



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

## **BUSINESS PAPER ORDINARY COUNCIL MEETING 21 DECEMBER 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", Council Administration Building, 247 Rouse St, Tenterfield NSW, on **Wednesday 21 December 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 livestreamed 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

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### 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**

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## **12. NOTICES OF MOTION**

## **13. RESOLUTION REGISTER**

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## **14. CONFIDENTIAL BUSINESS**

### **CONFIDENTIAL**

(ITEM ECO22/22) TENTERFIELD AERODROME SALE BY TENDER

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 MIN12/22) CONFIRMATION OF PREVIOUS MINUTES**

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**REPORT BY:** Elizabeth Melling

**RECOMMENDATION**

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

- **Ordinary Council Meeting – 23 November 2022**

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

**ATTACHMENTS**

- 1** Unadopted Minutes - Ordinary Council Meeting 23 November 2022 10 Pages

|                      |                                                                                 |
|----------------------|---------------------------------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>                                    |
| <b>Submitted by:</b> | Roy Jones, Manager Finance & Technology                                         |
| <b>Reference:</b>    | <b>ITEM GOV102/22</b>                                                           |
| <b>Subject:</b>      | <b>PRESENTATION OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 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 Council operates in an effective and financially sustainable manner to deliver affordable services.                                           |
| <b>CSP Delivery Program</b> | Ensure that financial sustainability and the community's capacity to pay inform adopted community service levels.                                    |

#### **SUMMARY**

The purpose of this Report is to present to Council the Audited Financial Statements for the year ended 30 June 2022, in accordance with the provisions of Section 418 of the *Local Government Act 1993*.

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

**That Council notes the Audited Annual Financial Statements for the year ended 30 June 2022.**

#### **BACKGROUND**

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

1. The prepared Financial Statements are required to contain Certificates to be signed in accordance with a Resolution of Council. Council authorised the signing of the Certificates by Resolution at the Ordinary Meeting held on 24 August 2022.
2. The Financial Statements and Certificates referred to in item one (1) are then referred to Council's Auditor.
3. As soon as practical after receiving the Auditor's Report, Council must forward a copy of the Audited Financial Statements to the Office of Local Government (OLG). These documents were forwarded to the OLG on Wednesday 16 November 2022.
4. A Public Notice must be provided of Council's intention to present its Audited Financial Statements. Council provided a Public Notice which was published in the Tenterfield Star on 8 December 2022 and on Council's website.
5. Anyone can make written submissions to Council regarding its Audited Financial Statements or Auditor's Reports for a period of 7 (seven) days after the Reports have been presented to Council.

It should be noted that Council's Audit, Risk and Improvement Committee was provided with the draft set of Financial Statements at the Audit, Risk and Improvement Committee meeting held on Tuesday 23 August 2022. The Committee recommended

Our Governance No. 102 Cont...

that Council should refer the draft Statements for Audit, which Council did at the 24 August 2022 Ordinary Council meeting.

### **Unrestricted cash in 2021-22**

As a result of the audit process the Financial Statements were required to provide additional disclosure relating to negative unrestricted cash in Note C1-2. From 1 July 2021 to March 2022 the Council continued to have a negative unrestricted cash position. This results in a breach of section 409(3) of the LG Act and a potential breach of section 410(3) of the LG Act as described above. This position turned around in March 2022 following Council's receipt of the outstanding funds for work done under disaster recovery grants. The Council's restricted cash position has continued to improve in 2021-22. As at 30 June 2022 the amount of unrestricted cash (before internal allocations) was a positive \$5.5 million.

Council has put in place internal controls to monitor unrestricted cash balances on a quarterly basis. In addition, the Council has established a loan facility with NAB for operational need purposes which is available for use as at 30 June 2022.

### **Request for Extension to Lodge Financial Statements to Office of Local Government**

The Audit Office of New South Wales requested Council on 17 October to seek an extension to lodge the audited Financial Statements 2021/2022 under 416 (2) of the NSW Local Government Act 1993. Council complied with the request and wrote to the OLG to request an extension. The audited Financial Statements were forwarded to the Office of Local Government upon the completion of the Auditor's Report on 16 November 2022.

### **REPORT:**

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

Council received a Qualified Opinion on the Report on the general-purpose financial statements with Basis for this opinion being – Non recognition of Rural Fire Fighting equipment.

Council through resolution (157/22) on 27 July 2022 had adopted receiving a Qualified Opinion due to non-recognition of Rural Fire Service Assets.

Council's Financial Statements and Key Performance Indicators for the year ended 30 June 2022 reveal that Council is highly dependent on operating grants and has limited avenues to increase its Own Source Revenue as depicted with a below benchmark ratio of 32.79% (benchmark >60%).

### **Overall Result:**

The Income Statement identified a Net Operating Result of \$17.596M (compared to \$17.493M in 2020/2021).

Council's Net operating result excluding capital income and capital contributions of \$2.091M is favourable (compared to the \$2.535M deficit in 2020/2021). The increase is mainly attributed to the increase in operating grants income relating to prepaid Financial Assistance Grants (\$1.8 million) and Disaster Recovery Funding (\$4.3million).

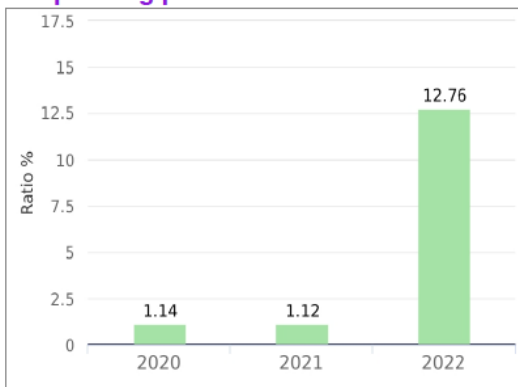
**Results by Fund**

As per Note D1-1 of the General Purpose Financial Statements, excluding capital income and capital contributions, the General Fund made a surplus of \$887K (\$3.749M deficit in 2020/21); the Water Fund made a surplus of \$404K (\$192K surplus in 2020/21); and the Sewer Fund made a surplus of \$800K (\$1.022M surplus in 2020/21).

**Financial Graphs and Ratios**

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

**1. Operating performance ratio**



**Purpose of operating performance ratio**

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

**Commentary on 2021/22 result**

**2021/22 ratio 12.76%**

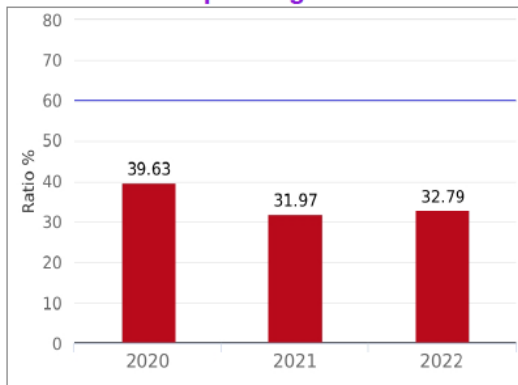
The ratio of 12.76% is higher than the benchmark of >0 and much higher than previous FY2020-21 of 1.12%. This is predominately due to council being in receipt of a number of operating grants in the FY 2021/22 relating to various Disaster Recovery works. Council also received 75% of Financial Assistance Grant for FY 2022-23 in FY 2021-22 therefore increasing operating revenue.

Benchmark: — > 0.00%

Source of benchmark: Code of Accounting Practice and Financial Reporting

- Ratio achieves benchmark
- Ratio is outside benchmark

**2. Own source operating revenue ratio**



**Purpose of own source operating revenue ratio**

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

**Commentary on 2021/22 result**

**2021/22 ratio 32.79%**

Council ratio of 32.79% is below the benchmark ratio (>60%) in the FY 2021-22. Council continues to seek ways to increase this including a supposed Special Rate Variation for the FY 2023/24 and FY 2024/25. Council is also considering sale of assets to increase its operating ratio for next financial year.

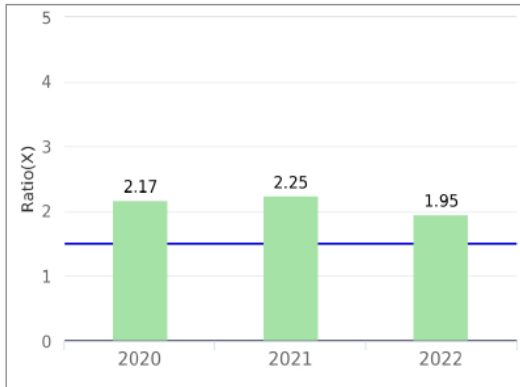
Benchmark: — > 60.00%

Source of benchmark: Code of Accounting Practice and Financial Reporting

- Ratio achieves benchmark
- Ratio is outside benchmark

Our Governance No. 102 Cont...

3. Unrestricted current ratio



Purpose of unrestricted current ratio

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

Commentary on 2021/22 result

2021/22 ratio 1.95x

Council ratio of 1.95x is above the benchmark of (1.50x) but slightly lower than previous year ratio of 2.25x. Council continues to address its unrestricted funds and maintain good governance over its working capital to ensure the ratio is above the benchmark.

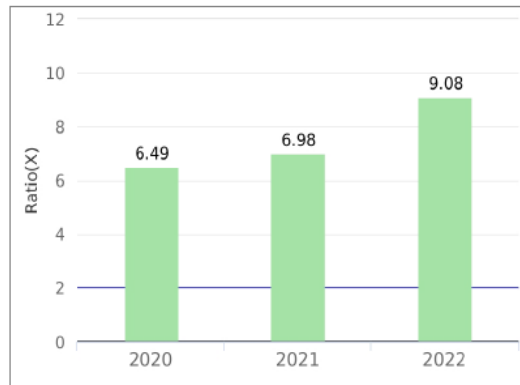
Benchmark: — > 1.50x

Source of benchmark: Code of Accounting Practice and Financial Reporting

Ratio achieves benchmark

Ratio is outside benchmark

4. Debt service cover ratio



Purpose of debt service cover ratio

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

Commentary on 2021/22 result

2021/22 ratio 9.08x

Council maintains a healthy ratio of 9.08x which is well above the benchmark of (>2.00x). Council monitors its borrowing and loan repayment capacity by focusing on long term – intergenerational asset creation.

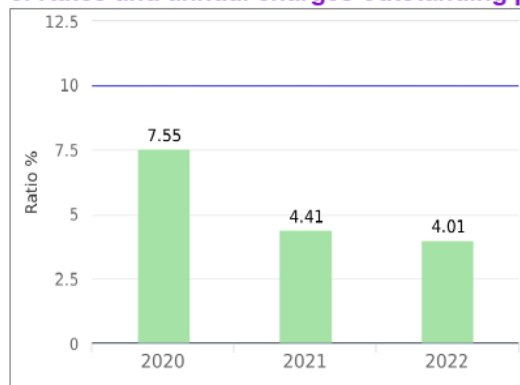
Benchmark: — > 2.00x

Source of benchmark: Code of Accounting Practice and Financial Reporting

Ratio achieves benchmark

Ratio is outside benchmark

5. Rates and annual charges outstanding percentage



Purpose of rates and annual charges outstanding percentage

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

Commentary on 2021/22 result

2021/22 ratio 4.01%

Council ratio of 4.01% is better than the benchmark of (<10%).

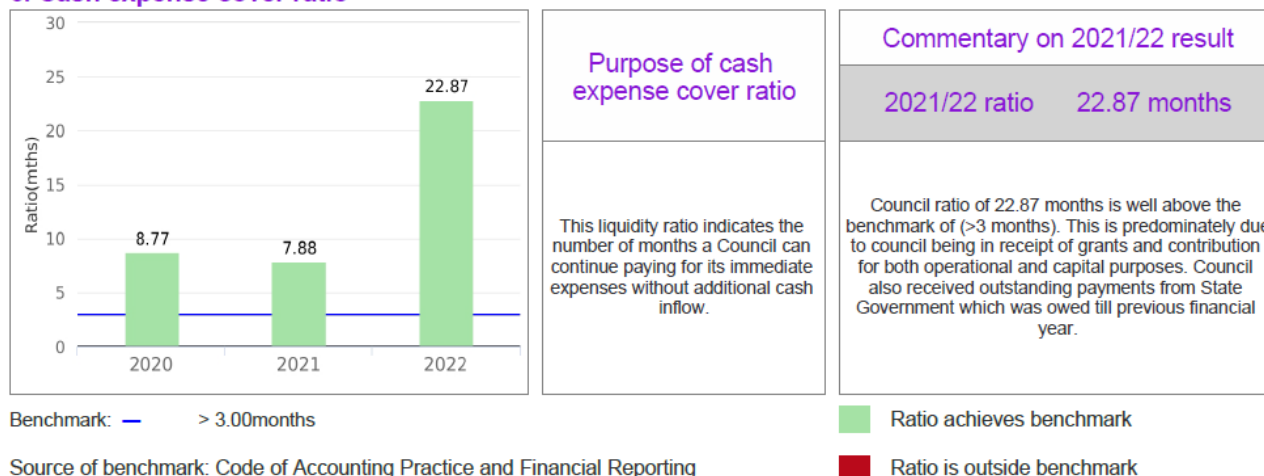
Benchmark: — < 10.00%

Source of benchmark: Code of Accounting Practice and Financial Reporting

Ratio achieves benchmark

Ratio is outside benchmark

## Our Governance No. 102 Cont...

**6. Cash expense cover ratio**

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

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

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

It is a requirement that as soon as practicable after receiving a copy of the Auditor's report, that the Statements must be placed on public exhibition and notice given of a meeting at which Council proposes to present its Audited Financial Statements, together with the Auditor's Report.

**2. Policy and Regulation**

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

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

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

Our Governance No. 102 Cont...

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

There are no specific asset management issues arising out of this Report. However, it is important to note that assets classes within the Water, Waste and Transport infrastructure remains high on Council's list of priorities. One of the key factors which may result in higher depreciation expense for Financial Year 2023-2024 is the indexation of assets as at 30 June 2022 whose depreciation impact will be realised next financial year.

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

There are no workforce issues arising out of this report.

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

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

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

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

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

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

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

### **Erika Bursford**

#### **Manager Customer Service, Governance & Records**

Prepared by staff member: Roy Jones, Manager Finance & Technology  
Approved/Reviewed by Manager: Erika Bursford, Acting Chief Corporate Officer  
Department: Office of the Chief Corporate Officer  
Attachments: **1** Tenterfield Shire Council - Audited Financial Statements - 2021-22

|                      |                                                               |
|----------------------|---------------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>                  |
| <b>Submitted by:</b> | Roy Jones, Manager Finance & Technology                       |
| <b>Reference:</b>    | <b>ITEM GOV107/22</b>                                         |
| <b>Subject:</b>      | <b>FINANCE &amp; ACCOUNTS - PERIOD ENDED 30 NOVEMBER 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 Council operates in an effective and financially sustainable manner to deliver affordable services.                                           |
| <b>CSP Delivery Program</b> | Ensure that financial sustainability and the community's capacity to pay inform adopted community service levels.                                    |

#### **SUMMARY**

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

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

**That Council receive and note the Finance and Accounts Report for the period ended 30 November 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 November 2022.  
Cash Book Balances on this date were as follows:-

|                        |                  |        |
|------------------------|------------------|--------|
| General (Consolidated) | \$ 24,720,058.00 | Credit |
| General Trust          | \$ 382,340.85    | Credit |

##### (b) Summary of Investments



Our Governance No. 107 Cont...

The attachment to this report is a certified schedule of all Council's investments as at 30 November 2022 showing the various invested amounts and applicable interest rates.

### Concealed Water Leakage Concession Policy Update

For the month of November 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 24 applications for 603 Certificates in November 2022.

In the calendar year to date, there have been 308 applications compared to 434 applications for the same period last year.

### Cash and Investments – Detailed Analysis of External Restrictions

| <b>RESTRICTED CASH ANALYSIS</b>                                         | <b>AS AT 30 NOVEMBER 2022</b> | <b>AS AT 30 JUNE 2022</b> |
|-------------------------------------------------------------------------|-------------------------------|---------------------------|
|                                                                         |                               |                           |
| <b>TOTAL CASH &amp; INVESTMENTS</b>                                     | <b>\$31,103,399</b>           | <b>\$37,107,638</b>       |
|                                                                         |                               |                           |
| <b>EXTERNALLY RESTRICTED CASH</b>                                       | <b>\$ 27,629,061</b>          | <b>\$31,625,799</b>       |
|                                                                         |                               |                           |
| <b>INCLUDED IN GRANT RELATED (EXCL DEVELOPER CONTRIBUTIONS)</b>         | <b>\$ 11,207,200</b>          | <b>\$14,401,703</b>       |
| GRANT-RELATED - GENERAL (EXCL DEVELOPER CONTRIBUTIONS AND RFS RESERVES) | \$10,085,203                  | \$13,785,826              |
| GRANT-RELATED - WATER (EXCL DEVELOPER CONTRIBUTIONS)                    | \$622,829                     | \$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                                                    | -                             | -                         |
|                                                                         |                               |                           |
| <b>INCLUDED IN DEVELOPER CONTRIBUTIONS</b>                              | <b>\$ 523,771</b>             | <b>\$467,232</b>          |
| DEVELOPER CONTRIBUTIONS - GENERAL                                       | \$392,686                     | \$347,608                 |
| DEVELOPER CONTRIBUTIONS - WATER                                         | \$40,281                      | \$37,565                  |
| DEVELOPER CONTRIBUTIONS - SEWER                                         | \$44,555                      | \$41,455                  |
| DEVELOPER CONTRIBUTIONS - WASTE                                         | \$41,873                      | \$36,595                  |
| DEVELOPER CONTRIBUTIONS - STORMWATER                                    | \$4,376                       | \$4,009                   |
|                                                                         |                               |                           |
| <b>INCLUDED IN RFS RESERVES</b>                                         | <b>\$42,005</b>               | <b>\$92,098</b>           |
| RFS RESERVES                                                            | \$42,005                      | \$92,098                  |
|                                                                         |                               |                           |

Our Governance No. 107 Cont...

| <b>INCLUDED IN CASH AT BANK AND INVESTMENT LEFTOVERS (AFTER GRANT RELATED, DC AND RFS ABOVE)</b> | <b>\$15,856,085</b> | <b>\$16,664,766</b> |
|--------------------------------------------------------------------------------------------------|---------------------|---------------------|
| WATER                                                                                            | \$(114,702)         | \$2,180,603         |
| SEWER                                                                                            | \$6,275,262         | \$5,703,375         |
| WASTE                                                                                            | \$8,335,833         | \$7,372,548         |
| STORMWATER                                                                                       | \$977,351           | \$1,025,899         |
| TRUST FUND                                                                                       | \$382,341           | \$382,341           |
|                                                                                                  |                     |                     |
| <b>INTERNAL RESTRICTIONS</b>                                                                     |                     |                     |
| PLANT AND VEHICLE REPLACEMENT                                                                    | -                   | -                   |
| EMPLOYEES LEAVE ENTITLEMENTS                                                                     | -                   | -                   |
| SPECIAL PROJECTS                                                                                 | -                   | -                   |
|                                                                                                  |                     |                     |
| <b>UNRESTRICTED FUNDS</b>                                                                        | <b>\$3,474,338</b>  | <b>\$5,481,839</b>  |

**PLEASE NOTE:** During the month of November council as part of grant funding agreement was required to pay \$1.4 million from its own water fund for construction progress for Tenterfield Water Treatment Plant. This transaction has resulted in a negative cash balance in the water fund.

Council has subsequently raised an invoice to Department of Planning and Environment in early November and is expected to be reimbursed by January/February 2023. This will put the water fund in positive cash balance.

Council is not in breach of Local Government Act because of this transaction as it still has positive unrestricted general funds as end of November.

### **COUNCIL IMPLICATIONS:**

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

Nil.

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

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

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

Nil.

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

Nil.

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

Nil.

Our Governance No. 107 Cont...

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

**Erika Bursford**

**Acting Chief Corporate Officer**

|                               |                                               |
|-------------------------------|-----------------------------------------------|
| Prepared by staff member:     | Roy Jones, Manager Finance & Technology       |
| Approved/Reviewed by Manager: | Erika Bursford, Acting Chief Corporate Office |
| Department:                   | Office of the Chief Corporate Officer         |
| Attachments:                  | <b>1</b> Investment Report - 30 November 2022 |

|                      |                                                          |
|----------------------|----------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>             |
| <b>Submitted by:</b> | Roy Jones, Manager Finance & Technology                  |
| <b>Reference:</b>    | <b>ITEM GOV104/22</b>                                    |
| <b>Subject:</b>      | <b>CAPITAL EXPENDITURE REPORT AS AT 30 NOVEMBER 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> | 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 November 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 not completed in the 2021/22 year were adopted in the first Quarterly Budget Review at the November 2022 meeting. The budgets for a number of new grants received in the current financial year were also adopted. The Capital Expenditure Report has been updated to show the current list of approved capital projects.

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

#### **COUNCIL IMPLICATIONS:**

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

Nil.

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

- Local Government Act 1993
- Local Government (General) Regulation 2005

Our Governance No. 104 Cont...

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

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

Nil.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

**Erika Bursford**

**Acting Chief Corporate Officer**

Prepared by staff member:

Roy Jones, Manager Finance & Technology

Approved/Reviewed by Manager:

Erika Bursford, Acting Chief Corporate Officer

Department:

Office of the Chief Corporate Officer

Attachments:

**1** Capital Expenditure Report -  
November 2022

**3**  
Pages

|                      |                                                                |
|----------------------|----------------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>                   |
| <b>Submitted by:</b> | Lee Sisson, Casual Administration & Customer Service Assistant |
| <b>Reference:</b>    | <b>ITEM GOV103/22</b>                                          |
| <b>Subject:</b>      | <b>MONTHLY OPERATIONAL REPORT NOVEMBER 2022</b>                |

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**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. |

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**SUMMARY**

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

**OFFICER'S RECOMMENDATION:**

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

**Erika Bursford**

**Manager Customer Service, Governance & Records**

|                                                     |                                                                                                                                                                                  |                                                     |          |                                   |        |
|-----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|----------|-----------------------------------|--------|
| Prepared by staff member:                           | Lee Sisson, <b>Error! No document variable supplied.</b>                                                                                                                         |                                                     |          |                                   |        |
| Approved/Reviewed by Manager:                       | Erika Bursford, Manager Customer Service, Governance & Records                                                                                                                   |                                                     |          |                                   |        |
| Department:                                         | Office of the Chief Corporate Officer                                                                                                                                            |                                                     |          |                                   |        |
| Attachments:                                        | <table> <tr> <td><b>1</b> Monthly Operational Report - November 2022</td> <td>80 Pages</td> </tr> <tr> <td><b>2</b> Organisational Structure</td> <td>1 Page</td> </tr> </table> | <b>1</b> Monthly Operational Report - November 2022 | 80 Pages | <b>2</b> Organisational Structure | 1 Page |
| <b>1</b> Monthly Operational Report - November 2022 | 80 Pages                                                                                                                                                                         |                                                     |          |                                   |        |
| <b>2</b> Organisational Structure                   | 1 Page                                                                                                                                                                           |                                                     |          |                                   |        |

|                      |                                                |
|----------------------|------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>           |
| <b>Submitted by:</b> | Elizabeth Melling, Executive Assistant & Media |
| <b>Reference:</b>    | <b>ITEM GOV105/22</b>                          |
| <b>Subject:</b>      | <b>ELECTION OF THE DEPUTY MAYOR</b>            |

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

|                  |                                                                                           |
|------------------|-------------------------------------------------------------------------------------------|
| <b>Goal:</b>     | Council achieves excellence in corporate governance                                       |
| <b>Strategy:</b> | Implement strategies, policies and practice to achieve excellence in corporate governance |
| <b>Action:</b>   | Undertake all legislative requirements of Local Government                                |

#### **SUMMARY**

The purpose of this report is for Council to elect the Deputy Mayor for the period of 12 January 2023 to 11 January 2024.

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

**That:-**

- 1) Ms Kerrie Swain, as Returning Officer, call for nominations for the election of Deputy Mayor for the one (1) year term 12 January 2023 to January 2024; and**
- 2) Council determine the form of ballot to be used if so required, conditional on no Councillor attending the meeting via audio visual. If Councillors are attending via audio visual, the vote must be by Open Vote; and**
- 3) Following the election, the Returning Officer declare Cr ..... elected as Deputy Mayor for the period 12 January 2023 to 12 January 2024.**

#### **BACKGROUND**

Council sought legal advice from Local Government NSW regarding the timing of the Deputy Mayor elections, taking into consideration that Council is in recess from the conclusion of Council's Ordinary Meeting on Wednesday 21 December 2022 until 1 February 2023, and the position of Deputy Mayor expires on 12 January 2023.

The following advice was forthcoming:-

*"..... this means that there are two options available to the council. The first is to hold the election on 21 December 2022 with the declaration of the result of the election being that the successful candidate is elected as deputy mayor with their term commencing on 12 January 2023. Clause 13 of Schedule 7 of the Regulation provides that the result of the election is to be declared to the councillors at the council meeting at which the election is held by the returning officer. It makes no mention of a requirement that the term of the office commences on the making of the declaration.*

*I can see no reason why the term of the office of deputy mayor cannot be declared to commence on a day other than the day the election is held.*

Our Governance No. 105 Cont...

*As councils are not required to have a deputy mayor, the second option could be to hold the election in February 2023. This will mean that the council will be without a deputy mayor for one month until the election is held."*

The *Local Government Amendment (Governance and Planning) Bill 2016* included amendments to the Act to change the term of Mayors elected by their Councillor peers from one year to two year terms, however Section 231 (2) of the Act with respect to Deputy Mayor indicates that "*the person may be elected for the Mayoral term or a shorter term*".

Under the Local Government Act 1993, the Civic Office of Deputy Mayor elected by Councillors expires on 12 January 2023.

The Local Government Elections Regulation stipulates the Chief Executive (or a person appointed by the General Manager) is the Returning Officer. To this end, Ms Kerrie Swain, Solicitor has agreed to act in this capacity.

#### **REPORT:**

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

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

Schedule 7 of the *Local Government (General) Regulation 2005* prescribes three (3) methods of election of Deputy Mayors:

- Open Ballot (eg show of hands and only option open to Council given that by necessity, Councillors will be attending by audio visual)
- Ordinary Ballot, or
- Preferential Ballot

Open ballots can be undertaken remotely where a Council is conducting its meetings by audio visual link.

Ordinary and preferential ballots are secret ballots and Councillors will need to **attend the meeting in person** if the election is to be by way of an ordinary or preferential ballot.

#### **Open Voting is by a show of hands – only option open to Council**

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

#### **An Ordinary Ballot is a secret ballot – not possible due to Councillor attendance via Audio Visual**

If there are two candidates, the person receiving the higher number of votes is declared elected. Should there be three or more candidates, the candidate receiving the lowest number of votes is excluded and fresh votes are taken until one candidate remains. A



Our Governance No. 105 Cont...

cross (X) against the candidate whose nomination is being supported is all that is required when voting.

**A Preferential Ballot is a secret ballot and the system can only be adopted if there are more than two candidates – not possible due to Councillor attendance via Audio Visual**

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

### **COUNCIL IMPLICATIONS:**

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

Nil.

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

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

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

Nil.

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

Nil.

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

Nil.

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

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

Due to attendance of Councillors via audio visual, the vote is limited to an open vote.

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

Nil.

#### **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

Our Governance No. 105 Cont...

Department:

Office of the Chief Executive

Attachments:

**1** Deputy Mayor Election  
Nomination Form

1  
Page

|                      |                                                |
|----------------------|------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>   |
| <b>Submitted by:</b> | Erika Bursford, Acting Chief Corporate Officer |
| <b>Reference:</b>    | <b>ITEM GOV106/22</b>                          |
| <b>Subject:</b>      | <b>READOPTION OF LOCAL POLICIES</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. |

#### **SUMMARY**

The purpose of this report is to advise Council of the requirement to re-adopt Council's local policies within twelve months of a new term of Council, under the NSW *Local Government Act 1993*.

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

**That Council re-adopt those Council local policies not already re-adopted since the commencement of the new term of Council on 12 January 2022.**

#### **BACKGROUND**

Council currently has 55 Council policies that have not been re-adopted in the 11 months since the commencement of the new Council term on 12 January 2022, which need to be re-adopted prior to 11 January 2023 to remain in force.

#### **REPORT:**

Council currently has 85 policies, of which 55 have not been re-adopted since the commencement of the new term of Council on 12 January 2022. For Council's policies to remain in force, Council is required to re-adopt the following policies:

|                                                                               |
|-------------------------------------------------------------------------------|
| 1. Aerated Wastewater Treatment Systems Policy                                |
| 2. Affixing of Councils Seal to Documents Policy                              |
| 3. Art Collection Policy                                                      |
| 4. Borrowing Policy                                                           |
| 5. Burial On Private Rural Land Policy                                        |
| 6. Busking Policy                                                             |
| 7. Buy Local Policy                                                           |
| 8. Contaminated Recycling Bin Policy                                          |
| 9. Community Engagement Policy                                                |
| 10. Competitive Neutrality Complaints Policy                                  |
| 11. Concealed Water Leakage Concession Policy                                 |
| 12. Construction And Maintenance Of Property Access From Council Roads Policy |
| 13. Construction Over & Adjacent Stormwater, Sewer And Water Mains Policy     |
| 14. Corporate Credit Cards Policy                                             |
| 15. Debt Recovery Policy                                                      |
| 16. Disposal Of Minor Assets Including Plant Material And Equipment Policy    |
| 17. Drinking Water Quality Policy                                             |
| 18. Employee Relations Policy                                                 |

## Our Governance No. 106 Cont...

|                                                                                                                         |
|-------------------------------------------------------------------------------------------------------------------------|
| 19. Enforcement Policy For Unlawful Activities                                                                          |
| 20. Filming Policy                                                                                                      |
| 21. Footpath Activities Policy                                                                                          |
| 22. Footpath Paving & Contribution Policy                                                                               |
| 23. Fund Raising Stalls Policy                                                                                          |
| 24. Funerary And Monumental Masonry Services Policy                                                                     |
| 25. Granting Of Pensioner Rate Concessions Policy                                                                       |
| 26. Internal Reporting – Public Interest Disclosures Policy                                                             |
| 27. Legislative Compliance Policy                                                                                       |
| 28. Light Motor Vehicle Policy                                                                                          |
| 29. Limit Of Delegated Authority In Dealing With Development Applications And Complying Development Certificates Policy |
| 30. Liquid Trade Waste Regulation Policy                                                                                |
| 31. Local Approvals Policy                                                                                              |
| 32. Local Orders Policy                                                                                                 |
| 33. Local Orders For The Keeping Of Animals In Urban Areas Of Tenterfield Shire Policy                                  |
| 34. Maintenance Of Nature Strips Policy                                                                                 |
| 35. Media Policy                                                                                                        |
| 36. On Site Sewage Management Policy                                                                                    |
| 37. Plant Replacement Policy                                                                                            |
| 38. Private Swimming Pools Safety Policy                                                                                |
| 39. Procurement Policy                                                                                                  |
| 40. Public Gates And Vehicle By Pass Policy                                                                             |
| 41. Rainwater Tanks Installation Requirements Where Reticulated Water Is Connected Policy                               |
| 42. Rates Hardship Policy                                                                                               |
| 43. Records Management Policy                                                                                           |
| 44. Related Party Policy                                                                                                |
| 45. Risk Management Policy                                                                                              |
| 46. Roadside Memorials Commemorative Markers Policy                                                                     |
| 47. School Of Arts Collections Acquisition and Deaccession Policy                                                       |
| 48. Sewerage – Septic Tank Connections Policy                                                                           |
| 49. Statement Of Business Ethics Policy                                                                                 |
| 50. Tenterfield CBD Works Policy                                                                                        |
| 51. Transfer Of Land In Payment Of Rates Policy                                                                         |
| 52. Variation of Sewage Discharge Factor Policy                                                                         |
| 53. Volunteers Policy                                                                                                   |
| 54. Workplace Surveillance Policy                                                                                       |
| 55. Writing Off Of Debts Policy                                                                                         |

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

Council is not required to give public notice of the re-adoption of policies, in full or part, when doing so under Sections 165 and 166 of the NSW *Local Government Act 1993*.

**2. Policy and Regulation**

- *Local Government Act 1993*

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

Nil.

**4. Asset Management (AMS)**

Nil.

Our Governance No. 106 Cont...

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

**Erika Bursford  
Acting Chief Corporate Officer**

|                               |                                                |
|-------------------------------|------------------------------------------------|
| Prepared by staff member:     | Erika Bursford, Acting Chief Corporate Officer |
| Approved/Reviewed by Manager: | Erika Bursford, Acting Chief Corporate Officer |
| Department:                   | Office of the Chief Corporate Officer          |
| Attachments:                  | There are no attachments for this report.      |

|                      |                                                              |
|----------------------|--------------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>                         |
| <b>Submitted by:</b> | Elizabeth Melling, Executive Assistant & Media               |
| <b>Reference:</b>    | <b>ITEM GOV108/22</b>                                        |
| <b>Subject:</b>      | <b>RURAL &amp; REGIONAL SUMMIT - MONDAY 20 FEBRUARY 2023</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.                                           |
| <b>CSP Delivery Program</b> | Identify, represent, advocate and lobby for inclusion of the Shire's needs in regional and state planning.                                           |

#### **SUMMARY**

The purpose of this report is for Council to endorse and approve the attendance of Mayor Bronwyn Petrie to the inaugural Rural & Regional Summit at Sydney Monday 20 February 2023.

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

**That Council approve the attendance of Mayor Bronwyn Petrie to the inaugural Rural & Regional Summit at Sydney, Monday 20 February 2023.**

#### **BACKGROUND**

The Rural and Regional Summit is a new event being launched by LG NSW, specifically dedicated to the rural and regional LG NSW members.

The Rural & Regional Summit is being advertised as a "crucial one-day event for mayors, councillors, general managers and senior staff to come together to discuss the key issues affecting rural and regional communities in the lead up to the NSW State Election."

#### **REPORT:**

Councils have raised major concerns over the ever-growing housing supply and affordability pressures as the housing crisis continues to impact communities across the state. This key issue will be at the forefront of the summit agenda.

Other key topics include:

- NSW Reconstruction Authority update
- Building Back Better – Roads and Infrastructure
- Rural Health, Mental Health and Resilience
- Rural and regional NSW – What do our communities really need?

At the conclusion of the summit at 5.00 pm, delegates will have the opportunity to connect and network with peers. The Mayor has indicated that her preference is to travel home that night.

#### **COUNCIL IMPLICATIONS:**

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

Our Governance No. 108 Cont...

## 2. Policy and Regulation

- Councillor Expenses & Facilities Policy 1.160.

## 3. Financial (Annual Budget & LTFFP)

- Registration - \$440 per person
- Accommodation - \$330 (one night + breakfast)
- Flights - \$600 (an estimate of return flights)
- Travel to airport & return - \$455 (approximately 250km x 2 @ \$0.91 per km)
- Uber/Food/Incidentals - \$200
- Total \$2,025 approx.

## 4. Asset Management (AMS)

Nil.

## 5. Workforce (WMS)

Nil.

## 6. Legal and Risk Management

Nil.

## 7. Performance Measures

Nil.

## 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: **1** Draft Agenda - Rural & Regional Summit - 20 February 2023 **1** Page

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**(ITEM RC16/22) TENTERFIELD SHIRE COUNCIL LOCAL TRAFFIC COMMITTEE MEETING - THURSDAY 1 DECEMBER 2022**

---

**REPORT BY:** Kelly Pitkin

That a meeting of the Tenterfield Shire Council Local Traffic Committee was held on Thursday 1 December 2022. Minutes attached.

### **RECOMMENDATION**

#### **That Council:**

- (1) Receive and note the report of the Tenterfield Shire Council Local Traffic Committee meeting of 1 December 2022;**
- (2) Adopt the recommendations from the meeting as follows:-**
  - a) Traffic Accident - Tooloom Street, Urbenville**

TfNSW recommends a traffic signage review of the area and applying for Fatal Crash Response funding if upgrades are required.
  - b) Manners Street, Tenterfield – request for pedestrian crossing.**

Transport for NSW to assess the site in respect to the request for a pedestrian crossing given the close proximity to the New England Highway. Council to send a letter to TfNSW requesting assessment.
  - c) Rouse Street Telstra Driveway.**

All line marking of the parking bays be reviewed and renewed in CBD.
  - d) Cycle Event.**

That Committee note the application and recommend the event be approved subject to any requirements of Transport for NSW and NSW Police in liaison with The Saddlers Mountain Bike Club Tenterfield Inc. prior to event.
  - e) Manners Street Bus Stop.**

That the Committee note the request and prior to considering any change to the existing bus stop in Manners Street, seek comments from Transport for NSW Traffic Section in respect to any traffic impacts to the Rouse Street (New England Highway) traffic and parking arrangement implications.
  - f) Proposed meeting dates for 2023**

Committee accept meeting dates as presented.

### **ATTACHMENTS**

- 1** Local Traffic Committee Meeting Minutes - 1 December 2022 12 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 RES12/22</b>                               |
| <b>Subject:</b>      | <b>COUNCIL RESOLUTION REGISTER - NOVEMBER 2022</b> |

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**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.                                                             |

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**SUMMARY**

The purpose of this Report is to provide a standing monthly report to the Ordinary Meeting of Council that outlines all Resolutions of Council previously adopted and yet to be finalised.

**OFFICER'S RECOMMENDATION:**

**That Council notes the status of the Council Resolution Register to November 2022.**

**Erika Bursford**  
**Acting Chief Corporate Officer**

|                               |                                                                                              |
|-------------------------------|----------------------------------------------------------------------------------------------|
| Prepared by staff member:     | Elizabeth Melling                                                                            |
| Approved/Reviewed by Manager: | Erika Bursford, Acting Chief Corporate Officer                                               |
| Department:                   | Office of the Chief Executive                                                                |
| Attachments:                  | <b>1</b> Resolution Register - November 2022 <span style="float: right;">17<br/>Pages</span> |