



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

## **ADDENDUM ITEMS FOR ORDINARY COUNCIL MEETING 21 DECEMBER 2022**

Notice is hereby given pursuant to Clause 7(1) of Council's Code of Meeting Practice that an **Ordinary Council Meeting** will be held in the "Koreelah Room" Administration Building, 247 Rouse St, Tenterfield NSW, on **Wednesday 21 December 2022** commencing at **9.30 am**.

Daryl Buckingham  
**Chief Executive**

# AGENDA

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

(ITEM MIN13/22) CONFIRMATION OF PREVIOUS EXTRAORDINARY  
MINUTES ..... 2

(ITEM GOV109/22) 2024 CONDUCT OF LOCAL GOVERNMENT ELECTIONS ..... 3

**(ITEM MIN13/22) CONFIRMATION OF PREVIOUS EXTRAORDINARY MINUTES**

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**REPORT BY:** Elizabeth Melling

**RECOMMENDATION**

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

- **Extraordinary Council Meeting – 7 December 2022**

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

**ATTACHMENTS**

- |   |            |
|---|------------|
| <b>1</b> Unadopted Minutes - Extraordinary Council Meeting Wednesday 7<br>December 2022 | 5<br>Pages |
|---|------------|

<b>Department:</b>	<b>Office of the Chief Executive</b>
<b>Submitted by:</b>	Elizabeth Melling, Executive Assistant & Media
<b>Reference:</b>	<b>ITEM GOV109/22</b>
<b>Subject:</b>	<b>2024 CONDUCT OF LOCAL GOVERNMENT ELECTIONS</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 Council operates in an effective and financially sustainable manner to deliver affordable services.

**SUMMARY**

The purpose of this report is to advise Council that staff have advertised for Expressions of Interest for the conduct of the 2024 Local Government elections as per Council's Resolution #231/22.

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 by 13 March 2023.

No suitably, qualified, or experienced individuals / businesses have been forthcoming, therefore Council is required to resolve to appoint the NSW Electoral Commission of its intent to proceed with the conduct of the 2024 Local Government Elections/By-elections for Tenterfield Shire.

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

- (1) Note that Council did not receive any suitably qualified Contractor/s to conduct the September 2024 Local Government Elections from its advertising: and**
- (2) The Tenterfield Shire Council ("the Council") resolves:**
  - a) Pursuant to s. 296(2) and (3) of the Local Government Act 1993 (NSW) ("the Act") that an election arrangement be entered into by contract for the Electoral Commissioner to administer all elections of the Council.**

**BACKGROUND**

As per Council's Resolution of the Ordinary Council Meeting held Wednesday 26 October 2022 - # 231/22

Resolved that Council:

- (1) Advertise for quotations from a suitably qualified Contractor to conduct the September 2024 Local Government Elections; and*

Our Governance No. 109 Cont...

- (2) *If no suitably qualified Contractor be forthcoming; Council advises the NSW Electoral Commission (ECNSW) of its intent to proceed with NSWEC conducting the 2024 Local Government Election.*

*(Geoff Nye/John Macnish)*

**Motion Carried**

Staff subsequently advertised locally, for Expressions of Interest for the conduct of the full Local Government Election/By-elections for September 2024.

No suitably qualified individuals/organisations sought any additional information or provided information as per the advertisement. (Attached)

Council therefore needs to provide written acknowledgement to the Electoral Commission NSW as per the LG NSW Circular 22-35 Dated 11 November 2022/A839620, which was received after Council's previous resolution. This Circular (Attached) provides specific wording for Council's to use as their Resolution.

As previously advised, 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 13 March 2023.

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 recommends now that the NSW Electoral Commission is the most suitably positioned and qualified organisation to conduct the 2024 Local Government Election/By-Elections.

**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.

Staff subsequently advertised locally, for Expressions of Interest for the conduct of the full Local Government Election/By-elections for September 2024.

No suitably qualified individuals/organisations sought any additional information or provided information as per the advertisement.

Council does not currently have the resources to conduct the 2024 Local Government election. As advertising for suitably skilled contractors to quote on conducting the election found no suitably qualified individuals/organisation to undertake the 2024 Local Government Election/s then Council needs to contract with the Electoral Commission.

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### 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. Estimates from the NSW Electoral Commission will be made available in January 2023.

#### 4. Asset Management (AMS)

Nil.

#### 5. Workforce (WMS)

Nil.

#### 6. Legal and Risk Management

A reduction in risk by contracting the Electoral Commission NSW will ensure that Council is not exposed to the risk of fraud, miscounting and other election risks.

#### 7. Performance Measures

The Electoral Commission of NSW is specifically placed to meet both Legislative and timeline deadlines.

#### 8. Project Management

Nil.

### Erika Bursford Acting Chief Corporate Officer

Prepared by staff member:	Elizabeth Melling, Executive Assistant & Media	
Approved/Reviewed by Manager:	Erika Bursford, Acting Chief Corporate Officer	
Department:	Office of the Chief Executive	
Attachments:	<b>1</b> LG NSW Circular 22 - 35	2 Pages
	<b>2</b> Expression of Interest - 2024 Local Government Elections Advertisement	1 Page