) for review/approval of the upgrades. No permanent or building infrastructure works are involved in this project.

The Library has secured public program funding to present a Tech Savvy Seniors program involving a series of 25 workshops in the use of smart devices including photo and video creation and protection from online/text message scams. The program is currently being finalised and scheduled to run from October 2022 to May 2023.

**Facility Maintenance**

Maintenance in the last financial year reporting period included the servicing and replacement of emergency spitfire lighting across the full facility; major servicing of the

**SIR HENRY PARKES MEMORIAL MANAGEMENT COMMITTEE ("JOINT COMMITTEE")**  
**1 SEPTEMBER 2022**

Our Community No. 18 Cont...

Air Conditioning system for the Theatre and Museum and regular security system maintenance.

A near miss incident occurred on 10 August 2022 with a mains electrical fuse failure for the Theatre/Cinema electrical mains box causing a large proportion of lights to fail in the theatre, museum and foyer. The electrical fuse sparked causing the fuses and wiring to burn but no full ignition of flame. Rectification of the fault is in progress and an incident report submitted to Council's risk officer.

The front external building was damaged due to vandalism resulting in the dislodgement of 3-4 bricks and grate. Council's heritage consultant provided assessment and report for reparation works. The original bricks and grate have been retained and a 'make safe' cover has been fitted to the damaged area pending funding for reparation works. Notification of the incident was reported to Gerry Hayes from the National Trust (NSW) by email on 13 July 2022.

**Visitation**

Historical summary of visitation statistics for the SHPMSoA Complex from 2018 up to last financial year reporting period:

| Financial Year | Museum | Cinema | Event Bookings | SoA sub-total | Library | SHPMSoA Complex Totals |
|----------------|--------|--------|----------------|---------------|---------|------------------------|
| <b>FY18</b>    | 2589   | 5519   | 253            | <b>8361</b>   | 6578*   | 14939                  |
| <b>FY19</b>    | 2757   | 7738   | 520            | <b>11015</b>  | 20099   | 31114                  |
| <b>FY20</b>    | 1520   | 4756   | 273            | <b>6549</b>   | 14236   | 20785                  |
| <b>FY21</b>    | 4894   | 3677   | 137            | <b>8708</b>   | 13580   | 22288                  |
| <b>FY22</b>    | 2284   | 4067   | 180            | <b>6531</b>   | 11580   | 18111                  |

**Note:** \* Library figures for information only. FY18 Library figures document partial reporting period between March – June 2018.

**SIR HENRY PARKES MEMORIAL MANAGEMENT COMMITTEE ("JOINT COMMITTEE")**  
**1 SEPTEMBER 2022**

Our Community No. 18 Cont...

**COUNCIL IMPLICATIONS:**

**1. Financial (Annual Budget)**

Summary of financial reporting for the SHPMSoA Complex from 2018 up to last financial year reporting period:

| SHPMSoA Financial Reporting         | 17/18 YTD Actuals June | 18/19 YTD Actuals June | 19/20 YTD Actuals June | 20/21 YTD Actuals June | 21/22 YTD Actuals June | 22/23 Full Year Budget |
|-------------------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| <b>Cost to Council TOTAL (O/D)</b>  | <b>668,571</b>         | <b>532,644</b>         | <b>821,947</b>         | <b>586,618</b>         | <b>601,895</b>         | <b>702,732</b>         |
|                                     |                        |                        |                        |                        |                        |                        |
| <b>Library Services</b>             | <b>460,182</b>         | <b>419,712</b>         | <b>405,552</b>         | <b>380,971</b>         | <b>410,009</b>         | <b>482,542</b>         |
| 1. Operating Income                 | (41,448)               | (34,031)               | (66,979)               | (66,948)               | (68,379)               | (70,139)               |
| 2. Operating Expenditure            | 481,468                | 460,743                | 478,702                | 465,838                | 485,122                | 545,681                |
| 3. Capital Income                   | 0                      | (7,000)                | (19,329)               | (19,329)               | (19,329)               | (216,215)              |
| 4. Capital Expenditure              | 20,162                 | 0                      | 13,158                 | 1,410                  | 12,594                 | 216,215                |
| 6. Liabilities                      | 0                      | 0                      | 0                      | 0                      | 0                      | 7,000                  |
| <b>Theatre &amp; Museum Complex</b> | <b>208,389</b>         | <b>112,932</b>         | <b>416,395</b>         | <b>205,647</b>         | <b>191,887</b>         | <b>220,190</b>         |
| 1. Operating Income                 | (129,431)              | (160,142)              | (98,153)               | (102,823)              | (99,410)               | (168,316)              |
| 2. Operating Expenditure            | 362,211                | 380,075                | 303,767                | 259,156                | 287,396                | 294,365                |
| 3. Capital Income                   | (33,000)               | (107,000)              | (61,036)               | 31,036                 | 0                      | 0                      |
| 4. Capital Expenditure              | 8,610                  | 0                      | 271,817                | 18,278                 | 3,901                  | 94,141                 |

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

Prepared by staff member:

Lee Mathers

Approved/Reviewed by Manager:

Daryl Buckingham, Chief Executive

Department:

Office of the Chief Executive

Attachments:

**1** SHPMSoA Museum Audit 2022 -  
Tenterfield Shire Council-FINAL-2

**3**  
**Pages**

## Sir Henry Parkes Memorial School of Arts Museum – 2022 Museum Audit

### REPORT SUMMARY

In 2017 staff at Museums & Galleries NSW (M&GNSW) requested that Museum Audit be undertaken across NSW professionally managed staff and volunteer managed museums. The audits were completed by staff/volunteers at the three Tenterfield museums. Completed audits were collected and forwarded by me to M&GNSW.

Although much of the information in the 2017 audit is still relevant in 2022 it was not 'fit for purpose' in order to respond to the Tenterfield Shire Council's request for an up-to-date audit that included visitor statistics, current volunteer numbers and current financial status of the museum. Council staff has provided the relevant information for these areas which are outside my remit for this current updated Museum Audit Report.

To date, as the review of the figures quoted in the 2017 audit in the Museum Collections column is an on-going task, I am unable to advise if there have been any changes to the following information:

- |                                    |      |
|------------------------------------|------|
| ✓ Collection on display            | 80%  |
| ✓ Collection objects numbered      | 100% |
| ✓ Collection objects photographed  | 100% |
| ✓ Collection spreadsheet inventory | 100% |

And I was not able to locate, either hard copy or digital files, for the following:

- ✓ Accession Register
- ✓ Object files
- ✓ Statements of Significance for individual objects
- ✓ Statement of Significance for the whole collection
- ✓ Wind-up clause for the dispersal of the collection

In the Museum Management column the Education Programs, Volunteer Recruitment Strategy and Volunteer Handbook are due to be reviewed and revised.

Libby Newell  
Museum Advisor  
Tenterfield Shire Council

**Sir Henry Parkes Memorial School of Arts Museum – 2022 Museum Audit**

| Museum                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Museum Operations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Museum Collections                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Exhibitions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Museum Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Key Needs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Sir Henry Parkes Memorial School of Arts</b><br><br>Heritage place<br>Theme museum<br><br>Tenterfield Shire Council<br><br>205 Rouse Street,<br>Tenterfield NSW 2372 (P<br>Box 214, Tenterfield Shire<br>Council)<br><br><a href="mailto:museum@tenterfield.nsw.gov.au">museum@tenterfield.nsw.gov.au</a><br><br>02 6736 6100<br><br>Key Contacts:<br><br>Lee Mathers, Manager,<br>Arts Culture and Library<br>Services<br><br>Bah Valadi, Arts and<br>Culture Officer | Museum established<br>2001<br><br>Open 7 days & by<br>appointment<br>Hours 10 am – 4 pm<br><br>Admissions: Adults<br>\$7.00, Concessions<br>\$5.50, Family \$17.00,<br>Children \$3.50, Groups<br>\$7.00 pp<br><br>Museum Visitors:<br>FY 2018 2589<br>FY 2019 2757<br>FY 2020 1520<br>FY 2021 4894<br>FY 2022 2284<br><br>Education programs: Yes<br><br>School Visits: FY 2022 =<br>39 pax (from March 2022<br>only - hiatus on excursions due<br>to Covid-19)<br><br>Peak body affiliation:<br>National Trust NSW<br><br>Internet access: Yes | Sir Henry Parkes<br>Collection (National Trust<br>NSW)<br><br>Objects: photographs,<br>ceramics, numismatics<br>(coins & medals), books,<br>paintings, documents,<br>prints.<br><br>Collection Management:<br><br>Collection on display:<br>80%<br>Accession Register: 100%<br>Numbered: 100%<br>Photographed: 100%<br>Collection inventory:<br>100%<br>Object files: 100%<br>Statements of<br>Significance: Objects 85%<br>Statement of Significance<br>for entire collection: Yes<br><br>Dedicated collection<br>working space: Off-site<br>Resource Building<br><br>The Tenterfield Shire<br>Council School of Arts | Sir Henry Parkes Gallery:<br><br>Memorabilia &<br>Ephemera – Sir Henry<br>Parkes & Family<br><br>Banquet Hall:<br>Site of Sir Henry Parkes<br>Oration<br><br>Reading Rooms:<br>Butler Photographic<br>Collection<br><br>Mineral/Fossils<br>Collection<br><br>Norman Crawford<br>Indigenous Collection<br><br>New Exhibitions:<br><br>Temporary 2014-2018:<br>Exhibition <i>Conflict &amp;<br/> Compassion</i> (to<br>commemorate 100<br>anniversary of World<br>War One Curators: Ken<br>Halliday and Libby<br>Newell | Sir Henry Parkes<br>Memorial School of Arts<br>Museum is located in a<br>Heritage Building owned<br>by National Trust, leased<br>to the Tenterfield Shire<br>Council<br><br>Current Lease: Yes<br><br>Conservation<br>Management Plan: Yes<br><br>Tenterfield Shire Council<br>Plans:<br>Strategic ) not<br>Business ) viewed<br>Corporate )<br><br>Tenterfield Shire Council<br>School of Arts<br>Collections, Acquisition<br>and Deaccession Policy<br><br>Security System: Yes<br>Risk Management:<br>Disaster Plan (to be<br>updated)<br><br>Climate Control<br>measures do not meet | Curatorial staffing or<br>skills training required in<br>the following areas:<br><ul style="list-style-type: none"> <li>Acquisition</li> <li>Accession</li> <li>Registration</li> <li>Cataloguing</li> <li>Condition Reports</li> <li>Assessing Significance</li> <li>Writing Statements<br/> of Significance</li> </ul> Sourcing funding and<br>grant applications<br><br>Fundraising activities<br><br>New Permanent and<br>Temporary Exhibition<br>Policy Development as<br>per Section 4 Policy<br>Statement under<br>Temporary Exhibitions<br>and/or Displays in the<br>TSC SOA Collections,<br>Acquisitions and<br>Deaccession Policy.<br>Policy to include<br>strategies for hosting<br>touring exhibitions. |

**Sir Henry Parkes Memorial School of Arts Museum – 2022 Museum Audit**

|  |              |                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                      |
|--|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | Website: Yes | <p>Collections Acquisition and Deaccession Policy Section 4 Policy Statement lists under the sub-heading Collections other material with provenance to the original School of Arts Museum, the original Literary Institute Library and the Tenterfield School of Arts Friends Committee.</p> <p>Above collection policy to be reviewed in 2025</p> | <p><i>Federation Fervour</i> collection material for this exhibition displayed in the Banquet Table.<br/>         Curator: Ken Halliday</p> | <p>'best practice' museum standards</p> <p>Volunteer Management:<br/>         Current Volunteer Numbers: 14<br/>         Recruitment Strategy: Yes<br/>         Volunteer Handbook: Yes</p> <p>Collection Storage: Off-site Resource Building (needs upgrading to improve storage facilities)</p> <p>Wind-up Clause: unable to locate</p> <p>Access for staff/visitors with disabilities: Yes (all ages and levels of mobility)</p> | <p>Improved working and storage spaces for collection management activities (as per skills training)</p> <p>Audience development Strategies</p> <p>Community engagement and collaborative partnerships</p> <p>Education program development to reinforce new National Curriculum for Primary and Secondary students</p> <p>Volunteer recruitment, training and retention</p> <p>Web and social media development</p> |
|--|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|





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

THURSDAY, 1 SEPTEMBER 2022

MINUTES OF THE **Sir Henry Parkes Memorial School of Arts Joint Management Committee** OF TENTERFIELD SHIRE held at the Sir Henry Parkes Memorial School of Arts on Thursday, 1 September 2022 commencing at 2.00 pm.

### ATTENDANCE

Mr Daryl Buckingham, (Chief Executive)  
Ms Lee Mathers (Manager Arts, Culture & Library Services)  
Mayor Bronwyn Petrie (Chair)  
Councillor Kim Rhodes  
Harry Bolton (National Trust)  
Mr Peter Jeffrey (Friends of the School of Arts)  
Mrs Christine Dennis (Friends of the School of Arts)  
Mr David Stewart – National Trust Australia (NSW)  
Mr Gerry Hayes (General Manager Properties – National Trust of Australia NSW)  
Ms Elizabeth Melling (Executive Assistant & Media)

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

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This is page 1 of the Minutes of the Sir Henry Parkes Memorial School of Arts Joint Management Committee held on Thursday, 15 October 2020

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MINUTES OF SIR HENRY PARKES MEMORIAL SCHOOL OF ARTS JOINT  
MANAGEMENT COMMITTEE 1 SEPTEMBER 2022

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**APOLOGIES**

Nil.

**DISCLOSURES**

Nil.

**CONFIRMATION OF MINUTES**

*The Minutes from the last Meeting of the Sir Henry Parkes Memorial Management Committee ("Joint Committee") held on 11 March 2022 have been unable to be located in Council's records.*

**OFFICERS' REPORTS**

**(ITEM COM18/22) SIR HENRY PARKES MEMORIAL SCHOOL OF ARTS SERVICES REPORT**

**SUMMARY**

The purpose of this report is to provide a summary on the Sir Henry Parkes School of Arts (SHPMSoA) services and activities.

Resolved that the Manager Arts, Culture and Library Services Report for the Sir Henry Parkes Memorial School of Arts Services be received and noted.

(Christine Dennis/Harry Bolton)

**ACTIONS:**

- Harry Bolton to meet with Bahador Valadi to assist with identifying furniture or equipment items that belong to the "Friends of the School of Arts" to assist with identifying items that do not belong on the SoA/Council Asset Register.
- Staff to provide Harry Bolton a copy of the Museum Collection Inventory listing for Harry to provide detail on relevant collection or individual items on loan.
- Staff to liaise with Friends of the School of Arts regarding the provision of wine & nibbles – Manhattan Film Festival.
- Gerry Hayes to share Policies & Procedures for "on boarding" of volunteers.

**GENERAL BUSINESS**

- Gerry Hayes spoke to both Council and Friends prior to this meeting and will recontact both groups in the next few weeks with strategies around how these groups can engage into the future.
- The building is of historical and community significance. The facility needs to be a usable, occupied and active building for the community.
- Harry Bolton offered to provide information sessions on "tour information" delivery to staff, volunteers and Councillors. This generous offer was gratefully accepted by Council.

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This is page 2 of the Minutes of the Sir Henry Parkes Memorial School of Arts Joint Management Committee held on Thursday, 1 September 2022

**MINUTES OF SIR HENRY PARKES MEMORIAL SCHOOL OF ARTS JOINT  
MANAGEMENT COMMITTEE** **1 SEPTEMBER 2022**

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- Henry Parkes Oration Celebrations – 22 October 2022 Banquet & Guest Speaker / 24 October 2022 Streaming if the Orations (Canberra) into the SoA Theatre. Tenterfield High School student will be invited and asked to “toast” Henry Parkes. Staff are able to assist with the advertising of these events.

**NEXT MEETING**

March 2023 or earlier should a meeting be required.

There being no further business the Chairperson declared the meeting closed at 3.20 pm.

.....  
Mayor Bronwyn Petrie  
Chairperson

**(ITEM RC15/22) REPORT OF COMMITTEE & DELEGATES - MURRAY DARLING ASSOCIATION CONFERENCE & ANNUAL GENERAL MEETING - 19 - 21 SEPTEMBER 2022**

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**REPORT BY:** Greg Sauer

I attended this Conference hosted by Albury City Council.

Obviously there was far too much detail for me to put into this Report and as both the MDA and Region 11 have submitted detailed Reports, I will keep this one brief and save a few trees.

Transcripts of all Speakers presentations are available on the Murray Darling Associations website.

Albury City Council had a hard act to follow from the hosts of last year's Conference as Wentworth Shire Council set the bar very high for future hosts, with Albury being the first to face that challenge.

Like all Conferences, there was a list of Speakers and Forums covering a great variety of themes and how best to move forward with even better outcomes for water usage, storage and regulation.

The Conference started off with a Reception on the Sunday evening at the Albury Club. It was the smallest gathering I have seen at any of the previous MDA Conferences and also the shortest lasting just on 1 hour.

This was the first sign that there would be an issue with Budget, the coming days certainly did not change that perception and the Financial Statements at the AGM removed all doubt.

A Study Bus Tour visit to the Dartmouth & Hume Dams on Day 1 of the Conference was a great follow up to the Study Tour of the Menindee Lakes last year. Dartmouth Dam is approximately 60 kms south east of Albury. There were 2 buses but neither one was full so I estimate there were around 70 people attending.

Both Dams were almost at full capacity with the Dartmouth Dam very likely to spill for the first time since 1996 in the coming days.

We were given a Guided Tour of Dartmouth Dam but unfortunately the Guide for the Hume Dam did not meet us when we arrived and most of us looked over the facilities on our own rather than stand around and wait for him.

The Hume Dam is only minutes away from Albury so if you are in the area, I highly recommend you go out and have a look. Lunch at the Mitta Mitta Hotel near the Dartmouth Dam is also highly recommended.

Dartmouth Dam is used by AGL as a Hydro Power Station in addition to storing 80% of the MDBA's Water Allocation. AGL operates the Power Station under very strict rules & guidelines. AGL must shut down the Power Station when the Dam is full so that there is not a flood risk downstream if the Station was operating in addition to the dam overflowing. AGL has a water allocation of 37,000 mgl per annum.

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Report of Committee No. 15 Cont...

The water is pristine as there is no industry nearby causing any runoff issues and because the dam is so deep there is very little loss due to evaporation.

The Dam covers 68 square km with the Dam Wall covering 700 metres in width and 840 metres thick and 365 metres in depth.

Sadly, it would be cheaper to build wind and solar farms than harness the Dam's full capacity.

The Conference itself commenced on the Monday at the Albury Civic Centre. I estimate that there were probably less than 100 people attending. This was the smallest number of attendees at any of the Conferences I have attended.

It was pleasing to see Tamworth Regional Council send their Mayor & Water Engineer as observers for the first time. They gained so much out of the Conference that the Water Engineer tabled a paper at their next Meeting recommending they join the MDA via Region 11. This Recommendation was passed.

There were 13 different Presentations and Discussion Panels over the 2 days of the Conference. There was obviously a shortage of available Presenters as there were Presentations from some of the Exhibitors as well as local Tourism bodies.

Topics covered were Future of the Basin and Environmental attributes, Megatrends and the Circular Economy, the role CSIRO plays in the Basin, External effects on water bodies and resources, Murray reconnected Floodplains, Water, Seasonal Conditions and System Operations among others.

There was an apparent influence of "green" perceptions in a lot of the Presentation and many of the Delegates spoke openly about this as well as the fact a few speakers were clearly anti Dam which was at odds with the Conference Theme of Economies, Dams & Infrastructure.

It is unfortunate that there is a big divide in the MDA between the Regions at the southern end of the Basin and also those at the Northern end of the Basin. Hopefully over time these divisions will be resolved.

From my perspective, the Morning Session on Day 2 of the Conference was the best as Andrew McConville the new CEO of the MDBA and Troy Grant the Independent Government Water Commissioner both gave Presentations and conducted a Panel session after that.

Tanya Plibersek, the Federal Minister for Environment & Water gave the Keynote Address and also took questions after that.

I managed to have a quick discussion with the Minister before she left the Conference and drew her attention to the current situation with funding from FAGS and gave her an overview of how much benefit TSC would gain if the Government lifted FAGs to at least 1%.

The 78<sup>th</sup> Annual General Meeting was held on the afternoon of Conference Day 2.

Only around 30 Voting Delegates remained in the room as the others took advantage of an early start for home. These included the Mayors of Gunnedah & Tamworth Councils

Report of Committee No. 15 Cont...

as they had to catch flights home to preside over Memorial Services for Queen Elizabeth II the next day.

During the Treasurer's Presentation, it was confirmed that was a Budget issue for the Conference as the MDA declared a loss of around \$k205 for the Financial Year. The Auditors specifically asked the question would the MDA be able to fund the CEO & other employees' wages & salaries for the coming year given the magnitude of this loss.

The Board was able to confirm that all outgoings can be met

Increasing membership was discussed in General Business and the Board has undertaken to contact all eligible Councils that are not currently Members of the MDA and present a case for why they should join.

Interestingly, Region 1, which includes Albury Council, is Chaired by the MDA Chairman has the lowest rate of Membership where only 4 of a possible 13 Councils are Members (31%). Region 11 now has 7 of a possible 15 Councils as Members (47%).

As Deputy Chairman of Region 11, I was responsible for our Voting.

There were 15 Motions on the Agenda. One was lost, one was withdrawn and resubmitted to the MDA Board for rewording, the remaining 13 were carried by varying margins.

Motion 12 was submitted by Region 11 and related to the current situation of applying the Cost Benefit Ratio of >1 being applied to funding applications for Water Storage Projects such as Dams & raising the height of Dam Walls etc.

The Motion requested the MDA Board to lobby Federal & State Governments to remove this requirement and to allow greater emphasis on social and community needs.

After a couple of Speakers For & Against, my closing address was on the basis that if the >1 CBR was strictly applied, neither the Dartmouth Dam or the Hume Dam would be built today. I am pleased to advise that this Motion was carried by a very large majority.

Full detail of all Motions dealt with are on the MDA website.

I did not attend the Conference Dinner on the Tuesday night as I felt the cost of the Tickets were exorbitant and I could not justify the cost to TSC Ratepayers.

The next Conference & AGM will be hosted by Region 5 at Murray Bridge.

My thanks to TSC for allowing me to attend this Event.



## Report of Committee No. 15 Cont...

Following are three photos of the Hume Dam, the release gates and downstream



Report of Committee No. 15 Cont...

### **RECOMMENDATION**

**That Councillor Greg Sauer, Executive Committee Member's report of the 78<sup>th</sup> Murray Darling Association Conference and Annual General Meeting be received and noted.**

### **ATTACHMENTS**

- 1** MDA Conference Summary 2022 7 Pages
- 2** MDA AGM Minutes 2022 26 Pages



## MDA Delegates Report

2022 National Conference and AGM

*The Murray Darling Association (MDA) is Australia's peak body representing local government across the Murray-Darling Basin.*

*The following report should be tabled at council and provides delegates and their councils with an overview of the MDA's 2022 National Conference and AGM.*



### **A note from the Murray Darling Association CEO:**

*A resilient economy, and infrastructure to support it, is essential to the people of the Basin Communities. In the same way, a healthy river system must have a balance of flow and harvest. There is no future on a dry system.*

*The MDA's 78th National Conference & AGM brought together both MDA member and non-member councils to engage in conversation, network with innovators, scientists, educators, and technical and political leaders of our time.*



## **Civic Reception**

**18/09/22**  
**Albury Club**



Kicking off the National Conference, the Murray Darling Association welcomed Conference delegates and key local leaders, engaging in conversation and networking in the Albury Club, steeped in over 140 years of history.

Delegates were welcomed by the AlburyCity Mayor, Kylie King, and engaged in networking and discussion with Councillors from across the Basin, as well as the Deputy Leader of the Liberal Party, Hon Sussan Ley MP.



## **Study Tour**

**19/09/22**  
**Dartmouth Dam,**  
**Hume Dam, Mitta Pub**

The Study Tour saw delegates travel to explore and learn of two of Albury Wodonga's incredible infrastructure marvels, the Dartmouth and Hume dams, with incredible insight shared by Goulburn-Murray Water's Peter Liepkalns, and Water NSW's Simon Nolan respectively. Stopping over at the Mitta Pub, Delegates were treated a variety of meals and produce from a local brewery.

## **Gala Dinner**

**20/09/22**  
**SS&A Club**



Bringing together delegates, Guest speakers, Sponsors, and Exhibitors, the Gala Dinner offered a relaxed atmosphere at the magnificent SS&A Club, with Mr Greg Ryan of the Albury & District Historical Society engaging the audience with an informative presentation on the Murray River, and its impact on Albury History.



Bringing together delegates from across the corners of the Murray-Darling Basin, the MDA's National Conference featured an overarching theme of Economics, Dams, and Infrastructure.

The MDA's 78th National Conference explored many themes including Water Use, Water Security, Tourism, Algae/Bushfires and their effect on the Murray-Darling Basin, and Climate Change.

This year's conference featured an incredible line-up of Guest Speakers, INCLUDING the Minister for the Environment and Water, Hon Tanya Plibersek MP, and Shadow Water Minister, Senator Perin Davey!

Please see the following page for a full list of Guest Speakers and the various perspectives they offered over the two days of the Conference.



The Murray Darling Association is excited to announce that the 2023 National Conference will be held in Region 6, hosted by the Rural City of Murray Bridge.

Murray Bridge is a thriving regional centre on the banks of the Murray River and an attractive destination in the Murraylands of South Australia.

Region 6 is filled with natural beauty and unique experiences that makes us a destination of choice for travelers, adventurers, and those who just want to spend lazy days by the river.



| Guest Speaker                   | Affiliation                                                                   | Perspective                                                                                                                            |
|---------------------------------|-------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| Dr Claire Naughtin              | Data61, CSIRO                                                                 | <i>Megatrends, Missions, and Regional Circularity</i>                                                                                  |
| Alex Cooke                      | Mission Lead, CSIRO                                                           |                                                                                                                                        |
| Dr Naomi Boxall                 | Circular Economy Proto<br>Mission Co Lead, CSIRO                              |                                                                                                                                        |
| Murray Jones                    | GM, Earth Science Labs<br>Global                                              | <i>Impact of Algal Blooms on Regional<br/>Communities</i>                                                                              |
| Dr Fred Singleton               | Earth Science Labs                                                            |                                                                                                                                        |
| Dr David Hammond                | Earth Science Labs                                                            |                                                                                                                                        |
| Hilary Johnson                  | Interim Commonwealth<br>Environmental Water Holder,<br>CEWO                   | <i>Managing Water for the Environment in the<br/>Murray-Darling Basin</i>                                                              |
| Andrew Reynolds                 | Exec. Director River<br>Management, MDBA                                      | <i>Seasonal Conditions and System operations</i>                                                                                       |
| Senator Perin Davey             | Shadow Water Minister,                                                        | <i>Murray-Darling Basin Plan, Water<br/>Management, Panel Session</i>                                                                  |
| Sam Birrell MP                  | Member for Nicholls                                                           | <i>Irrigation, Murray-Darling Basin Plan<br/>advocacy/community engagement, Panel<br/>Session</i>                                      |
| Cr Melissa Rebbeck              | Alexandrina Council, MDA<br>Region 6 Chair                                    | <i>Circular economic opportunities for the<br/>Murray-Darling Basin</i>                                                                |
| Professor Max<br>Finlayson      | Charles Sturt University                                                      | <i>External effects on water bodies and resources.</i>                                                                                 |
| Professor Jamie Pittock         | Australian National<br>University, Wentworth Group<br>of Concerned Scientists | <i>Future of the Basin and Environmental<br/>attributes</i>                                                                            |
| Mr Greg Ryan                    | Albury & District Historical<br>Society                                       | <i>The Murray River and its impact on Albury<br/>history.</i>                                                                          |
| Andrew McConville               | CEO, MDBA                                                                     | <i>The Murray-Darling Basin Plan</i>                                                                                                   |
| Hon Troy Grant                  | Inspector-General for Water<br>Compliance                                     | <i>Community engagement, providing a balanced<br/>voice for communities</i>                                                            |
| Hon Tanya Plibersek<br>MP       | Minister for Environment and<br>Water                                         | <i>The Murray-Darling Basin Plan, Community<br/>engagement and representation, Water and<br/>resources in the Murray-Darling Basin</i> |
| Rod Knight                      | CEO, Water Stewardship Asia<br>Pacific                                        | <i>Water Stewardship, local government, and<br/>water challenges in the Murray Darling Basin</i>                                       |
| Yvette Myhill                   | GM, Destination Riverina<br>Murray                                            | <i>The Basin and the Visitor Economy</i>                                                                                               |
| Professor Michael<br>Stewardson | CEO, One Basin CRC                                                            | <i>Productive, resilient and sustainable irrigation<br/>regions</i>                                                                    |
| Michael Pisasale                | Water Policy and Strategy<br>Manager, Murray Irrigation                       | <i>Murray Reconnected Floodplains- Environment<br/>and Communities Working Together</i>                                                |





The MDA's AGM brought together the association's members and Board Members to discuss the Association's performance, both financial and through resolutions and the Association's direction for the year ahead.

New motions were put forth regarding the following:

- Environmental Water Account
- Moratorium on Agricultural & Horticultural Developments
- Menindee Lakes – RAMSAR Site
- Floodplain Harvesting Volume Cap
- Draft Western Regional Water Strategy Consultation
- Effects of Sea-Level rise
- Greater First Nations Involvement
- Progress Reporting on the 450GL Recovery Program
- NSW Water Resource Plans
- Circular Economic Project Funding
- Clarification of Annual Water Allocation Methodology
- "Benefit Cost Ratio" Requirements
- Ownership and access for cultural and Economic Purposes for the Basin's Indigenous Nations
- Exploring the Potential for Managed Aquifer Recharge
- The John Kell Proposal



Contact the Murray Darling Association  
For more information, or to find out what membership can do for you!

**03 5480 3805**  
**mda.asn.au**

## The benefits of being a MDA member

Becoming a MDA member can take your voice, your representation within the Murray-Darling Basin to the next level.



### The benefits of Membership are flowing freely to all our regions!

The Murray Darling Association (MDA) is your peak body for local government in the management of Basin water resources, working together to inform and influence both State, and Federal Government. The MDA strives to provide effective representation of Local Government and communities at State, and Federal, level in the development of policy and the management of Murray-Darling Basin resources.

With ongoing projects, influence, representation, and partnerships with the Australian Institute of Company Directors, the MDBA, the National Carp Control Plan, University of Southern Queensland, the One Basin CRC, and Australia's national science agency, the CSIRO, the MDA has much to offer to its members!



**FIND OUT MORE!**



## Programs and Projects

The MDA continues to develop its partnerships with peak bodies and agencies across the Basin.

Find out more about what the MDA is doing to support Basin communities.

### Engage with Councils across the Basin!

The MDA has strong partnerships with peak bodies and agencies across the Murray-Darling Basin, ensuring continued engagement with, and on behalf of councils and communities through ongoing projects, programs, and committees. Involvement in the [Sustainable Recreation Steering Committee](#), and the [Murraylands Riverland LGA Water Position Paper](#), submissions of numerous reports ranging from the [Productivity Commission to the NSW Select Committee on Floodplain Harvesting](#), as well as partnerships with Australia's national science agency, the [CSIRO](#) have sought to address ongoing concerns and interests of its members, ensuring continued representation on a national stage.

Programs such as the [Save the Murray initiative](#), [Waterwise](#), and the recently concluded [Basin Communities Leadership Program](#) have brought water leaders across the Murray-Darling Basin together, to discuss and influence water, and Basin resource policy across SA, VIC, NSW, the ACT, and QLD.

Following the successful conclusion of the Basin Communities Leadership Program, the MDA will continue to develop industry leaders across the Basin through tailored programs and events.



**FIND OUT MORE!**



## Events and Conferences

The MDA holds numerous events, meetings and conferences across each year.

Find out more about what you can do with your MDA membership.



### **The MDA is your opportunity to be a part of the solution, to inform future policy!**

The MDA hosts numerous events each year, such as the MDA Region 6 [Annual Stakeholder Symposium](#), the Inter-regional Meeting, and culminating in the MDA's [annual National Conference](#).

Membership, and involvement with the MDA is your opportunity to be part of the solution – to join the conversation, to inform future policy, and to engage with the innovators, scientists, educators, and leaders of our time!



**FIND OUT MORE!**



## MDA Membership

Organised into 12 Local Government areas, MDA members represent communities across NSW, VIC, QLD, and SA!

Find out more about MDA membership!

### **Our Purpose: Providing effective representation of Local Government and communities.**

The Murray Darling Association is a membership-based peak representative organisation representing local government and the communities we serve across the Murray-Darling Basin since 1944. As the third level of government in Australia, and the one most directly connected to community, local government has a valuable contribution to make in the processes, community consultation, and the formulation of decisions made and taken in the continuing implementation of the Basin Plan. This is enhanced beyond measure when local government is working together Basin wide.

Built on a strong foundation of good governance, we work with and for member councils, in collaboration with state based local government associations (LGASA, MAV, LGNSW and LGAQ), Regional Organisations of Councils, Joint Organisations and other local government affiliations.

The MDA provides its members with the means and opportunity to actively participate in informing water policy, and provides state and Federal governments, the MDBA, CSIRO, and other agencies with an opportunity to access community consultation and perspectives via a comprehensive community network coverage.



**FIND OUT MORE!**

**Contact the Murray Darling Association**

For more information, or to find out what membership can do for you!

**03 5480 3805**  
**mda.asn.au**



## **78<sup>th</sup> Annual General Meeting MINUTES**

**Time: 3:30pm**

**Date: Wednesday, 21 September 2022**

**Location: Albury Entertainment Centre, 525 Swift Street, Albury NSW**

**Murray Darling Association Incorporated**  
ABN 64 636 490 493

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## 1. Welcome

### 1.1 Welcome Address

**Cr David Thurley, OAM**  
*MDA National President*

## 2. Attendance

### 2.1 Present

| Delegate               | Council                                | Region            |
|------------------------|----------------------------------------|-------------------|
| Cr David Thurley       | AlburyCity Council                     | Region 1          |
| Cr Geoff Dobson        | Greater Shepparton City Council        | Region 2          |
| Cr Jason Modica        | Mildura Rural City Council             | Region 4          |
| Cr Andrew Kassebaum    | Berri-Barmera Council                  | Region 5          |
| Cr Melissa Rebbeck     | Alexandrina Council                    | Region 6          |
| Cr Andrew Tilley       | City of Mitcham                        | Region 7          |
| Cr Glen Andreazza      | Griffith City Council                  | Region 9          |
| Mayor Craig Davies     | Narromine Council                      | Region 10A        |
| Mayor Samantha O'Toole | Balonne Shire Council                  | Region 12         |
| Peter George           | M&S Group                              | Interim Treasurer |
| CEO Mark Lamb          | MDA                                    | Staff             |
| Tim Phillips           | MDA, Comms & Engagement Officer        | Staff             |
| Sharon Terry           | Greater Shepparton City Council        | Region 2          |
| Sally Hughes           | Federation Council                     | Region 2          |
| Cr Rachelle Henson     | Federation Council                     | Region 2          |
| Cr Peter Mansfield     | Moir Shire Council                     | Region 2          |
| Ron McCalman           | Murray Irrigation                      | Region 2          |
| Michael Pisasale       | Murray Irrigation                      | Region 2          |
| Gabrielle Cusack       | Murray Irrigation                      | Region 2          |
| Michael Colreavy       | Balranald Shire Council, Administrator | Region 4          |
| Mayor Tim Elstone      | Wentworth Shire Council                | Region 4          |
| Cr Daniel Linklater    | Wentworth Shire Council                | Region 4          |
| Emily Guerin           | Broken Hill Council                    | Region 4          |
| Cr Robert Stewart      | Central Darling Shire Council          | Region 4          |
| Cr Margaret Howie      | Renmark-Paranga Council                | Region 5          |
| Heather Barclay        | Rural City of Murry Bridge             | Region 6          |
| Stephen Packer         | Rural City of Murray Bridge            | Region 6          |
| Mayor Brenton Lewis    | Rural City of Murray Bridge            | Region 6          |
| Carol Muzyk            | Region Secretariat                     | Region 6          |
| Cr Airlie Keen         | Rural City of Murray Bridge            | Region 6          |



|                       |                               |           |
|-----------------------|-------------------------------|-----------|
| CEO Bridget Mather    | Coorong District Council      | Region 6  |
| Cr Michael Scott      | Alexandrina Council           | Region 6  |
| CEO Nigel Morris      | Alexandrina Council           | Region 6  |
| Phillip Moore         | Life Member                   | Region 6  |
| Lynda Yates           | Individual Member             | Region 7  |
| Cr Robin Coleman      | City of Tea Tree Gully        | Region 7  |
| Peter Shepherd        | Individual Member             | Region 7  |
| CEO Brett Stonestreet | Griffith City Council         | Region 9  |
| Cr Jenny Clarke       | Narrandera Shire Council      | Region 9  |
| Cr Jackie Kruger      | Leeton Shire Council          | Region 9  |
| Cr George Weston      | Leeton Shire Council          | Region 9  |
| Paul Maytom           | Life Member                   | Region 9  |
| Cr Geoff Chapman      | Hay Shire Council             | Region 9  |
| Cr John Scarce        | Murrumbidgee Shire Council    | Region 9  |
| Bede Spannagle        | Riverina Water County Council | Region 9  |
| Cr Dennis Brady       | Lachlan Shire Council         | Region 10 |
| Cr Peter Wright       | Cowra Shire Council           | Region 10 |
| Richard Jane          | Forbes Shire Council          | Region 10 |
| Greg Sauer            | Tenterfield Shire Council     | Region 11 |
| Cr Robert Hoddle      | Gunnedah Shire Council        | Region 11 |
| Matthew Magin         | Balonne Shire Council         | Region 12 |

## 2.2 Apologies

| Delegate                   | Council                   | Region    |
|----------------------------|---------------------------|-----------|
| Cr Aaron Nicholls          | Federation Council        | Region 2  |
| Director Thornton Harfield | City of Tea Tree Gully    | Region 7  |
| Bede Mecham                | Life Member               | Region 9  |
| Mayor Phyllis Miller       | Forbes Shire Council      | Region 10 |
| Mayor Jamie Chaffey        | Gunnedah Shire Council    | Region 11 |
| Tony Pasin MP              | Federal member for Barker |           |

## 2.3 Declarations of Interest

M Rebbeck declared a perceived Conflict of Interest with item 6.10, noted that they would not vote on this motion.

### **3. Confirmation of Previous Minutes**

(M Rebbeck / A Tilley)

That the minutes of 77<sup>th</sup> MDA Annual General Meeting held on 19 May 2021 be accepted as an accurate record.

CARRIED

### **4. 2021 - 2022 Annual Report and Financial Statements**

The Interim Treasurer provided the 2021 – 2022 Annual Reports and Financial Statements for review.

(P George / A Tilley)

That the 2021 – 2022 Annual report and Financial Statements for the year ending 31 March 2022 be received and noted.

CARRIED

### **5. Life Member Nomination – Paul Maytom**

D Thurley noted that P Maytom had been a member of Leeton Shire Council for 36 years and Mayor for 16 years. P Maytom took every opportunity to promote membership of the MDA and encouraged greater Water Literacy.

D Thurley noted that P Maytom was an accomplished diplomat, providing a lead voice when seated at a table with peak bodies and dignitaries.

That the Life Membership nomination for Paul Maytom, former Region 9 Chair be approved.

CARRIED

## 6. Motions on Notice

### Motion 6.1 ENVIRONMENTAL WATER ACCOUNT

C Davies noted that the theme had generally been to work together in the Basin, noted concern where the water was going to come from. Indicated that the Basin had a water sharing plan, that it was up to the government to decide this and that the MDA should leave it at that. C Davies noted that this motion would affect the Northern Basin more than the Southern Basin.

M Rebbeck noted that the extra water for the environmental account was something that Region 6 spoke of frequently. Noted that Region 6 had a southern lagoon that was still dead, even after additional funding sourced from the Government. M Rebbeck expressed that additional water was needed to ensure that the environment survived.

J Kruger noted a support for healthy rivers and a healthy Basin. Indicated that this motion needed additional background information before being able to support this motion, citing lack of information of flow-on effects on different regions. J Kruger noted that this motion needed more depth of information before it could be supported

*Mildura Rural City Council, Region 4*

**That the Murray Darling Association commend the Federal Government, the Basin States, and the Murray-Darling Basin Authority to make a commitment based on science to increase the volume of water in the environmental account. With the intent of rejuvenating the health of waterways in Murray Darling Barka Basin in the driest and drought years. Considering system intake variability ephemerality and climate change.**

LOST

#### Objective:

To open discussion on the extraordinary growth of water reliant crops in the Murray Darling Barka Basin. To critique this growth following the intent of the Water Act of 2007 and its premise to protect, preserve, and rejuvenate the waterways in the Murray Darling Barka Basin.

An overall environmental and ecological benefit would initially occur. Community and amenity benefit with an overall goal of sustainable waterways coexisting with healthy working Rivers and sustainable horticulture and agriculture.

#### Key Arguments:

##### ***What is the current context/issue?***

From 1997 to 2018, the irrigable area in the Mallee catchment increased by 40,825 hectares, from 40,325 hectares to 81,150 hectares. The pace of development has continued to increase since this report was completed. **In 2000, Australia had approximately 3,546 hectares (ha) of almond tree plantations. By 2019, the rapid expansion of this industry had increased almond-growing land to 53,014 ha – a 900% rise in less than 20 years.**

The fact that much of this expansion has occurred in a short time, particularly within the highly compromised Murray–Darling Basin, invites questions about the water needs of permanent plantings and their role in the multiple pressures on inland water and the environment in Australia more widely.

The underlying need for a reliable supply of water sees permanent plantings along river systems facing increasing pressure from prolonged dry periods despite their substantial water requirements in a geographical area with severe and catastrophic water security issues.

The unbundling of land from water has generated an explosion of development in the River Systems and on flood plains. This has generated a Goldrush/Water rush mentality and has presented multiple challenges. There has been an ongoing drain on this scarce resource which requires a commitment to find solutions based in science.

An example of the politicized nature of decisions made without scientific scrutiny in the Basin can be explored in the 2018 Northern Basin Review. The 2018 Amendment by Federal Government, supported by the opposition reduced the water recovery target in the Northern Connected Basin from 390GL to 370GL. [Northern Disclosure - The Australia Institute](#) .

***What are the risks of this motion doesn't get up?***

With the Rivers full from a few wet years Developers and investors overlook the destruction the millennial drought and previous droughts delivered to the Basin. With investors stalking the water market for its huge returns the Water Sector must collectively assess the risks existing through accelerated developments and diminishing intakes. The Millennium drought is a stark reminder of the ephemerality of the River's in the Murray Darling Barka Basin.

## **Motion 6.2 MORATORIUM ON AGRICULTURAL & HORTICULTURAL DEVELOPMENTS**

J Modica moved to remove the motion. Noted that the motion would be brought to the MDA Board for discussion.

*Mildura Rural City Council, Region 4*

**That the Murray Darling Association call on the Federal, State, and Municipal governments to introduce a moratorium on new greenfield irrigated agricultural and horticultural developments aligning with Victoria's moratorium policy.**

**And call to review all new greenfield irrigated agricultural and horticultural development in The Murray Darling Barka Basin. To protect the sustainability of existing horticulture and agriculture businesses and the environment in drought years. Acknowledging the reduction in system inflows and the historic boom and bust cycle within the Basin.**

**WITHDRAWN**

### **Objective:**

This motion seeks to bring attention to the exponential growth in permanent and perennial developments in the Murray Darling Barka Basin and the system's ability to manage another millennium drought. It also deals with the volume of water needed to service all new development and developments which have not reached full production in dry and drought years.

### **Key Arguments:**

There would be an overall environmental and ecological benefit initially, then community and amenity benefit with the overall goal of sustainable waterways coexisting with healthy working Rivers and sustainable horticulture and agriculture.

#### **What is the current context/issue?**

The rapid increase in horticulture and agriculture is putting direct pressure on water supply and system management. The scarcity of water and diminishing intakes through drought and climate change has put a drain on the security of access and allocation for Horticulture Agriculture and Environment requirements equally. An assessment based in science of these overlapping concerns would aid managing future droughts.

#### **What are the risks of this motion doesn't get up?**

Environment and ecological disaster and the reduction of farming in Australia. The desertion of towns and villages which rely on healthy connected Rivers with flow, connectivity, and people.

#### **What is the broader benefit to Basin communities if this motion is successful?**

A healthy sustainable Murray Darling Barka Basin with a return of natural ecological landscapes and sustainable farming practices

### **Motion 6.3 MENINDEE LAKES – RAMSAR SITE**

J Modica acknowledged that his motion was raised during the 2021 AGM.

J Modica was queried whether a RAMSAR Site listing would inhibit the operations of the Menindee Lakes.

- J Modica indicated that this is not something he would be able to answer.

J Modica was queried whether associated bureaucratic problems associated with a RAMSAR Site listing had been considered.

- J Modica noted that he would be willing to lobby regarding this.

G Dobson noted that the Motion was not definitive, indicated that it was asking the MDA to write to Governments regarding the RAMSAR Site listing.

M Rebbeck requested that the MDA explore the effect downstream of the Menindee Lakes.

**Mildura Rural City Council, Region 4**

#### **That the Murray Darling Association:**

1. **Call on Basin Governments to support further exploration of the listing of the Menindee Lakes as a Ramsar site. The Menindee Lakes are a refuge for people, fish, frogs, flora, and fauna.**
2. **Write to the relevant Federal and State Ministers seeking support in prioritizing the Menindee Lakes as a Ramsar site.**

**CARRIED**

#### **Objective:**

To preserve the environmental and ecological integrity of the Menindee Lakes system and the Lower Darling Barka for communities and First Peoples. To ensure there are unregulated lengths of wild river to enhance native fish breeding through floods big medium and small.

#### **Key Arguments:**

The benefit would be on many levels. To community, first peoples, the environment, removing the stress of dry Lakes and Lower Darling Barka Fish kills. To reverse system decline and address the decline in native fish numbers, less than 10% of native fish inhabit Basin rivers.

#### **What is the current context/issue?**

With Menindee Lakes full the positives are easily seen and recorded. Now is the time to ensure protection of this unique site and its central link between the Northern and Southern Connected Basins.

#### **What are the risks of this motion doesn't get up?**

There is a risk that after the wet period the pressure on the Menindee Lakes and Lower Darling Barka will return with even greater ecological damage.

#### **What is the broader benefit to Basin communities if this motion is successful?**

Benefit of this motion is to guarantee flow and connectivity along the Barwon/Darling Barka Rivers. To support First People and Communities.



#### **Motion 6.4 FLOODPLAIN HARVESTING VOLUME CAP**

J Modica noted the issue on the Lower Darling as absolutely catastrophic. Indicated that this motion was trying to present the idea to enforce a cap without any ill intent.

J Modica was queried whether this cap would be for only the Northern Rivers, or all the rivers, with a comment, that if it was a cap for all rivers there would be little support.

D Thurley clarified that these motions were simply to put forth the view of the MDA, and not to cut across the State Governments

*Wentworth Shire Council, Mildura Rural City Council, Region 4*

**That the Murray Darling Association call on Basin Governments to legislate the volume of floodplain harvesting to the 1995 Cap for the protection and environmental integrity of Northern NSW, Southern Queensland Rivers, and Barwon Darling Barka Rivers.**

**CARRIED**

#### **Objective:**

This motion is endeavouring to protect the environmental, ecological, social integrity of the lands and communities along the Rivers where unregulated floodplain harvesting has led to and exacerbated unprecedented low rivers and drought.

#### **Key Arguments:**

The communities' lands and first peoples along the River Systems in the Murray Darling Barka Basin would benefit from a healthy reliable access to water and its amenity.

#### **What is the current context/issue?**

There is a belief, matched by the unprecedented development since the Water Act was implemented in 2007, that ongoing growth and extraction is possible. This belief is bolstered through multiple wet years. A consideration of the risks already existing needs assessment because of the variability and ephemerality in Australian Rivers. A deeper engagement with outcomes of Climate Change is a necessary consideration if water intakes into the system become even more variable.

Recently the NSW ICAC called out the failure of water policy in NSW as being "unruly focused on the interests of the irrigation industry" over the rights of other users. Without intervention this unacceptable situation will continue.

Troy Grant Inspector General of Water Compliance Stated at the MDBA River Reflections forum in Mildura on the 2 of June this Year. NSW's level of accountability under the Basin Plan is not equal to that of other Basin states and the territory, each of which have accredited WRPs.

#### **What are the risks of this motion doesn't get up?**

The risks are that the water sector will again ignore multiple volumes of evidence proving mismanagement, single mindedness, and lack of engagement. The sector must intervene and not let an amoral market dictate what a finite connected system can endure through unprecedented growth and the looming reality of climate change.

#### **What is the broader benefit to Basin communities if this motion is successful?**

To ensure there is a balanced view within the Basin Rivers. Considering sustainable horticulture and agriculture, flow and connectivity within the system and a deeper engagement with climate change and climate mitigation.

**Motion 6.5 DRAFT WESTERN REGIONAL WATER STRATEGY CONSULTATION**

R Hoddle expressed that the 195GL was too low, would like to see it raised to 480GL.

C Davies queried where the water would come from if it were raised to 480GL.

- Indication was made that the 480GL would be sitting in the lakes.

*Broken Hill City Council, Central Darling Shire Council, Wentworth Shire Council, Region 4*

(R Hoddle / J Modica)

That the Murray Darling Association:

- Express the disappointment and dismay of its Region 4 members that public consultation of the Draft Western Regional Water Strategy failed to adequately consult the river communities of the Lower Darling-Barka; and that it has just recently been purported in media that Ministerial approval of the Draft Strategy has been given whilst public consultation was still ongoing and before the department had reported its findings.
- Call for an amendment to the NSW Department of Planning, Industry & Environment's Western Regional Water Strategy to increase the critical dry conditions trigger for the Menindee Lakes System from 195GL of total storage across all Lakes - to 480GL of total storage in Lakes Wetherell and Pamamaroo only, which will guarantee an accessible 12 month quality water supply for critical environmental and human needs for river communities and First Nations lands of the Lower Darling-Barka.

**CARRIED**

**Objective:**

This motion to amend the Western Regional Water Strategy is endeavouring to protect the environmental, ecological, social integrity of First Nations lands and communities of the Lower Darling-Barka and the Menindee Lakes System during periods of drought to ensure an accessible quality water supply for critical environmental and human needs for townships whose only permanent water supply is provided by the Lakes; and to prevent a recurrence of the previous devastation caused by unregulated floodplain harvesting in the Upper Darling-Barka and its tributaries which exacerbated unprecedented low rivers, drought and destruction of the river's ecosystems in the Lower Darling-Barka and Menindee Lakes System.

The objective of this motion is also to provide connectivity of the Darling-Barka and Murray Rivers to ensure a healthy river system for all.

**Key Arguments:**

A critical dry conditions trigger of 195 GL of total storage across all lakes at the Menindee Lakes System is inadequate and will not guarantee a 12-month water supply for the river communities of the Lower Darling-Barka or prevent a recurrence of the previous ecological disaster.

**What is the current context/issue?**

Support for the 640GL/480GL rule of the Murray Darling Basin Plan for management of the Menindee Lakes System, on the basis, when management returns to NSW control, the 480GL is held in Lakes Pamamaroo and Wetherell and excludes any dead water component, with the primary goal to ensure the connectivity of the Darling and Murray Rivers and to meet critical environmental and human needs.

Dead water and undeliverable water should not be accounted for in the equation, i.e., when storage recedes there remains approximately 30GL of dead storage in Lake Pamamaroo, and a lesser amount of dead storage in Lake Wetherell that cannot be accessed.

During the peak of the drought in 2017/2018, 480GL of water was stored across all Lakes- being approximately 170GL of water stored in Lakes Cawndilla and Menindee (that became dead storage as it couldn't be accessed) and 310 in Lakes Pamamaroo and Wetherell (which also included a smaller amount of dead storage as mentioned above). This amount of water storage across all Lakes led to the destruction of the Lakes ecosystems.

If 480GL spread across all Lakes in 2017/2018 wasn't enough to prevent an ecological disaster, then how can 195GL spread across all Lakes be enough to prevent the same disaster happening again?

The use of Lake Pamamaroo and Lake Wetherell for storage being the preferred option, as opposed to all the Lakes, is due to these two lakes being the deepest lakes in the Menindee Lakes System thus providing the best chance to sustain the water quality during the summer months and ensuring the least amount of evaporation. The proposal of 195GL supported by Water NSW was modelled on all water being held in Lake Wetherell.

The critical environmental needs of the First Nations lands and the critical human needs of river communities whose only source of a permanent water supply comes from the Lower Darling-Barka and Menindee Lakes System, should be the principal consideration in all State Water Strategies and Water Sharing Plans in order that a quality water supply remains in the Menindee Lakes System during times of dry rivers and drought.

**What are the risks of this motion doesn't get up?**

If the critical dry conditions trigger of 195GL of total storage across all lakes in the Menindee Lakes System is not amended in the newly approved Western Regional Water Strategy, the quality of the water will deteriorate at a faster rate due to a larger surface volume of shallow water susceptible to a higher rate of evaporation, higher resultant salinity levels and algal blooms due to increased water temperatures during summer months. Shallow water across all the Lakes will also result in an increased amount of "dead water" unable to be accessed.

As a result, the river communities will experience a recurrence of the ecological disaster of 2017/2018 when management of the Lakes returned to NSW control, namely:

Economic loss to the region due to a decrease in tourism to the Menindee Lakes System and townships (the area has received significant visitation since the refilling of the Lakes, and this has provided a significant economic and social boost to the communities).

Indigenous communities were unable to continue cultural practices that have been a part of their lives for generations, due to a lack of cultural flows. This has severely impacted the mental health of many and not just our Aboriginal population in the community and has had dire consequences and anecdotally it is believed it has triggered suicide (water and the connection to it are an important part of Aboriginal cultural identity and quality of life).

A return of health conditions associated with poor water quality which was the cause of skin disease in children of the Central Darling and Wentworth Shires. Poor water quality activated a huge humanitarian effort in the donation and freight of bottled water to residents of the townships of Menindee and Wilcannia. These donations came from Broken Hill and South Australia.

Long-term changes to the Lakes natural ecology including erosion, changing water temperatures, removal of habitat for fish breeding, reduced supply of organic material and nutrients, a reduced water quality and a build-up of salt, has all contributed to outbreaks of blue-green algae and mass fish kills. The Barwon-Darling contains important environmental assets. For example, at least four resident fish species are listed under the NSW Fisheries Management Act 1994. The 'Lowland Darling River aquatic endangered ecological community' is also listed under the same NSW Act. Additionally, Murray cod and silver perch are listed on the International Union for the Conservation of Nature red list of threatened species, and also listed under the Commonwealth Environment Protection and Biodiversity Conservation Act 1999.

Changes to environmental processes of the Menindee Lakes System has ultimately restructured the food supply, therefore either resulting in the death or migration of water birds and native animals leading to further changes to the natural ecological systems. The Barwon-Darling River is a "dryland river", which means it is naturally prone to periods of extensive low flow punctuated by periods of flooding. The presence of Murray Cod who are the sentinels of permanent waterholes tells us that deliverable water must be maintained in the Lakes to ensure that this species and others can survive the dry non-flow periods.

**What is the broader benefit to Basin communities if this motion is successful?**

To provide connectivity of the Darling-Barka and Murray Rivers to ensure the health of the whole river system, its eco-systems, its First Nations lands and river communities.

#### **Motion 6.6 EFFECTS OF SEA-LEVEL RISE**

M Rebbeck noted that the motion spoke for itself, noting sea-level rise would encroach upstream. M Rebbeck expressed the need for sea-level rise to be considered and reflected in upgrades in the Murray-Darling Basin Plan.

*Coorong District Council, Region 6*

(M Rebbeck / A Tilley)

**That the Murray Darling Association requests that the Murray Darling Basin Authority encompass the effects of sea-level rise on the lower Murray River, Lakes, and Coorong in their Climate Change research for inclusion in the 2026 Murray Darling Basin Review Report and the updated MDB Plan.**

**CARRIED**

#### **Objective:**

Since the Millennium drought and the creation of the Murray Darling Basin Plan, many academic studies and reports have been published on the Basin, including the effects of Climate Change. The studies on the lower Murray River, its lakes, the Coorong and the Murray Mouth have referenced separate academic studies on climate change and the resultant sea-level rise. They also acknowledge the flooding of the barrier islands at the Murray Mouth with seawater that bypasses the present barrage system and permeates the lakes.

However, these reports have always been restricted by their Terms of Reference to being centric to their point of interest, generally environmental and RAMSAR. As such, although they recognise the likelihood of the Barrage system no-longer being effective in preventing seawater entering the lakes, the reports do not address the socio-economic effects on South Australia of seawater travelling upriver, as down river flows are reduced due to climate change.

Further unlimited research needs to be undertaken. It is crucial this is acknowledged, and all research is included in the next Outlook report because of its importance, particularly for the Lower Murray Communities.

The CSIRO acknowledged that by 2050-60, the average annual stream flows in the Basin could be reduced by 20 to 30% due to climate change. In fact, we are experiencing worse than this in recent drought years with record low inflows. Reduced rainfall, higher evaporation and plant transpiration are addressed; however, there appears to be no acknowledgment of the consequential effects of Sea-Level Rise as the river flow to the sea diminishes. If the rising sea level is encompassed by increasing drought the consequences for saline inflow into the basin are enormous.

This motion intends to get the MDBA and Governments to acknowledge the consequence of allowing seawater to penetrate the Murray River and the domino, socio-economic effects this would bring to riparian communities and communities of South Australia, reliant on waters below Blanchetown.

e.g., Domestic water for SA Mid-north and Yorke Peninsula (Figure 1)- Swan Reach pipeline; greater Adelaide dependent on the Mannum & Murray Bridge pipelines; SA Upper South-East, dependent on the Tailm Bend to Keith pipeline; the Wine Districts of the Barossa, Clare and Langhorne Creek.

#### **Who would benefit from this motion?**

All communities that are reliant upon the freshwaters of the Murray River below Blanchetown would be decimated by the inundation of seawater into the river system.

#### **Key Arguments:**

##### **What is the current context/issue?**

The MDBA collects data from a number of sources for inclusion in the Outlook Report and various other Reports. Sources of data include:

- river operators
- the science community



- independent advisors
- various reviews, which included significant community, First Nations, and other stakeholder input
- Australian Government and Basin state and territory governments.

The MDBA has built in several independent check points to validate results and ensure that the Evaluation is a comprehensive assessment of implementation progress and outcomes at the Basin scale. The Evaluation examines and publishes available environmental, social, and economic research to provide practical actions to guide the journey of continuous improvement

However there appears to be no scientific study available that specifically has addressed the socio-economic effects on the larger portion of South Australia's population caused by the lower River Murray being inundated by seawater.

The Government scientifically acknowledges climate Change and rising sea levels.

In 2016, the National Climate Change Adaptation Research Facility modelled that by 2050, sea-level rise at the Murray Mouth would reach 1.2 m above mean sea level or AHD. At this level, seawater will flood across the low-lying islands at the Murray Mouth, bypassing the barrage system unabated and entering the Lower Lakes and the River Murray. It is further predicted that this inundation would achieve 1.62 m AHD by 2100, not only threatening the local ecology in the Coorong and Lower Lakes, the salinity level of the river below Blanchetown and the consequential impact on those communities reliant upon that water supply but in some areas, isolating road access. Dr Chiew et.al. confirm similar rises by 2100 in his team's 2020 review of the Lower Lakes science.

***What are the risks of this motion doesn't get up?***

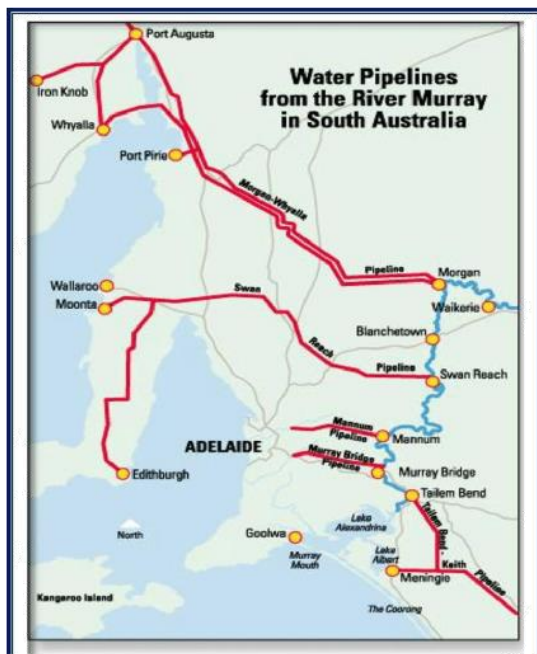
If the Government, its Basin States, and the Murray Darling Basin Authority do not acknowledge and work towards the mitigation of Sea-Level Rise by 2030 the pool level of saline water below Blanchetown, weir 1, could reach 1.62m by 2100 and continue to rise. The Blanchetown weir holds the river at a maximum of 3.3m AHD Pool height.

What are the ramifications to communities when the sea level exceeds river level?

***What is the broader benefit to Basin communities if this motion is successful?***

The Federal Government needs to recognise and respond to the threats posed by rising sea levels v. reduced downriver flows (drought) due to climate change and mitigate those threats.

Figure 1. S.A. Murray River Pipelines. Source: Discover Murray River, 2014



REFERENCE:

- Effect of Sea-Level Rise on Alexandrina Council, Murray Mouth and its barrier Islands 2050 -2100 - [https://coastadapt.com.au/sea-level-rise-information-all-australian-coastal-councils#SA\\_ALEXANDRINA](https://coastadapt.com.au/sea-level-rise-information-all-australian-coastal-councils#SA_ALEXANDRINA)
- History and Review of Lower Lakes Science (p.10) - Dr Chiew et.al. 2020 <https://www.mdba.gov.au/sites/>
- Murray Darling Water and Environment Research <https://getinvolved.mdba.gov.au/murray-darling-water-and-environment-research-program>



#### **Motion 6.7 GREATER FIRST NATIONS INVOLVEMENT**

M Rebbeck noted that this motion promoted changing placenames with translations to incorporate current and traditional names. Indicated that it was worth consideration for member councils to do the same. M Rebbeck noted hearing from the CSIRO and other speakers at the 78<sup>th</sup> National Conference of the importance of First Nations involvement in the Basin, expressed that the First Nations people were the greatest water stewards and could pass on this information.

G Dobson cautioned against this motion. Noted that the Greater Shepparton City Council had a First Nations Councillor and referenced protocols in working with First Nations people. G Dobson queried whether this motion should go out for consultation, indicating that there are many different First Nations communities.

D Thurley noted that the motion called on members to consult with Traditional Owners, and only consider this. Noted that as Councillor of AlburyCity he would support this motion, as this motion does not compel its members, rather consider the motion. D Thurley noted the recent renaming of placenames to their First nations names with overwhelming approval.

#### **Region 6**

(M Rebbeck / A Tilley)

- a) That the MDA calls upon Member Councils of the Association to consider the assignment of Traditional names for dual-naming of locations within their district; and
- b) That all Member Councils, in consultation with Traditional Owners, consider the inclusion of local, Traditional place names as well as non-Aboriginal place names and translations on all replacement signs in their district.
- c) That the MDA calls upon the State Governments to ensure appropriate funding is allowed in each financial year for the inclusion of these names to replacement and new signs. d) The MDA calls upon the Federal and State Governments to ensure greater awareness of Traditional Culture is offered in regional school curriculum.

**CARRIED**

#### **Objective:**

##### ***What is this motion trying to achieve?***

Greater involvement by First Nations into the management of the MDB.

##### ***Who would benefit from this motion?***

These actions would demonstrate reconciliation towards First nations across the MDB acknowledging their lands, waters, environment, and communities across the MDB.

#### **Key Arguments:**

##### ***What is the current context/issue?***

Indigenous cultures have over 60,000 years of connection to country and understanding of the importance of responsible water use.

Greater cultural integration will allow indigenous nations to teach the connection to country to all people, therefore supporting our nations to all be more responsible for water use.

##### ***What are the risks of this motion doesn't get up?***

Less cultural integration and less responsible water use.

##### ***What is the broader benefit to Basin communities if this motion is successful?***

Enhanced reconciliation and communities jointly working together for the benefit of our shared lands and waters.

This Motion is supported by the Naranjeri Regional Authority (NRA).

**Motion 6.8 PROGRESS REPORTING ON THE 450GL RECOVERY PROGRAM**

M Rebbeck noted that there was a desire for a clear understanding on the progress of the 450GL recovery program.

**Region 6**

(M Rebbeck / A Kassebaum)

**That the Murray Darling Basin Authority (MDBA) or the Department of Climate Change, Energy, the Environment and Water publishes clear, simple, timely, and accurate reporting to show progress on the delivery of the 450 GL Recovery Programs.**

**CARRIED**

**Objective:**

***What is this motion trying to achieve?***

To provide current, accurate, clear, precise, and simple to follow, updates from all jurisdictions to show the progress in Water Efficiency Measures projects.

**Background**

The Basin Plan includes a provision for up to 450 GL/y additional water recovery separate from the gap-bridging target. This is for enhanced environmental outcomes on the condition that there are neutral or positive socio-economic impacts from the water recovery.

According to the former Department of Agriculture, Water and Environment website, 426.1 GL/y remains to be found, with no reporting or certainty on achieving when, where or how this water.

***Who would benefit from this motion?***

Basin Communities and the Environment. Upfront and verified data on the progress of these projects gives all Regions confidence in the Basin Plan, the regional and State Plans and the ability to meet the targets set.

**Key Arguments:**

***What is the current context/issue?***

This motion intends to find and report on the progress of the Water Efficiency Measures projects to meet the target of 450 GL/y.

Apart from the publication of the Second Review of the Water for the Environment Special Account: December 2021 for the Commonwealth Minister for Water Resources, no other timely or current reporting on this issue is available.

There are numerous pages on both websites describing efficiency measures generally, with no links to state plans and the efficiency projects and how much water is planned to be recovered or recovered to date. Both sites refer to each other for more information as well as to State Government websites, which also do not provide detailed plans or results. A comprehensive report is, however, available on the completion of the savings from South Australia.

The lack of progress in meeting the 450 GL/y is compounded by the limited information available about the plans and progress.

***What are the risks of this motion doesn't get up?***

That reporting and progress will continue to be poor.

***What is the broader benefit to Basin communities if this motion is successful?***

Increased confidence in the reporting mechanism of the Murray Darling Basin Authority and Department of Climate Change, Energy, the Environment and Water to deliver on the Basin Plan.

### **Motion 6.9 NSW WATER RESOURCE PLANS**

M Rebbeck referenced discussions with the MDBA at the 78<sup>th</sup> National Conference, acknowledged the progress of the NSW Water Plans.

P Shepherd noted that if you want the NSW Water Plans done properly and thoroughly, you don't want the quality to be compromised.

- D Thurley noted that Water Resource Plans need to meet the requirements, that there cannot be any compromises.

P Wright spoke against the motion, noting that there could be external effects causing the delay of the Water Resource Plans approval. Referenced comments by the MDBA CEO Andrew McConville that it took 13 weeks to approve a plan, and that they could only approve four (4) plans at once.

**Region 6**

(M Rebbeck / A Kassebaum)

**That the MDA call on the Australian Water Minister to set final submission dates and apply Section 68 of the Water Act 2007 for the Murray Darling Basin Authority to prepare and approve the New South Wales Water Resource Plans as required by the Murray Darling Basin Plan, in line with all other Basin States and Territories.**

**CARRIED**

#### **Objective:**

##### ***What is this motion trying to achieve?***

For the Water Minister to request the MDBA to prepare all outstanding NSW Water Resource Plans for approval by the Minister to deliver the outcomes of the MDBP. This will ensure that the environment, human needs, industrial, agricultural, cultural, native title, town water supply and stock and domestic needs of riparian landowners along the length of the river are provided for, as a priority, during extended dry periods.

##### **Background:**

NSW is three years behind the second deadline set by the Australian Government for the completion and approval of the Water Resource Plans required to deliver the agreed outcomes of the Murray Darling Basin Plan. Without these plans, the promised water cannot be delivered and the industrial, human and environmental components of the MDB will suffer further. These plans are legislated to be implemented by 2024.

The Australian Government Water Minister is empowered within the Water Act 2007, Section 68[1] to request the MDBA to prepare Water Resource Plans upon meeting particular conditions, such as where no current or temporary Water Resource Plan exists.

##### ***Who would benefit from this motion?***

All Basin Communities and the Environment.

#### **Key Arguments:**

Queensland, Victoria, South Australia, and the Australian Capital Territory completed their Water Recovery Plans according to the timeline established in the Murray Darling Basin Plan, however, NSW is progressing very slowly, putting the MDB Plan in jeopardy.

##### ***What is the current context/issue?***

No WRP's are in place across NSW since legislated to be completed 10 years ago. Every state, and the territory, had seven years to build these plans. They were due to start in 2019 and already, they are three years overdue from being finalised.

The Basin Plan requires a WRP to set out the method for determining the maximum quantity of water permitted to be taken for consumptive use in each accounting period. The WRP also establishes the method for determining the annual actual take.

Accredited WRPs are required to enable compliance and enforcement, and those plans also ensure the following:

- i. The limits on how much water can be taken from the system and that water takes are maintained
- ii. That water will be made available to the environment
- iii. Consideration for cultural values and uses; and finally,
- iv. Water quality targets are managed.[2]

***What are the risks of this motion doesn't get up?***

That the MDB Plan will fail to provide water to all communities, particularly in drought years and increasing threats under the influence of Climate Change. That by failing to produce the required plans, NSW cannot be audited or can be taking more water than entitled without consequences.

***What is the broader benefit to Basin communities if this motion is successful?***

Fairness and equity across the Basin, an equal playing field between states and territories, more water for all, and a resilient River system.

#### **Motion 6.10 CIRCULAR ECONOMIC PROJECT FUNDING**

M Rebbeck noted that the MDA had heard from a number of speakers regarding the Circular Economy at the 78<sup>th</sup> National Conference, referenced the MDA's recent work with the CSIRO on the Circular Economy Market Analysis.

**Region 6**

**(M Rebbeck / C Davies)**

**That the MDA advocate to basin governments for funding for circular economic projects that include drawing down carbon, and mitigating and adapting to climate change.**

**CARRIED**

#### **Objective:**

##### ***What is this motion trying to achieve?***

Supporting regional local governments to have access to information and technology that will allow circular economic projects that encompass waste to energy, increased economic improvement in towns, carbon drawdown, renewable energy, and water savings and hence enhanced economic viability to the region.

At the national MDA conference in 2022, several circular economic projects that encompass water savings are being presented.

##### ***Who would benefit from this motion?***

Some projects may invariably improve soil water holding capacity an opportunity that could be considered by governments in water-saving plans.

Regional communities may also be able to claim carbon credits if they are doing projects that draw down carbon.

Regional communities will benefit economically from implementing these projects in regional towns.

#### **Key Arguments:**

##### ***What is the current context/issue?***

The MDA is currently working with the CSIRO on the opportunities and barriers to circular economic projects in regional towns. There are many opportunities for circular economic projects in regional towns.

Regional towns need education on the benefits of the circular economic project. Elected members and administration of councils should be briefed on their potential and implement resources to research possible projects for each MDB council region.

##### ***What are the risks of this motion doesn't get up?***

That towns along the MDB will not have the opportunity to benefit economically and also less opportunity for drought and climate change mitigation.

##### ***What is the broader benefit to Basin communities if this motion is successful?***

The projects will benefit the economic viability of towns and may include strategies that support drought resilience, and adaptation and mitigation of climate change.

**Motion 6.11 CLARIFICATION OF ANNUAL WATER ALLOCATION METHODOLOGY**

**Region 9**

**(G Andrezza / C Davies)**

That the Murray Darling Association write to the NSW Minister for Water seeking clarification as to the methodologies used to determine annual water allocations IN EACH OF THE REGULATED RIVERS in NSW and variations to these allocations during the year. The timing of these water allocation decisions and adjustments are not currently aligned with critical business investment decisions made by the diverse agricultural sector.

**CARRIED**

**Objective:**

***What is this motion trying to achieve?***

To achieve transparency and an understanding in water allocations and gauge some surety for agricultural investment decisions.

***Who would benefit from this motion?***

The whole region including the triple bottom line framework of economic, social, and environmental considerations.

**Key Arguments:**

At the MDA Region 9 Meeting on Thursday 8 September, the following Resolution was carried following a Motion by Mayor Ruth McRae, Murrumbidgee Council and Seconded by Cr Geoff Chapman, Hay Shire Council.

***What is the current context/issue?***

Concerned local government areas that rely on water allocations.

***What are the risks of this motion doesn't get up?***

There will continue to be a lack of transparency in terms of water allocation decisions and perpetuate negative impacts on communities.

***What is the broader benefit to Basin communities if this motion is successful?***

Clarification in the methodology would bring about an understanding of water allocation decision making.



**Motion 6.12 "BENEFIT COST RATIO" REQUIREMENTS**

R Hoddle noted that this motion was submitted as there were a number of projects put forth in the Northern Basin that were knocked back, noted that the Hume and Dartmouth dams would not have been constructed if held up to the Cost to Benefit ratio requirements.

J Modica noted support for the motion, though noted that the removal of the Cost to Benefit Ratio could introduce risk.

P Shepherd noted support for the motion. Expressed that Cost to Benefit Ratios must be addressed as there were a number of things that did not stack up.

L Yates noted support for the Cost to Benefit Ratio Requirements, indicated that if you could not show the benefit to cost ratio, the project should be left alone.

P Wright expressed that what went into the Cost to Benefit Ratios was fickle at times.

M Howie noted support, indicated that with Cost to Benefit Ratio Requirements, the social benefits of a project are often missed.

**Region 11**

(R Hoddle / A Tilley)

**That the MDA call on the Commonwealth Government and the basin State Governments to remove the requirements for a "Benefit Cost Ratio" (BCR) greater than one to be applied to funding applications for water storage projects such, as but not limited to; New dam construction and raising the height of existing dam walls.**

**CARRIED**

**Objective:**

That the MDA call on the Commonwealth Government and the basin State Governments to remove the requirements for a "Benefit Cost Ratio" (BCR) greater than one to be applied to funding applications for water storage projects such, as but not limited to; New dam construction and raising the height of existing dam walls.

**Motion 6.13 OWNERSHIP AND ACCESS TO WATER FOR CULTURAL AND ECONOMIC PURPOSES FOR THE BASIN'S INDIGENOUS NATIONS**

M Rebbeck noted that this motion had been highly consulted with the NRA and MILDRN, noted that this motion was about MDA support for cultural water.

*Region 6*

(M Rebbeck / A Tilley)

That the MDA support the provision of water for cultural and economic purposes for Indigenous Nations of the Murray Darling Basin (MDB).

The MDA support the Commonwealth and all Basin jurisdictions (including their relevant statutory authorities and/or agencies) to:

- (1) Work collaboratively with Nations to waive annual entitlement holding and use fees for groundwater and surface water shares and,
- (2) Commit to appropriately resourcing the Basin's indigenous Nations (either directly or via a Nation's preferred body) to enable relevant First Nations led research including, but not limited to, legislative and policy reform to achieve cultural flows Nations within the MDB.

**CARRIED**

**Objective:**

***What is this motion trying to achieve?***

Restorative water justice for Indigenous Nations within the Basin via the provision of cultural flows, first articulated in the Echuca Declaration (2007). Cultural flows are water entitlements that are legally and beneficially owned by First Nations.

***Who would benefit from this motion?***

Indigenous Nations across the MDB as well as the environment and communities across the MDB. Recreation, Indigenous-agriculture, and tourism-related sectors are likely to grow as a result of this proposed initiative. Australia would also be upholding the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) (endorsed in 2009).

MILDRN and NRA are in support of this Motion.

**Key Arguments:**

***What is the current context/issue?***

Since colonisation, First Nations across the MDB have endured multiple waves of water dispossession. More recently, dispossession has been exacerbated by the separation of land and water and the subsequent creation of tradable water rights. Put simply, First Nations are at a profound disadvantage in a market-based system that requires considerable capital to purchase even a modest quantity of water.

First Nations own 0.022% of available groundwater resources across the MDB and 0.2% of available surface water in the NSW part of the Basin. Commitments by the Australian and Basin State governments to progress First Nations' objectives for water are supported by international declarations and conventions. Australia has endorsed UNDRIP and is a signatory to the Ramsar Convention on Wetlands.

The UNDRIP states that First Nations people have rights to own, use and develop waters that they traditionally owned. Australia currently has 66 Wetlands of International Importance listed under the Ramsar Convention, and 16 of these are in the Murray-Darling Basin. The Ramsar Convention has long promoted the recognition and strengthening of First Nations peoples as key participants in conservation and integrated wetland management (see Target 10 of Goal 3: Wisely Using All Wetlands, of the Ramsar Strategic Plan 2016-2024).

***What are the risks of this motion doesn't get up?***

Maintenance of the status quo i.e., Indigenous Nations within the Basin without cultural flows. Ongoing criticism of Federal and State governments in failing to deliver water (justice) to indigenous Nations. Damage to Australia's good international standing in consideration of UNDRIP.

***What is the broader benefit to Basin communities if this motion is successful?***

Resolution of a long-standing social, political and economic injustice and, as a result of empowered Basin Indigenous Nations. This would be a watershed moment in realizing significantly improved environmental, economic and social outcome

REFERENCES

<https://www.tandfonline.com/doi/full/10.1080/13241583.2021.1970094>

<https://www.tandfonline.com/doi/full/10.1080/07900627.2020.1868980>

[https://www.mdba.gov.au/sites/default/files/pubs/sa-mldrin-echuca-declaration\[1\]](https://www.mdba.gov.au/sites/default/files/pubs/sa-mldrin-echuca-declaration[1]).

**Motion 6.14 EXPLORING THE POTENTIAL FOR MANAGED AQUIFER RECHARGE**

A Tilley noted that this motion had been spoke about during the 78<sup>th</sup> National Conference, that the motion had been written by the CSIRO after the recent Inter-Regional Meeting. A Tilley referenced progress on this application of water storage in the United States.

**Region 7**

**(A Tilley / R Coleman)**

**MDA support and advocate for exploring the potential for managed aquifer recharge (MAR) to contribute to efficient water management and increase regional water security throughout the Basin.**

**CARRIED**

**Objective:**

1. Quantify the savings through efficiencies and increases to water security that could be realised through strategic MAR for drought resilience.
2. Develop appropriate policy, accounting and regulatory frameworks that enable MAR to be implemented fairly and transparently.
3. Establish well documented demonstration MAR sites in the MDB.

**Key Arguments:**

***What is the current context/issue?***

Managed aquifer recharge, or MAR, refers to the intentional recharge of water to aquifers for subsequent use or environmental benefit.

Managed aquifer recharge is an internationally proven, low-cost solution that could improve drought resilience across the Murray Darling Basin. While significant potential for managed aquifer recharge (MAR) and conjunctive use of surface and groundwater resources has been identified in the Murray Darlin Basin, there is a need to improve the quantification of benefits and establish clear policy and institutional foundations to incentivise uptake. Harmonised approaches between jurisdictions may promote confidence and uptake however different frameworks require further consultation and testing in the context of different water resources and regulatory systems. The current Basin Plan supports MAR and would be complementary with objectives and outcomes sought by future Basin Plans. Existing water accounting systems would need to accommodate this new capacity. Institutional arrangements and financial structures of water banking in the USA provide guidance for Australia. Demonstration sites would enable concurrent policy development and institutional set-up and provide critical experience to serve as models for wider adoption as part of future Murray Darling Basin plans.

***What are the risks of this motion doesn't get up?***

A failure of this motion to be supported would result in a missed opportunity to raise the profile and priority of a technology that offers the potential to make tangible differences to water management in Australia. Support is needed at all levels of government for the full potential benefits of MAR to be realised.

***What is the broader benefit to Basin communities if this motion is successful?***

MAR plays an important role in integrating the management of surface and groundwater resources for security of water supply while ensuring public health and environmental protection. Water storage is essential to improve the sustainability and resilience of water supply, both of which contribute to town water security, supporting agriculture and reducing pressure on the environment. In addition, natural treatment in the aquifer offers a low-cost, low-energy water treatment option.

#### **Motion 6.15**

#### **THE JOHN KELL PROPOSAL**

A Tilley noted the motion addressed a version of the Bradfield Scheme, referencing a history of different versions of the Bradfield scheme. Noted that this scheme looked at the Foxton Dam and was organised by John Kell. A Tilley noted that the proposed location had a similar topography to the Dartmouth Dam, and that the height of the proposed dam would allow for a gravity feed of the water across the ranges. Noted that the gravity Feed would allow for a potentially cheaper means of moving water than previous Bradfield Scheme versions. A Tilley indicated that the motion asked whether this could be done, expressing that the benefit of this would be much greater than the cost.

J Modica spoke against the motion, noting interest but outlining issues and difficulties from existing dams and infrastructure. J Modica indicated that the proposed Bradfield Scheme version was interesting and should be investigated, but that there were many other things the Basin could do instead. J Modica expressed that there must be limitations to what the Basin can do with water.

R Coleman spoke in support of the motion, noted that the Jhn Kell proposal could be an incredible project that could service four (4) states. Expressed that all of Australia must work together to improve the Basin.

B Lewis spoke in support of the motion, noting a reduction in rainfall and an increase in temperatures in the Basin, B Lewis provided an open question of where the Basin should get its water from.

#### **Region 7**

(A Tilley / C Davies)

**That the CEO of the MDA write to the Federal Minister for the Environment and to the relevant Ministers in NSW and Queensland seeking an update and the latest information on proposed new dams and changes to existing dams including, but not limited to, the modified Bradfield Scheme (the John Kell proposal) and the Wyangala Dam.**

**CARRIED**

#### **Objective:**

That the CEO of the MDA write to the Federal Minister for the Environment and to the relevant Ministers in NSW and Queensland seeking an update and the latest information on proposed new dams and changes to existing dams including, but not limited to, the modified Bradfield Scheme (the John Kell proposal) and the Wyangala Dam.

This Motion was brought before the MDA Board for review and discussion on 18 July 2022. Following refinement, the Motion was submitted for the 2022 AGM.

## **7. Meeting Close**

The Chair to declare the meeting closed at 4:45pm.

|                      |                                                     |
|----------------------|-----------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>                |
| <b>Submitted by:</b> | Executive Assistant & Media                         |
| <b>Reference:</b>    | <b>ITEM RES10/22</b>                                |
| <b>Subject:</b>      | <b>COUNCIL RESOLUTION REGISTER - SEPTEMBER 2022</b> |

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

|                             |                                                                                                                                                                                                                         |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CSP Goal:</b>            | <b>Leadership</b> - Council is a transparent, financially-sustainable and high-performing organisation, delivering valued services to the Community.                                                                    |
| <b>CSP Strategy:</b>        | Ensure the performance of Council as an organisation complies with all statutory Guidelines, supported by effective corporate management, sound integrated planning and open, transparent and informed decision making. |
| <b>CSP Delivery Program</b> | Ensure that the performance of Council as an organisation complies with all statutory reporting guidelines and information is available to decision makers.                                                             |

#### **SUMMARY**

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

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

**That Council notes the status of the Council Resolution Register to September 2022.**

**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> September 2022 - Resolution Register | 22<br>Pages |



| OUTSTANDING ACTIONS REPORT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |            |                 |                                                                          |            |
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| Division:<br>Committee:<br>Officer:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |            |                 | Printed: Wednesday, 19 October 2022 1:53:31 PM<br>Date From:<br>Date To: |            |
| Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Date       | Officer         | Title                                                                    | Target     |
| Council 27/10/2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 27/10/2021 | Coonan, Neville | LEASING OF COUNCIL OWNED PROPERTY                                        | 10/11/2021 |
| <p>OFFICER'S RECOMMENDATION:</p> <p>That Council:</p> <ol style="list-style-type: none"> <li>(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.</li> <li>(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.</li> <li>(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.</li> <li>(4) Authorises the Licence to be signed under the Seal of Council by the Mayor and Chief Executive.</li> </ol> <p><b>LOST AMENDMENT</b></p> <p>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.</p> <p style="text-align: right;">(Bronwyn Petrie/John Macnish)</p> <p><b><u>Amendment Lost</u></b></p> <p><b><u>Resolved</u></b> that Council:</p> <ol style="list-style-type: none"> <li>(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.</li> <li>(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 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.</li> <li>(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.</li> <li>(4) Authorises the Licence to be signed under the Seal of Council by the Mayor and Chief Executive.</li> </ol> <p style="text-align: right;">(Gary Verri/Bronwyn Petrie)</p> <p><b><u>Motion Carried</u></b></p> |            |                 |                                                                          |            |
| <p><b>Notes</b></p> <p><b>06 Jun 2022 10:01am Coonan, Neville</b><br/>           A request has been sent to BackTrack requesting an update on their review of the licence.</p> <p><b>10 May 2022 9:47am Coonan, Neville</b><br/>           Backtrack has been issued with a draft licence. They have provided a copy to their legal advisors to review and then come back to Council with amendments if required.</p> <p><b>03 Mar 2022 1:02pm Coonan, Neville</b><br/>           BackTrack have obtained the DA. More information has been requested by Planning to issue a construction certificate. Jennings and Kneipp have prepared a draft licence agreement to be provided to BackTrack to review prior to finalisation.</p> <p><b>03 Feb 2022 1:35pm Coonan, Neville</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |            |                 |                                                                          |            |

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| <b>OUTSTANDING ACTIONS REPORT</b> |  | <b>Printed:</b> Wednesday, 19 October 2022 1:53:31 PM |
| <b>Division:</b>                  |  | <b>Date From:</b>                                     |
| <b>Committee:</b>                 |  | <b>Date To:</b>                                       |
| <b>Officer:</b>                   |  |                                                       |

| Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Date | Officer | Title | Target |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|---------|-------|--------|
| Backtrack and RFS have completed the MOU. Backtrack have lodged the DA. More info has been requested to support the DA. Licence to be issued upon the DA being approved.<br><b>02 Dec 2021 2:19pm Fitzpatrick, Christie</b><br>Data imported from Resolution Register:<br>10.11.21 Progressing. Backtrack & RFS advised of requirement to prepare a MoU prior to issuing a licence.<br>Backtrack advised DA is required prior to issuing a licence.<br>8.12.21 Awaiting receipt of completed MOU and lodgement of DA. |      |         |       |        |

| Meeting            | Date       | Officer         | Title                                                                                                         | Target     |
|--------------------|------------|-----------------|---------------------------------------------------------------------------------------------------------------|------------|
| Council 27/02/2019 | 27/02/2019 | Counsell, David | <b>Compulsory Acquisition of Crown Land for the Mount Lindesay Road Upgrade, 0-6km Section East of Legume</b> | 13/03/2019 |

|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |  |  |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| <b>30/19</b> | <b>Resolved</b> that Council:<br><ol style="list-style-type: none"> <li>Proceed with the compulsory acquisition of the land described as part of Lot 7016 DP 1073681, Lot 7017 DP 1106730 and Lot 7020 DP 1106731 for the purpose of operational land being for road widening in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991 and subject to the Undetermined Aboriginal Land Claim being withdrawn; and</li> <li>Make an application to the Minister and the Governor for approval to acquire part of Lot 7016 DP 1073681, Lot 7017 DP 1106730 and Lot 7020 DP 1106731 by compulsory process under section 177(1) and 177(2)(b) of the Roads Act 1993; and</li> <li>Requests the Minister for Local Government approve a reduction in the notification period from 90 days to the minimum 60 days.</li> </ol> <p style="text-align: right;">(Greg Sauer/Gary Verri)</p> |  |  |  |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|

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| <b>Notes</b><br><b>12 Oct 2022 3:26pm Counsell, David</b><br>Meeting has been held with land surveyor to complete survey work now that fencing is complete and finalise acquisition plan preparation.<br><b>14 Sep 2022 12:40pm Counsell, David</b><br>Matter is still awaiting land surveyor to complete on site boundary pegging and preparation of the survey plan for lodgement.<br><b>14 Feb 2022 2:56pm Gibbins, Jessica</b><br>Awaiting final survey plans.<br><b>02 Dec 2021 12:48pm Fitzpatrick, Christie</b><br>Data imported from Resolution Register:<br>18.3.19 Awaiting Final plans to be sent with application to Minister.<br>12.4.19 No change to status.<br>10.5.19 No change.<br>12.7.19 Final plans being reviewed.<br>19.8.19 Pricing being sought from registered surveyors for the initial set out of proposed acquisition areas.<br>15.11.19 No change to status.<br>10.2.20 Section of existing boundary between 0.1 to 1 km has been pegged in consultation with RMS design review.<br>Advice of determination of Land Claim received for Lots 7016, 7017 & 7020 received at start of November. Likely impacts to the project to be discussed with RMS.<br>11.5.20 Interim section 0.1km to 1.0km agreed with RMS for commencement of works once water is again available for construction. Drainage materials have been ordered and remaining sections to be surveyed with a view to minimise any compulsory acquisition required.<br>1.7.20 Survey of design centreline has been initially done on Legume 0-6.0km section and minor adjustments being considered to minimise extent of works impacting on adjacent properties.<br>7.8.20 The set out of a slightly modified alignment has commenced that should minimise extent of acquisition required. Revised construction design plans have been sent to the consultant land surveyors for use in defining the land acquisition boundaries.<br>14.4.21 Land surveyors from Tenterfield are currently pegging proposed acquisition boundaries although access for this task has been hampered by recent wet ground conditions.<br>7.5.21 Surveyors are back on site continuing with field work.<br>7.6.21 Land surveyors are preparing plans for proposed acquisition.<br>14.10.21 Land surveyors have been delayed by wet weather to complete the field work to peg acquisition boundaries.<br>10.11.21 Ongoing process with surveyors to prepare survey plans. |  |  |  |  |
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| Meeting            | Date       | Officer         | Title              | Target    |
|--------------------|------------|-----------------|--------------------|-----------|
| Council 18/12/2019 | 18/12/2019 | Keneally, Fiona | <b>ROAD NAMING</b> | 1/01/2020 |



|                                   |  |                                                       |
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| Meeting                       | Date | Officer | Title                                                                                                                                                                                                                                                                                                                                                                              | Target |
|-------------------------------|------|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| (2)                           |      |         | Proceed with the compulsory acquisition of the land described as subdivided Lot 7022 DP 1126834 for the purpose of subdivision and acquisition of the newly-formed Lot for the purposes of developing water infrastructure on the site and security infrastructure around the site in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991; |        |
| (3)                           |      |         | Make an application to the Minister and the Governor for approval to acquire interest in the land described as right of carriageway and easement for water supply within Lot 7023 DP1126222 by compulsory process under section 186(1) of the Local Government Act;                                                                                                                |        |
| (4)                           |      |         | Make an application to the Minister and the Governor for approval to acquire the subdivided Lot 7022 DP 1126834 by compulsory process under section 186(1) of the Local Government Act;                                                                                                                                                                                            |        |
| (5)                           |      |         | Classifies the land as operational land;                                                                                                                                                                                                                                                                                                                                           |        |
| (6)                           |      |         | Requests the Minister for Local Government approve a reduction in the notification period from 90 days to 30 days;                                                                                                                                                                                                                                                                 |        |
| (7)                           |      |         | Proceed with the subdivision of the land described as Lot 7022 DP1126834 and all other processes required for the purpose of compulsory acquisition of the newly-formed Lot in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991;                                                                                                        |        |
| (8)                           |      |         | Proceed with the compulsory acquisition of the land described as 'Proposed Lot 1' for the purpose of developing a site for established emergency water infrastructure in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991.                                                                                                              |        |
| (Brian Murray/Michael Petrie) |      |         |                                                                                                                                                                                                                                                                                                                                                                                    |        |

**Notes**

**02 Dec 2021 1:17pm Fitzpatrick, Christie**

Data imported from Resolution Register:

13.8.20 Jennings & Kneipp instructed to develop the 88B instrument for the easement.

CA application drafted.

No response from the Common Trust regarding their concurrence within the allotted timeframe.

9.9.20 Jennings & Kneipp are to develop the 88B instrument for the easement. No response from Common Trust regarding their concurrence within the allotted timeframe. CA application drafted and signed by CE.

15.10.20 Compulsory Land Acquisition submitted to Crown Lands for processing.

3.12.20 Sent to OLG as advised by Crown to begin next steps.

9.2.21 Register Acquisition Plan being finalised between surveyor and OLG.

10.3.21 Registered Acquisition Plan with NSW Land Registry Services for advice.

20.4.21 This acquisition has stalled as the Common Trust Board have not signed the papers for the Agreement.

11.6.21 Resending papers to trust.

Waiting on response

9.9.21 Advisements underway to proceed with acquisition due to second attempt with no response.

11.11.21 Several attempts made by phone and letter to the Common Trust since April 2021, however no response has been received.

Works are being scheduled to proceed.

| Meeting            | Date                                                                                                                                                                                                                             | Officer         | Title                                                                             | Target    |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------------------------------------------------------------------|-----------|
| Council 26/08/2020 | 26/08/2020                                                                                                                                                                                                                       | Coonan, Neville | <b>NOTICE OF MOTION - MARYLAND CULLENDORE ROAD THROUGH MARYLAND NATIONAL PARK</b> | 9/09/2020 |
| <b>176/20</b>      | <b>Resolved</b> that Council contact Crown Lands Department and National Parks & Wildlife Service informing them that Tenterfield Shire Council wishes to keep the Maryland Cullendore Road open.<br>(Gary Verri/Bronwyn Petrie) |                 |                                                                                   |           |

**Notes**

**20 Sep 2022 8:33am Coonan, Neville**

No action taken to date

**02 Dec 2021 1:24pm Fitzpatrick, Christie**

Data imported from Resolution Register:

11.9.20 Letter forwarded to NPWS dated 3 September 2020, awaiting response.

12.2.21 Phone meeting held NPWS & EO 14.12.20 further details to be discussed through CE & Manager EDCE

12.3.21 Meeting held with Acting CE, DI, EO & Manager EDCE. EO to provide response to NPWS.

19.4.21 NPWS has confirmed that gazettal documents have been withdrawn from the Ministers Office. Meeting to be arranged between TSC and NPWS.



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| Meeting                                                                                                 | Date | Officer | Title | Target |
|---------------------------------------------------------------------------------------------------------|------|---------|-------|--------|
| 10.5.21 Making arrangements for NPWS to attend June 2021 Councillor Workshop.                           |      |         |       |        |
| 10.6.21 Councillor workshop with NPWS 10.06.21                                                          |      |         |       |        |
| 18.8.21 NPWS looking at all paper roads through NP. Will prioritise Maryland NP. TSC to pay for survey. |      |         |       |        |
| 14.10.21 Estimate of survey costs and any other expenses being arranged for consideration.              |      |         |       |        |

| Meeting            | Date       | Officer           | Title                                                         | Target    |
|--------------------|------------|-------------------|---------------------------------------------------------------|-----------|
| Council 23/09/2020 | 23/09/2020 | Marchant, Gillian | Mingoola Waste Transfer Station Site - Compulsory Acquisition | 7/10/2020 |

**187/20 Resolved** that Council:

- (1) Proceed with the compulsory acquisition of the land described as Lot 7013 in DP 1075621 for the purpose of developing the Mingoola Waste Transfer Station in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991; and
- (2) Proceed with the compulsory acquisition of the land described as the western portion of subdivided Lot 7018 in DP 1075621 for the purpose of subdivision, acquisition and developing the Mingoola Waste Transfer Station in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991; and
- (3) Make an application to the Minister and the Governor for approval to acquire Lot 7013 in DP 1075621 by compulsory process under section 186(1) of the Local Government Act; and
- (4) Make an application to the Minister and the Governor for approval to acquire the western portion of the subdivided Lot 7018 in DP 1075621 by compulsory process under section 186(1) of the Local Government Act; and
- (5) Classify the land as operational land; and
- (6) Proceed with the subdivision of the land described as Lot 7018 in DP 1075621 for the purpose of compulsory acquisition of the newly-formed Lot in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991; and
- (7) Arrange the survey of the formed road, known as Springfield Road, that traverses through Lot 7013 in DP 1075621 and dedicate this as a Public Road; and
- (8) Make an application to the Minister and the Governor for approval to acquire the newly-formed Road Lot that traverses through Lot 7013 in DP 1075621 by compulsory process under section 177(1) or 177(2)(a) or 177(2)(b) of the Roads Act.

(Brian Murray/Michael Petrie)

**Notes**

**17 Oct 2022 4:36pm Marchant, Gillian**

Negotiations ongoing

**14 Sep 2022 1:46pm Marchant, Gillian**

Negotiations ongoing.

**02 Dec 2021 1:26pm Fitzpatrick, Christie**

Data imported from Resolution Register:

15.10.20 TSC working with Crown Lands in relation to the compulsory acquisition.

6.11.20 Ongoing

4.12.20 Scoping the exact area required to negotiate with ALC. NSWALC providing advice on process.

9.2.21 Negotiations underway with local Aboriginal Council requesting the ALC to be amended to exclude the part required for the project. Awaiting their response.

10.3.21 This is awaiting response. NSW LALC are the claimant but won't change the claim until MLALC agree to.

20.4.21 Continues to stall awaiting advice from Aboriginal Land Council. Negotiations continue.

6.5.21 Project handover, negotiations continue.

11.6.21 Project negotiations continue.

19.7.21-18.10.21 Negotiations continue, arrangements to visit site once lockdown ended.

11.11.21 Negotiations continue.

| Meeting            | Date       | Officer      | Title                           | Target    |
|--------------------|------------|--------------|---------------------------------|-----------|
| Council 23/09/2020 | 23/09/2020 | Cooper, Mark | Crown Lands Plans of Management | 7/10/2020 |

**195/20 Resolved** that Council endorse the listed draft Plans of Management and forward to the Crown Lands Minister for approval prior to the compulsory community consultation period:

| OUTSTANDING ACTIONS REPORT          |  |  |                                                                          |  |
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| Meeting | Date | Officer | Title                                                                                                                                                                                                                        | Target                      |
|---------|------|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
|         |      |         | <ul style="list-style-type: none"> <li>Plan of Management - General Community Use;</li> <li>Plan of Management - Sportsgrounds;</li> <li>Plan of Management - Parks;</li> <li>Plan of Management - Natural Areas.</li> </ul> | (Greg Sauer/Michael Petrie) |

**Notes**

**02 Dec 2021 1:31pm Fitzpatrick, Christie**

Data imported from Resolution Register:

15.10.20 Amendment being made to draft and prepared for sending to Minister

6.11.20 Ongoing

4.12.20 Plans sent to Minister

9.2.21 Awaiting response from Minister

8.3.21 Awaiting response from Minister

6.4.21 Awaiting response from Minister

4.5.21 Crown lands (CL) advised verbally in May that they are working on the review. A request for an update sent to CL on 11/6/21

11.6.21 Crown Lands (CL) have reviewed the draft PoM's. On 15/06/21 CL provided a list of minor amendments. PoM's to be amended and returned.

13.7.21 There is an issue with the categorisation of R540103 at Drake. CL have suggested that the reserve be excluded from the POM and resubmit excluding the reserve.

8.10.21 Revised General Community Use PoM drafted. Others are close to complete.

11.11.21 Continued checking and amending documents in accordance with crown lands requests.

8.12.21 Continuation of above

| Meeting            | Date                                                                                                                                                                                                                                                | Officer           | Title                                                               | Target                 |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|---------------------------------------------------------------------|------------------------|
| Council 23/09/2020 | 23/09/2020                                                                                                                                                                                                                                          | Marchant, Gillian | NOTICE OF MOTION - TENTERFIELD TOWN DAM FOR RECREATIONAL ACTIVITIES | 7/10/2020              |
| <b>202/20</b>      | <b>Resolved</b> that Council investigate the opportunities that may be available near and including the town dam for recreational activities with a view to producing a master plan for presentation to the Council and subsequently the community. |                   |                                                                     | (Bob Rogan/Greg Sauer) |

**Notes**

**18 Jul 2022 4:34pm Marchant, Gillian**

Note masterplan grant applied for 14/07/2022

Fishing Platform fence has been altered to accommodate platform, quotations supplied and approved, meeting due 21/07/2022.

**02 Dec 2021 1:34pm Fitzpatrick, Christie**

Data imported from Resolution Register:

1.10.20 Scheduled for discussion at Councillor Workshop 21/10. Meeting with invited community members (due to COVID) 27/10.

1.12.20 Meetings held, results consolidated and provided for comment. Survey of parks underway. Focus group established.

15.4.21 Site inspection with focus group held, preliminary designs under investigation

6.5.21 Investigation into possible grants underway

11.6.21 - 9.9.21 Investigations continue-note awarded fishing platform grant

18.10.21 Signed Deeds of Grant

12.11.21 Platform planning underway.

| Meeting            | Date                                                                                                                                                                                                                                                                                 | Officer      | Title                                          | Target                  |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------------------------------------------|-------------------------|
| Council 16/12/2020 | 16/12/2020                                                                                                                                                                                                                                                                           | Cooper, Mark | Tenterfield Shire - Draft Tree Management Plan | 30/12/2020              |
| <b>278/20</b>      | <b>Resolved</b> that Council endorse the Draft Tree Management Plan and place on public exhibition with:                                                                                                                                                                             |              |                                                | (Greg Sauer/Gary Verri) |
|                    | <ul style="list-style-type: none"> <li>Further information to be provided on tree species on Logan Street; and</li> <li>Additional Item (4.3) noting Liston community input in planting and providing trees; and</li> <li>Further information regarding Tenterfield Park.</li> </ul> |              |                                                |                         |

**Notes**

**07 Feb 2022 11:48am Cooper, Mark**

Ongoing

**02 Dec 2021 1:41pm Fitzpatrick, Christie**



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| Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Date | Officer | Title | Target |
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| Data imported from Resolution Register:<br>1.2.21 Tree Management Plan has been put on Public Exhibition for 28 Days finishing on 28 February 2021<br>9.3.21 Submissions now closed. Several received. Preparing to present to Council workshop in April.<br>6.5.21 Draft plan to be presented to Councillor workshop in May.<br>12.5.21 Presented at Councillor Workshop.<br>7.7.21 Need to update street trees planted in Villages in readiness for adoption.<br>17.8.21-18.10.21 Ongoing |      |         |       |        |

| Meeting            | Date       | Officer         | Title                                                                                                      | Target     |
|--------------------|------------|-----------------|------------------------------------------------------------------------------------------------------------|------------|
| Council 16/12/2020 | 16/12/2020 | Keneally, Fiona | NOTICE OF MOTION - SUBMISSION TO NSW NATIONAL PARKS & WILDLIFE SERVICE REGARDING MT MACKENZIE LOOKOUT AREA | 30/12/2020 |

**29/1/20** **Resolved** that Council:

- (1) Receive a report on possible upgrades to the Mt Mackenzie Lookout, including the upgrade of toilet facilities (and where possible partnership) with NSW National Parks & Wildlife Service, with a view to enhance visitor experience; and
- (2) Include in the upcoming review of the Road Network Management Plan, the provision for upgrading the current access to Mt Mackenzie Lookout to a standard that will allow coaches to access the area.

(Bob Rogan/Gary Verri)

**Notes**

**19 Oct 2022 David Counsell** – No further action in 22/23.

**19 Jul 2022 7:31am Keneally, Fiona**

Grant application submitted to BBRF program unsuccessful. Budget constraints limit Council's ability to contribute to grant projects or fund facility and road upgrades. Resource constraints limit staff capacity for further grant applications. No further action 2022/23

**02 Dec 2021 1:43pm Fitzpatrick, Christie**

Data imported from Resolution Register:

18.2.21 Currently investigating Aboriginal Land Claim and potential grant application preparation for facilities and road upgrade

9.4.21 Aboriginal Land Claim refused on 7/4/21. Appeal period expires on 29/7/21.

15.6.21 Appeal period expires 29/7/21.

18.8.21 BBRF – application for \$2.156.208 (Mt Mackenzie Tourism Infrastructure upgrade submitted).

Announcement due mid 2021!

8.9.21 An appeal has been lodged by NSW Aboriginal Land Council against the refusal of the Aboriginal Land Claim. A response to a subpoena was sent 3/9/2021.

18.10.21 Ongoing

10.11.21 Meeting with crown solicitor to provide further evidence for the appeal.

| Meeting            | Date       | Officer         | Title                                                                                  | Target     |
|--------------------|------------|-----------------|----------------------------------------------------------------------------------------|------------|
| Council 24/02/2021 | 24/02/2021 | Coonan, Neville | Request to relocate the Band Hall to Leechs Gully Road (former Leechs Gully Hall Site) | 10/03/2021 |

**16/21** **Resolved** that Council:

- (1) Supports the gifting of the Band Hall to the Leechs Gully Progress Association subject to the association being responsible for:
  - (a) Ensuring the Band Hall can fit on the property by conducting an identification survey;
  - (b) Ensuring the Band Hall transfer meets heritage requirements;
  - (c) Paying for all costs associated with the relocation of the Band Hall;
  - (d) All upkeep and maintenance on the band hall once ownership is formally transferred to the association.
- (2) Allocates up to \$50,000 to the Leechs Gully Progress Association towards the costs associated with the items in (1) above.
- (3) Negotiates with the Leechs Gully Progress Association on the proposed relocation of the Band Hall.

(John Macnish/Bronwyn Petrie)

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| Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Date | Officer | Title | Target |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|---------|-------|--------|
| <b>Notes</b><br><b>16 Aug 2022 2:57pm Coonan, Neville</b><br>DA application including a heritage report has not yet been submitted.<br><b>18 May 2022 5:12pm Melling, Elizabeth</b><br>Ongoing - Chief Executive Office met with Grant Johnson for an update 12 May 2022<br><b>02 Dec 2021 1:47pm Fitzpatrick, Christie</b><br>Data imported from Resolution Register:<br>24.2.21 Mr Rod Dowe was informed of Council's decision.<br>25.2.21 Mr Dowe will contact a surveyor re the recommendation of part 1 (a) as a first step in the process.<br>1.3.21 Mr Dowe provided with the names of some Heritage Consultants.<br>12.3.21 The above is evidence of part 3 of the recommendation being enacted.<br>20.4.21 The Gem Club have been advised of the council resolution and provided with contact with Leechs Gully Progress Association for continued use of the hall if relocation takes place.<br>4.5.21 Survey to be completed and relocation quotes are being sought by Progress Association<br>11.6.21 Nothing further to report.<br>19.7.21 Committee to meet and review Constitution.<br>13.8.21 Ongoing waiting for Progress Assoc to become an incorporated body.<br>8.10.21 Meeting to be organised with Progress Association and TSC<br>11.11.21 Meeting held on site to discuss the actions required to expedite the relocation of the Hall to Leechs Gully.<br>8.12.21 They have organised a heritage report which is due Feb 2022. PS is coordinating the matter. |      |         |       |        |

| Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Officer          | Title                                  | Target    |
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| Council 24/03/2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 24/03/2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Gibbins, Jessica | Snake Creek Road - Road Reserve Update | 7/04/2021 |
| 60/21                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Resolved</b> that Council:<br><br><div><div><div>(1) Proceed with the compulsory acquisition of the land described as part of Lot 7301 DP 1145839 for the purpose of dedicating a road in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991;</div><div>(2) Make an application to the Minister and the Governor for approval to acquire part of Lot 7301 DP 1145839 by compulsory process under section 177 (2)(b) of the Roads Act 1993.</div></div><div>(Greg Sauer/Bronwyn Petrie)</div></div> |                  |                                        |           |
| <b>Notes</b><br><b>14 Feb 2022 2:58pm Gibbins, Jessica</b><br>Collating documents for the new application to send to OLG<br><b>02 Dec 2021 1:54pm Fitzpatrick, Christie</b><br>Data imported from Resolution Register:<br>10.5.21 Office of Local Government application required.<br>15.6.21-19.7.21 Office of Local Government Application being drafted.<br>18.8.21 Application and attachments sent 17/8/21 OUT21/61C3BA5A.<br>14.10.21 Application rejected as need updated searches & correspondence. Being arranged for resubmitting. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                  |                                        |           |

| Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Date                                                                                                                                                                                                                                               | Officer         | Title                               | Target     |
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| Council 28/04/2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 28/04/2021                                                                                                                                                                                                                                         | Counsell, David | Molesworth Street Drainage Easement | 12/05/2021 |
| 86/21                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Resolved</b> that the matter of the Molesworth Street Draining Easement be deferred until the roles and responsibilities are determined in relation to stormwater discharge onto Lots 1 and 13.<br><br><div>(Brian Murray/Michael Petrie)</div> |                 |                                     |            |
| <b>Notes</b><br><b>14 Feb 2022 12:07pm Counsell, David</b><br>Further advice on responsibilities being resolved with planning authorities and further report to be presented to Council in March 2022.<br><b>02 Dec 2021 1:56pm Fitzpatrick, Christie</b><br>Data imported from Resolution Register:<br>7.5.21 Matter referred to cross department meeting for discussion with Council's Planning and Building Departments for further action.<br>7.6.21 Council report from April has been discussed at cross department meeting and assessment of the extent of properties and impacts is being investigated.<br>19.7.21-18.10.21 Council Report to be prepared by Engineering with input from Planning Dept. |                                                                                                                                                                                                                                                    |                 |                                     |            |

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| Meeting                                                                                                      | Date                                                                                                                                                                                                                                                                              | Officer          | Title                                                                                              | Target    |
|--------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----------------------------------------------------------------------------------------------------|-----------|
| Council 23/02/2022                                                                                           | 23/02/2022                                                                                                                                                                                                                                                                        | Gibbins, Jessica | ACQUISITION OF PART OF PRIVATE LAND REQUIRED FOR ROAD WIDENING PURPOSES - BRUXNER WAY, TENTERFIELD | 9/03/2022 |
| 45/22                                                                                                        | <b>Resolved</b> that Council proceed with the recommendations as contained within this report to finalise this matter regarding acquisition of land for road realignment purposes for Bruxner Way, Tenterfield.<br><br><div>(John Macnish/Kim Rhodes)</div> <b>Motion Carried</b> |                  |                                                                                                    |           |
| <b>Notes</b><br><b>14 Apr 2022 12:09pm Gibbins, Jessica</b><br>Correspondence sent to applicable land owners |                                                                                                                                                                                                                                                                                   |                  |                                                                                                    |           |

| Meeting            | Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Officer          | Title                                                                               | Target    |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-------------------------------------------------------------------------------------|-----------|
| Council 22/06/2022 | 22/06/2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Gibbins, Jessica | McCliftys Road & Bungulla Reserve Road - Public Gate & Vehicle By-pass Applications | 6/07/2022 |
| <u>124/22</u>      | <u>Resolved</u> that Council as the Roads Authority under the Roads Act 1993:-                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                  |                                                                                     |           |
|                    | <div><div>(1) Approves the installation of a public gate and vehicular by-pass on McCliftys Road at approx. 0.316km west of the New England Highway intersection and Bungulla Reserve Road at the intersection with Rosehill Road in accordance with Council Policy No 2.162 – Public Gates and Vehicle By-passes; and</div><div>(2) Provide applicant with Council Consent as outlined in 4.2 Council’s Internal Administrative Procedures of Policy 2.162.</div><div>(3) Advertise the approval with proposed installation 1 month after advertising as required by the Roads Regulation 2008.</div></div> <div>(Giana Saccon/Tom Peters)</div> |                  |                                                                                     |           |
|                    | <u>Motion Carried</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                  |                                                                                     |           |
| Notes              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                  |                                                                                     |           |

| Meeting                                                                                                                                                                                                                                                           | Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Officer      | Title                                                  | Target     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|--------------------------------------------------------|------------|
| Council 27/07/2022                                                                                                                                                                                                                                                | 27/07/2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Mills, Bruce | Review of Your Local News and options for social media | 10/08/2022 |
| <b>145/22</b>                                                                                                                                                                                                                                                     | <b>Resolved</b> that Council:<br><div><div>1) Undertake a three-month trial of a "noticeboard-only" Facebook page and review at the end of the trial – with a report on findings back to Council; and</div><div>2) Note that the recommendation is made mindful of the Customer Satisfaction Survey showing the preference for "Your Local News" printed brochure.</div></div> <div>(Peter Petty/Geoff Nye)</div><br><b>Motion Carried</b><br><i>Upon being put to the meeting, the motion was declared carried. The record of vote was sought by Cr Peter Petty and supported by the Chairperson. Recorded under the Model Code of Meeting Practice (Local Government NSW) – Section 11 Point 6.</i><br><i>For the Motion were Crs TP Peters, G Sauer, J Macnish, TB Bonner, B Petrie, K Rhodes, Nye and PM Murphy Total (8).</i><br><i>Against the Motion were Crs G Saccon and PP Petty Total (2).</i> |              |                                                        |            |
| <b>Notes</b><br><b>19 Oct 2022 12:44pm Melling, Elizabeth</b><br>Three month trial report to November Ordinary Council meeting<br><b>12 Aug 2022 4:11pm Melling, Elizabeth</b><br>Facebook page created 2.8.2022 and live. Three month trial ends end of Oct 2022 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |              |                                                        |            |

**OUTSTANDING ACTIONS REPORT**

**Division:**  
**Committee:**  
**Officer:**

**Printed:** Wednesday, 19 October 2022 1:53:31 PM  
**Date From:**  
**Date To:**

| Meeting                                                                                                                                                                                                                                                                                                                                                                 | Date                                                                                                                                                                                   | Officer         | Title                             | Target                   |
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| Council 27/07/2022                                                                                                                                                                                                                                                                                                                                                      | 27/07/2022                                                                                                                                                                             | Counsell, David | AM White Drive reserve dedication | 10/08/2022               |
| 148/22                                                                                                                                                                                                                                                                                                                                                                  | <b>Resolved</b> that Council proceed with action to formally dedicate Part of Lot 2 DP 815097 as a Public Road Reserve along A M White Drive from New England Highway to Bolivia Hall. |                 |                                   | (Tim Bonner/Peter Petty) |
|                                                                                                                                                                                                                                                                                                                                                                         | <b>Motion Carried</b>                                                                                                                                                                  |                 |                                   |                          |
| <b>Notes</b><br><b>14 Sep 2022 12:16pm Counsell, David</b><br>Crown Lands have confirmed status of the land and do not object to proposed dedication. Matter will now be referred to Transport for NSW to progress the formal dedication as a road.<br><b>17 Aug 2022 12:50pm Melling, Elizabeth</b><br>Matter to be raised with Crown Lands for discussion of process. |                                                                                                                                                                                        |                 |                                   |                          |

| Meeting                                                                                                                                                                                                                                                                      | Date                                                                                                                                                                           | Officer         | Title                                          | Target                     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------------------------------------|----------------------------|
| Council 27/07/2022                                                                                                                                                                                                                                                           | 27/07/2022                                                                                                                                                                     | Counsell, David | Policy 2.162 Public Gates and Vehicle Bypasses | 10/08/2022                 |
| 159/22                                                                                                                                                                                                                                                                       | <b>Resolved</b> that Council:<br><br>Place Policy 2.162 Public Gates and Vehicle Bypasses on public display for 28 days to seek community input prior to reviewing the policy. |                 |                                                | (Peter Petty/Peter Murphy) |
|                                                                                                                                                                                                                                                                              | <b>Motion Carried</b>                                                                                                                                                          |                 |                                                |                            |
| <b>Notes</b><br><b>14 Sep 2022 12:24pm Counsell, David</b><br>Public exhibition period has been held and a report will be prepared for Council to review the Policy.<br><b>12 Aug 2022 4:26pm Melling, Elizabeth</b><br>Put on Public Display - Website. 28 days on display. |                                                                                                                                                                                |                 |                                                |                            |

| Meeting                                                                                                                                                                                                                                                                    | Date                                                                                                                                                                                                          | Officer         | Title                                                                         | Target                     |
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| Council 27/07/2022                                                                                                                                                                                                                                                         | 27/07/2022                                                                                                                                                                                                    | Counsell, David | Policy 2.130 Construction & Maintenance of Property Access from Council Roads | 10/08/2022                 |
| 160/22                                                                                                                                                                                                                                                                     | <b>Resolved</b> that Council:<br><br>Place Policy 2.130 Construction & Maintenance of Property Access from Council Roads on public display for 28 days to seek community input prior to reviewing the policy. |                 |                                                                               | (Peter Petty/Peter Murphy) |
|                                                                                                                                                                                                                                                                            | <b>Motion Carried</b>                                                                                                                                                                                         |                 |                                                                               |                            |
| <b>Notes</b><br><b>14 Sep 2022 12:26pm Counsell, David</b><br>Public exhibition period has been held and a report will be prepared for Council to review the Policy<br><b>12 Aug 2022 4:30pm Melling, Elizabeth</b><br>Policy on Public Display for 28 days - TSC Website. |                                                                                                                                                                                                               |                 |                                                                               |                            |

| Meeting            | Date                                                                                                                                                                                                                                                  | Officer         | Title                                       | Target                   |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------------------------------------|--------------------------|
| Council 24/08/2022 | 24/08/2022                                                                                                                                                                                                                                            | Keneally, Fiona | STRONGER COUNTRY COMMUNITIES FUND - ROUND 5 | 7/09/2022                |
| 174/22             | <b>Resolved</b> that Council:<br><br>(1) Nominate and Apply for "Stage 2 – Youth Precinct Project" to the Stronger Country Communities Funding – Round 5 within the total amount of the grant funding that is available to Council being \$905,148.00 |                 |                                             | (Peter Petty/Greg Sauer) |
|                    | <b>Motion Carried</b>                                                                                                                                                                                                                                 |                 |                                             |                          |

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| <b>OUTSTANDING ACTIONS REPORT</b>   |  | Printed: Wednesday, 19 October 2022 1:53:31 PM |
| Division:<br>Committee:<br>Officer: |  | Date From:<br>Date To:                         |

| Meeting                                                                                                                                                                                                                                                                                                                                       | Date | Officer | Title | Target |
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| <b>Notes</b><br><b>19 Oct 2022 1:04pm Condric, Jodie</b><br>Meg Lees - Latsync completed the application for the Youth Precinct awaiting to be notified if successful. will be advised in November. Application and project will sit with Engineering Dept.<br><b>20 Sep 2022 11:33am Melling, Elizabeth</b><br>Currently writing Application |      |         |       |        |

| Meeting                                                                                                                                                                                                   | Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Officer      | Title                                                       | Target    |
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| Council 24/08/2022                                                                                                                                                                                        | 24/08/2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Mills, Bruce | AIRSTRIP - LOT 1 DP236737 - 127 SCHRODERS ROAD, TENTERFIELD | 7/09/2022 |
| 188/22                                                                                                                                                                                                    | <b><u>Recommendation:</u></b><br><br>That Council:<br><br>(1) Receive and note the report; and<br><br>(2) Delegate the Chief Executive authority to arrange sale of Lot 1 DP236737 – 127 Schrodgers Rd, Tenterfield by Tender, with a request for tenderers to provide their aspirations for the site.<br><br><b>AMENDMENT</b><br>That Council:<br><br>Delay ITEM ECO12/22 AIRSTRIP – LOT 1 DP236737 – 127 SCHRODERS ROAD, TENTERFIELD until the September 2022 Ordinary Council Meeting to allow for workshopping all issues and information.<br><br>(Peter Murphy/Kim Rhodes)<br><br><b><u>Amendment Lost</u></b><br><br><b><u>Resolved</u></b> that Council:<br><br>(1) Receive and note the report; and<br><br>(2) Delegate the Chief Executive authority to arrange sale of Lot 1 DP236737 – 127 Schrodgers Rd, Tenterfield by Tender, with a request for tenderers to provide their aspirations for the site.<br><br>(Greg Sauer/Peter Petty)<br><br><b><u>Motion Carried</u></b> |              |                                                             |           |
| <b>Notes</b><br>19 Oct 2022 12:42pm Melling, Elizabeth<br>Advertising tender - expression of interest<br>20 Sep 2022 11:30am Melling, Elizabeth<br>No further action until Bruce Mills returns from leave |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |              |                                                             |           |

| Meeting            | Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Officer         | Title                                              | Target    |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------------------------------|-----------|
| Council 24/08/2022 | 24/08/2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Coonan, Neville | OPTIONS TO MANAGE 136 MANNERS STREET, TENTERFIELD. | 7/09/2022 |
| <b>190/22</b>      | <b><u>OFFICER'S RECOMMENDATION:</u></b><br><br>That Council delegate authority the Chief Executive to:<br><br>1. Leave the current lessee in occupation on a month to month basis at the same rent or;<br><br>2. Commence negotiations for a new commercial lease over the property with the existing tenant at a market rent or;<br><br>3. Commence negotiations for a new commercial lease over the property with the existing tenant at a concessional rent or;<br><br>4. Investigate putting the property to the market for lease or; |                 |                                                    |           |



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| <b>OUTSTANDING ACTIONS REPORT</b> |  | Printed: Wednesday, 19 October 2022 1:53:31 PM |
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| Officer:                          |  |                                                |

| Meeting                                                                                                                                                                                                                                                          | Date | Officer | Title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Target |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
|                                                                                                                                                                                                                                                                  |      |         | <p><b>5. Investigate the sale of the property with vacant possession or subject to a lease at a market rent.</b></p> <p><b>AMENDMENT</b></p> <p>That Council delegate authority to the Chief Executive to:</p> <ol style="list-style-type: none"> <li>1. Leave the current lessee in occupation on a month to month basis for six months; and</li> <li>2. Commence negotiations for a new commercial lease over the property with the existing tenant at a market rent.</li> </ol> <p>(Peter Petty/Greg Sauer)</p> <p><b>Amendment Carried</b></p> <p><b>Resolved</b> that Council delegate authority the Chief Executive to:</p> <ol style="list-style-type: none"> <li>1. Leave the current lessee in occupation on a month to month basis for six months; and</li> <li>2. Commence negotiations for a new commercial lease over the property with the existing tenant at a market rent.</li> </ol> <p>(Peter Petty/Greg Sauer)</p> <p><b>Motion Carried</b></p> |        |
| <p><b>Notes</b><br/> <b>20 Sep 2022 8:35am Coonan, Neville</b><br/>                     The tenant will be provided with a letter notifying them of the Council resolution. Market rent assessments will be organised towards the end of the 6 month period.</p> |      |         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |        |

| Meeting                                                                                                                                                                                                             | Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Officer         | Title                                                                                | Target    |
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| Council 24/08/2022                                                                                                                                                                                                  | 24/08/2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Keneally, Fiona | Tenterfield Youth Precinct and Mountain Bike Trailhead - Design and Construct Tender | 7/09/2022 |
| 191/22                                                                                                                                                                                                              | <p><b><u>Resolved</u></b> that Council:</p> <p>Accept the tender of Collaborative Construction Professionals for RFT 08-21/22 - Design and Construct of the Tenterfield Youth Precinct and Mountain Bike Trailhead for a contract total of \$2,181,198.29 inclusive of GST and provisional items.</p> <p>(Greg Sauer/Peter Petty)</p> <p><b><u>Motion Carried</u></b></p> <p><i>Upon being put the meeting, the motion was declared carried.</i></p> <p><i>Cr Giana Saccon, asked that her "vote against the motion" be recorded.</i></p> <p><i>Recorded under the Model Code of Meeting Practice (Local Government NSW) – Section 11 Point 6.</i></p> |                 |                                                                                      |           |
| <p><b>Notes</b></p> <p><b>20 Sep 2022 11:30am Melling, Elizabeth</b></p> <p>Further Report to September Ordinary Council Meeting</p> <p><b>19 Oct 2022 Fiona Keneally</b> – Only just recently resolved action.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                 |                                                                                      |           |

| Meeting            | Date                                                                                                                                                                                                                                                                  | Officer         | Title                                         | Target     |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------------------------------|------------|
| Council 28/09/2022 | 28/09/2022                                                                                                                                                                                                                                                            | Keneally, Fiona | CROWN LANDS PLAN OF MANAGEMENT RESERVE R22044 | 12/10/2022 |
| 197/22, 198/22     | <p>SUMMARY</p> <p>The purpose of this report is for Council to consider a draft Plan of Management (PoM) for Crown Land described as Old Power House Reserve R22044. The reserve is over Lot 12 Section 22 DP 758959, Lot 701 DP 1059521 and Lot 7029 DP 1112788.</p> |                 |                                               |            |



| OUTSTANDING ACTIONS REPORT |  | Printed: Wednesday, 19 October 2022 1:53:31 PM |
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| Committee:                 |  | Date To:                                       |
| Officer:                   |  |                                                |

| Meeting | Date | Officer | Title                                                                                                                                                                                                                                                              | Target |
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|         |      |         | The reserve is classified as community land. The reserve purpose is for Public Recreation. In accordance with the enactment of the Crown Land Management Act 2016, Council is required to generate a Plan of Management (PoM) for the reserve which is crown land. |        |
|         |      |         | <b>PROCEDURAL MOTION</b>                                                                                                                                                                                                                                           |        |
|         |      |         | <b>Resolved</b> that the Officer's Recommendation be put to the vote.                                                                                                                                                                                              |        |
|         |      |         | (Greg Sauer/Peter Petty)                                                                                                                                                                                                                                           |        |
|         |      |         | <b>Motion Carried</b>                                                                                                                                                                                                                                              |        |
|         |      |         | <b>Resolved</b> that Council:                                                                                                                                                                                                                                      |        |
|         |      |         | (1) Endorse the draft Plan of Management Old Power House Reserve – Crown Reserve R22044; and                                                                                                                                                                       |        |
|         |      |         | (2) Forward to the Crown Lands Minister for approval prior to the compulsory community consultation period.                                                                                                                                                        |        |
|         |      |         | (Peter Petty/Greg Sauer)                                                                                                                                                                                                                                           |        |
|         |      |         | <b>Motion Carried</b>                                                                                                                                                                                                                                              |        |
| Notes   |      |         |                                                                                                                                                                                                                                                                    |        |

| Meeting                                                                                                                                   | Date                                                                                                                                                                                                                                                                                                                                                                                                        | Officer         | Title                                                                             | Target     |
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| Council 28/09/2022                                                                                                                        | 28/09/2022                                                                                                                                                                                                                                                                                                                                                                                                  | Counsell, David | ACQUISITION OF LAND REQUIRED FOR ROAD WIDENING PURPOSES - SUNNYSIDE PLATFORM ROAD | 12/10/2022 |
| 200/2                                                                                                                                     | <b>Resolved</b> that Council:<br><br>(1) Agree to the acquisition of land adjacent to Sunnyside Platform Road for road widening purposes at the intersection of Bruxner Way; and<br><br>(2) Delegate the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners.<br><br><div>(Peter Petty/Tom Peters)</div><br><b>Motion Carried</b> |                 |                                                                                   |            |
| <b>Notes</b><br>12 Oct 2022 3:31pm Counsell, David<br>Preliminary meeting held with registered surveyor to assist in acquisition process. |                                                                                                                                                                                                                                                                                                                                                                                                             |                 |                                                                                   |            |

| Meeting            | Date                                                                                                                                             | Officer         | Title                                                                                | Target     |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------------------------------------------------------------------------|------------|
| Council 28/09/2022 | 28/09/2022                                                                                                                                       | Counsell, David | ACQUISITION OF LAND REQUIRED FOR ROAD REALIGNMENT PURPOSES ON PADDYS FLAT ROAD NORTH | 12/10/2022 |
| <u>201/22</u>      | <u>Resolved</u> that Council:                                                                                                                    |                 |                                                                                      |            |
|                    | (1) Agree to the acquisition of land adjacent to Paddys Flat Road North for road realignment and widening purposes at Kangaroo Creek Bridge; and |                 |                                                                                      |            |
|                    | (2) Authorise the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners. |                 |                                                                                      |            |
|                    | (Peter Petty/Tom Peters)                                                                                                                         |                 |                                                                                      |            |
|                    | <u>Motion Carried</u>                                                                                                                            |                 |                                                                                      |            |
| Notes              |                                                                                                                                                  |                 |                                                                                      |            |

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| <b>OUTSTANDING ACTIONS REPORT</b> |  | Printed: Wednesday, 19 October 2022 1:53:31 PM |
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| Officer:                          |  |                                                |

| Meeting                                                                                                                   | Date | Officer | Title | Target |
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| 12 Oct 2022 3:33pm Counsell, David<br>Meeting held with registered surveyor to assist in realignment acquisition process. |      |         |       |        |

| Meeting            | Date       | Officer         | Title                                                                                   | Target     |
|--------------------|------------|-----------------|-----------------------------------------------------------------------------------------|------------|
| Council 28/09/2022 | 28/09/2022 | Counsell, David | ACQUISITION OF LAND REQUIRED FOR ROAD WIDENING PURPOSES - MT LINDESAY ROAD BLER PROJECT | 12/10/2022 |

|                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |  |  |
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| <u>202/22, 203/22</u> | <b>Resolved</b> that Council:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |  |  |
|                       | <p>(1) Agree to the acquisition of land adjacent to Mt Lindesay Road for road widening purposes on various curves being widened under the BLER Fund project; and</p> <p>(2) Delegate the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners.</p> <p style="text-align: right;">(Peter Petty/Tom Peters)</p> <p><b>Motion Carried</b></p> <p><b>Resolved</b> that Council:</p> <p>(1) Agree to the acquisition of land along Kildare Road for road aligning purposes; and</p> <p>(2) Authorise the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners in consideration to close an existing road reserve in exchange.</p> <p style="text-align: right;">(Peter Petty/Tom Peters)</p> <p><b>Motion Carried</b></p> |  |  |  |

|                                                                                                                                                                                  |  |  |  |  |
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| <b>Notes</b><br>12 Oct 2022 3:35pm Counsell, David<br>Preliminary meeting held with registered surveyor to assist in road widening acquisition with survey and plan preparation. |  |  |  |  |
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| Meeting            | Date       | Officer         | Title                                                                      | Target     |
|--------------------|------------|-----------------|----------------------------------------------------------------------------|------------|
| Council 28/09/2022 | 28/09/2022 | Counsell, David | ACQUISITION OF LAND REQUIRED FOR ROAD ALIGNING PURPOSES ALONG KILDARE ROAD | 12/10/2022 |

|                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |  |  |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| <u>202/22, 203/22</u> | <b>Resolved</b> that Council:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |  |  |
|                       | <p>(1) Agree to the acquisition of land adjacent to Mt Lindesay Road for road widening purposes on various curves being widened under the BLER Fund project; and</p> <p>(2) Delegate the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners.</p> <p style="text-align: right;">(Peter Petty/Tom Peters)</p> <p><b>Motion Carried</b></p> <p><b>Resolved</b> that Council:</p> <p>(1) Agree to the acquisition of land along Kildare Road for road aligning purposes; and</p> <p>(2) Authorise the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners in consideration to close an existing road reserve in exchange.</p> <p style="text-align: right;">(Peter Petty/Tom Peters)</p> <p><b>Motion Carried</b></p> |  |  |  |

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| <b>Notes</b> |  |  |  |  |
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| <b>OUTSTANDING ACTIONS REPORT</b> |  | Printed: Wednesday, 19 October 2022 1:53:31 PM |
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| Meeting                                                                                       | Date | Officer | Title | Target |
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| 12 Oct 2022 3:36pm Counsell, David                                                            |      |         |       |        |
| Preliminary meeting held with registered surveyor to commence road reserve alignment process. |      |         |       |        |

| Meeting            | Date       | Officer           | Title                                                                                                                                                          | Target     |
|--------------------|------------|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| Council 28/09/2022 | 28/09/2022 | Marchant, Gillian | ADOPTION & UPDATE TO POLICIES INCLUDING ADOPTION OF CONTAMINATED RECYCLING BIN POLICY AND BACKFLOW PREVENTION POLICY & UPDATE TO WATER QUALITY & SAFETY POLICY | 12/10/2022 |

**204/22** **Resolved** that Council:

- (1) Adopts the new Backflow Prevention Policy;
- (2) Adopts the new Contaminated Recycling Bin Policy, and
- (3) Adopts the updated Water quality and Safety Policy.

(Kim Rhodes/Geoff Nye)

**Motion Carried**

**Notes**

17 Oct 2022 4:39pm Marchant, Gillian

Policies added to website and hardcopies available for new policies, for community consultation concluding in October.

| Meeting            | Date       | Officer            | Title                                    | Target     |
|--------------------|------------|--------------------|------------------------------------------|------------|
| Council 28/09/2022 | 28/09/2022 | Melling, Elizabeth | CHRISTMAS/NEW YEAR CLOSEDOWN - 2022/2023 | 12/10/2022 |

**207/22, 209/22**

**Resolved** that Council receives and notes the status of the Monthly Operational Report for August 2022.

(Peter Petty/Geoff Nye)

**Motion Carried**

**SUMMARY**

The purpose of this report is to advise Council of proposed Christmas/New Year close down arrangements for Council staff.

**PROCEDURAL MOTION**

**Resolved** that the Officer's Recommendation be put to the vote.

(Greg Sauer/Peter Petty)

**Motion Carried**

**Resolved** that Council endorse the closedown periods for the Christmas/New Year 2022/2023 period as follows:

- Indoor staff – close of business Wednesday, 21 December 2022, reopening Monday, 9 January 2023;
- Outdoor staff – close of business Wednesday, 21 December 2022 reopening Monday, 9 January 2023.

(Tim Bonner/Greg Sauer)

**Motion Carried**

**Notes**

19 Oct 2022 12:37pm Melling, Elizabeth

Memorandum completed for staff

**OUTSTANDING ACTIONS REPORT**

Division:  
 Committee:  
 Officer:

Printed: Wednesday, 19 October  
 2022 1:53:31 PM  
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 Date To:

| Meeting                                                                                                                                                                                                                       | Date       | Officer                                      | Title                                                                                                     | Target     |
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| Council 28/09/2022                                                                                                                                                                                                            | 28/09/2022 | Melling, Elizabeth                           | COUNCIL DELEGATES ON COMMITTEES, EXTERNAL BOARDS & ASSOCIATIONS - Period September 2022 to September 2023 | 12/10/2022 |
| <b>(1) That Council determine the representation on external bodies, specific purpose committees and other associations as listed below for the proceeding twelve (12) month period, 24 September 2022 to September 2023;</b> |            |                                              |                                                                                                           |            |
| <b>Specific Purpose Committees</b>                                                                                                                                                                                            |            | <b>Representation</b>                        | <b>Delegate/s January to September 2022</b>                                                               |            |
|                                                                                                                                                                                                                               |            |                                              |                                                                                                           |            |
| Audit & Risk Committee                                                                                                                                                                                                        |            | Mayor                                        | Mayor (observer)                                                                                          |            |
| Contributions/Donations Assessment Panel                                                                                                                                                                                      |            | Mayor + 3 Councillors + 1 Reserve Councillor | Mayor, Cr Greg Sauer, Cr Peter Murphy, Cr John Macnish, Reserve Cr Giana Saccon                           |            |
| Australia Day Awards Committee                                                                                                                                                                                                |            | Mayor + 3 Councillors + 1 Reserve Councillor | Mayor, Cr Peter Petty, Cr John Macnish,Cr Greg Sauer, Reserve Cr Kim Rhodes                               |            |
| Sir Henry Parkes Memorial School of Arts Joint Management Committee                                                                                                                                                           |            | Mayor + 1 Councillor                         | Mayor, Cr Kim Rhodes                                                                                      |            |
| Tenterfield Saleyards Advisory Committee                                                                                                                                                                                      |            | Mayor + 2 Councillors                        | Mayor, Cr Peter Petty, Cr Tim Bonner                                                                      |            |
| Aboriginal Advisory Group                                                                                                                                                                                                     |            | Mayor + 1 Councillor                         | Mayor, Cr Giana Saccon                                                                                    |            |
| Heritage Advisory Committee                                                                                                                                                                                                   |            | Mayor + 2 Councillors                        | Mayor, Cr Kim Rhodes, Cr Tim Bonner                                                                       |            |
| Disability, Inclusion & Access Advisory Committee                                                                                                                                                                             |            | 1 Councillor + 1 Alt Councillor              | Cr Giana Saccon, Cr John Macnish (alt)                                                                    |            |
| Parks, Gardens & Cultural Advisory Committee                                                                                                                                                                                  |            | 3 Councillors                                | Cr Giana Saccon, Cr Geoffrey Nye, Cr Peter Murphy.                                                        |            |
| Tourism Advisory Committee                                                                                                                                                                                                    |            | Mayor + 2 Councillor                         | Mayor, Cr Kim Rhodes, Cr Tim Bonner                                                                       |            |
| Youth Advisory Group                                                                                                                                                                                                          |            | Mayor + 2 Councillor                         | Mayor, Cr Greg Sauer, Cr Giana Saccon                                                                     |            |
| <b>External Boards, Committees &amp; Organisations</b>                                                                                                                                                                        |            |                                              |                                                                                                           |            |
| Country Mayors Association                                                                                                                                                                                                    |            | Mayor                                        | Mayor                                                                                                     |            |
| Arts North West                                                                                                                                                                                                               |            | 1 Councillor                                 | Cr Kim Rhodes                                                                                             |            |
| Border Region Organisation of Councils (BROC)                                                                                                                                                                                 |            | Mayor + 1 Councillor                         | Mayor, Cr John Macnish                                                                                    |            |
| Northern Inland Regional Waste                                                                                                                                                                                                |            | Mayor                                        | Mayor                                                                                                     |            |
| North West Weight of Loads Group                                                                                                                                                                                              |            | 1 Councillor                                 | Cr Tim Bonner.                                                                                            |            |
| Local Health Advisory Committee                                                                                                                                                                                               |            | Mayor                                        | Mayor                                                                                                     |            |
| Tenterfield Shire Local Traffic Committee                                                                                                                                                                                     |            | Mayor + 2 Councillors                        | Mayor, Cr Tom Peters & Cr Tim Bonner                                                                      |            |
| Local Emergency Management Committee                                                                                                                                                                                          |            | Mayor + 1 Councillor                         | Mayor, Cr Tom Peters                                                                                      |            |
| Bushfire Management Committee                                                                                                                                                                                                 |            | 1 Councillor                                 | Cr Tom Peters                                                                                             |            |
| NSW RFS Service Level Agreement Liaison Committee                                                                                                                                                                             |            | Mayor +1 Councillor                          | Mayor, Cr Tom Peters                                                                                      |            |
| Tenterfield Liquor Accord + seeking clarification from Licensing Sergeant regarding devolving responsibility.                                                                                                                 |            | 1 Councillor                                 | Cr Kim Rhodes                                                                                             |            |
| NSW Public Libraries Association                                                                                                                                                                                              |            | 1 Councillor                                 | Cr John Macnish                                                                                           |            |
| Granite Borders Landcare Committee Inc                                                                                                                                                                                        |            | 1 Councillor                                 | Cr Giana Saccon                                                                                           |            |
| Northern Tablelands Regional Weeds Committee                                                                                                                                                                                  |            | 1 Councillor                                 | Cr Tom Peters                                                                                             |            |
| Murrav Darling Association                                                                                                                                                                                                    |            | Executive Member +                           | Cr Greg Sauer. Mayor.                                                                                     |            |

| OUTSTANDING ACTIONS REPORT |  | Printed: Wednesday, 19 October 2022 1:53:31 PM |
|----------------------------|--|------------------------------------------------|
| Division:                  |  | Date From:                                     |
| Committee:                 |  | Date To:                                       |
| Officer:                   |  |                                                |

| Meeting                                                                                                                                                               | Date | Officer                             | Title                                                  | Target |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-------------------------------------|--------------------------------------------------------|--------|
|                                                                                                                                                                       |      | Mayor/and or Deputy Mayor           | Deputy Mayor                                           |        |
| Tenterfield FM Radio Association                                                                                                                                      |      | 1 Councillor                        | Cr Tom Peters                                          |        |
| Community Safety Precinct Committee                                                                                                                                   |      | Mayor                               | Mayor                                                  |        |
| Bruxner Way Joint Committee                                                                                                                                           |      | Mayor                               | Mayor                                                  |        |
| Joint Regional Planning Panels                                                                                                                                        |      | Mayor + 1 Councillor as alternative | Mayor + Cr Greg Sauer + Cr Peter Petty                 |        |
| National Timber Councils'                                                                                                                                             |      | 1 Councillors                       | Cr Bronwyn Petrie                                      |        |
| Tenterfield Heavy Vehicle Bypass Economic Enhancement Advisory Group – <i>This group is "parked" until further notice due to no funding being currently provided.</i> |      | All Councillors                     | All Councillors                                        |        |
| <b>Community Engagement Forums</b>                                                                                                                                    |      |                                     |                                                        |        |
| Our Community                                                                                                                                                         |      | Mayor + 3 Councillors               | Mayor, Cr Greg Sauer, Cr Kim Rhodes & Cr Giana Saccon  |        |
| Our Economy                                                                                                                                                           |      | Mayor + 3 Councillors               | Mayor, Cr Greg Sauer, Cr Kim Rhodes & Cr Giana Saccon  |        |
| Our Environment                                                                                                                                                       |      | Mayor + 3 Councillors               | Mayor, Cr Peter Petty, Cr Giana Saccon & Cr Tom Peters |        |

#### AMENDMENT

That Council:

- (1) Adopts the amended Committee Register below; and
- (2) Notes that there will be no further Councillor representation on the "North West Weight of Loads Group", only staff.

(Greg Sauer/Kim Rhodes)

**Amendment Carried**

#### Notes

19 Oct 2022 12:37pm Melling, Elizabeth  
Updated register.

| Meeting            | Date       | Officer         | Title                                          | Target     |
|--------------------|------------|-----------------|------------------------------------------------|------------|
| Council 28/09/2022 | 28/09/2022 | Counsell, David | UPPER ROCKY RIVER ROAD PUBLIC GATE ADJUSTMENTS | 12/10/2022 |

**202/22** **Resolved** that Council:

- (1) Agree to the replacement of existing gates with cattle grids on the northern and southern boundary of Lot 50 DP 820213; and
- (2) Agree to the installation of a further cattle grid internally within Lot 50 DP 820213.

(Peter Petty/Geoff Nye)

**Motion Carried**

#### Notes

12 Oct 2022 3:30pm Counsell, David  
Letter of consent is being arranged to the applicant

| Meeting            | Date       | Officer                          | Title                             | Target     |
|--------------------|------------|----------------------------------|-----------------------------------|------------|
| Council 28/09/2022 | 28/09/2022 | Mills, Bruce                     | SALE OF 780 SUGARBAG ROAD, DRAKE. | 12/10/2022 |
|                    |            | <b>OFFICER'S RECOMMENDATION:</b> |                                   |            |

|                                   |  |                                                       |
|-----------------------------------|--|-------------------------------------------------------|
| <b>OUTSTANDING ACTIONS REPORT</b> |  | <b>Printed:</b> Wednesday, 19 October 2022 1:53:31 PM |
| <b>Division:</b>                  |  | <b>Date From:</b>                                     |
| <b>Committee:</b>                 |  | <b>Date To:</b>                                       |
| <b>Officer:</b>                   |  |                                                       |

| Meeting                                                                                                                                                                                                                | Date | Officer | Title | Target |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|---------|-------|--------|
| <p>That Council:</p> <p>(1) Receive and note the Report;</p> <p>(2) Consider the sale offer of \$235,000, by either</p> <p>a) Accepting the \$235,000 sale offer; or</p> <p>b) Declining the \$235,000 sale offer.</p> |      |         |       |        |
| <p><b>Notes</b><br/> 19 Oct 2022 12:35pm Melling, Elizabeth<br/> Sale Contract signed</p>                                                                                                                              |      |         |       |        |

| Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Date       | Officer         | Title                                              | Target     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------------|----------------------------------------------------|------------|
| Council 28/09/2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 28/09/2022 | Coonan, Neville | OPTIONS TO MANAGE 142 MANNERS STREET, TENTERFIELD. | 12/10/2022 |
| <p><b>OFFICER'S RECOMMENDATION:</b></p> <p>That Council delegate authority to the Chief Executive to:</p> <ol style="list-style-type: none"> <li>1. Leave the current lessee in occupation of 'The Property' on a month to month basis at the same rent or;</li> <li>2. Commence negotiations for new commercial agreement(s) over 'The Property' with the existing tenant at market rents or;</li> <li>3. Commence negotiations for new commercial agreement(s) over 'The Property' with the existing tenant at a concessional annual payment or rent or;</li> <li>4. Investigate putting 'The Property' to the market for lease or;</li> <li>5. Investigate the sale of 142 Manners Street with vacant possession or subject to a lease at a market rent.</li> </ol> |            |                 |                                                    |            |
| <p><b>Notes</b><br/> 19 Oct 2022 1:13pm Condric, Jodie<br/> Letter has been sent to the current lessee</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |            |                 |                                                    |            |

| Meeting            | Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Officer         | Title                                                                                                    | Target     |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------------------------------------------------------------------------------------|------------|
| Council 28/09/2022 | 28/09/2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Keneally, Fiona | RFT 08-21/22 DESIGN AND CONSTRUCT TENDER TENTERFIELD YOUTH PRECINCT AND MOUNTAIN BIKE TRAILHEAD PROGRESS | 12/10/2022 |
| 209/22             | OFFICER'S RECOMMENDATION:<br><br>That Council:<br><br>(1) Receive and note Collaborative Construction Professionals' tender withdrawal from RFT 08-21/22; and<br><br>(2) Note that market testing has been undertaken to ensure fairness, accountability and transparency and that substantial time has been consumed in tendering procedures and undertakings; and<br><br>(3) Procure the project works in accordance with Local Government (General) Regulation 2021-178(3)(e) and (f) as detailed in the report; and<br><br>(4) Delegate the Chief Executive authority to negotiate and award subcontract packages of work to deliver the Youth Precinct and Mountain Bike Trailhead project within the approved budgeted funding allocations. |                 |                                                                                                          |            |
| Notes              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                 |                                                                                                          |            |



**OUTSTANDING ACTIONS REPORT**

Division:  
 Committee:  
 Officer:

Printed: Wednesday, 19 October 2022 1:53:31 PM  
 Date From:  
 Date To:

| Meeting            | Date                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Officer         | Title                             | Target     |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------------------|------------|
| Council 28/09/2022 | 28/09/2022                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Coonan, Neville | LEASING OF COUNCIL OWNED PROPERTY | 12/10/2022 |
| <b>210/22</b>      | <b>Resolved</b> that Council:<br><br><div><div>(1)</div><div>Delegate authority to the Chief Executive to enter into a new License over part of Lot 1 Section 37 DP 758959 which allows BackTrack to erect permanent structures on the land; and</div></div> <div><div>(2)</div><div>Authorises the License to be signed under the Seal of Council by the Mayor and Chief Executive.</div></div> <div>(Kim Rhodes/Geoff Nye)</div><br><b>Motion Carried</b> |                 |                                   |            |
| Notes              |                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                 |                                   |            |

| Meeting            | Date                                                                                                                                                                                                                                                                                                      | Officer         | Title                       | Target     |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------------|------------|
| Council 28/09/2022 | 28/09/2022                                                                                                                                                                                                                                                                                                | Keneally, Fiona | Sale of Surplus Plant Items | 12/10/2022 |
| 211/22             | <p><b>Resolved</b> that Council:</p> <p>(1) Delegate the Chief Executive the authority to arrange for sale of the surplus items of plant identified in the report by public auction with a reserve price to be set by the Chief Executive.</p> <p>(Greg Sauer/Geoff Nye)</p> <p><b>Motion Carried</b></p> |                 |                             |            |
| Notes              |                                                                                                                                                                                                                                                                                                           |                 |                             |            |

| Meeting                                                                                                                        | Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Officer         | Title                                                                                                                 | Target     |
|--------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------------------------------------------------------------------------------------------------------|------------|
| Council 28/09/2022                                                                                                             | 28/09/2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Coonan, Neville | Commence negotiations with the current occupier of Reserve R83670 with the intent of entering into a long term lease. | 12/10/2022 |
|                                                                                                                                | <b>OFFICER'S RECOMMENDATION:</b><br><br>That Council:<br><br>(1) Ratify the Letter of Support (Attachment A) to current occupier to apply for a grant to revitalise the clubhouse by extending the kiosk function area and construct amenities, noting that any additional asset cost will be on Councils Asset Register until a Lease is effected;<br><br>(2) Prepare and have approved a Plan of Management (PoM) for the Reserve (Reserve R83670 - Lot 599 DP 704008) in consultation with the occupiers, and<br><br>(3) Provide 'in principle' approval for the Chief Executive to commence negotiations for a long-term Lease over the Reserve. The 'in principle' approval is provided subject to the satisfactory resolution of community consultation processes, necessary Crown Land approvals, satisfactory site analysis, Lease negotiation and development approval process. |                 |                                                                                                                       |            |
| <b>Notes</b><br>19 Oct 2022 1:09pm Condric, Jodie<br>Letter of Support was sent and POM and lease are still being investigated |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                 |                                                                                                                       |            |