



QUALITY NATURE - QUALITY HERITAGE - QUALITY LIFESTYLE

BUSINESS PAPER ORDINARY COUNCIL MEETING 22 FEBRUARY 2023

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 22 February 2023** 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

# 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**

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**12. NOTICES OF MOTION**

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**14. CONFIDENTIAL BUSINESS**

**15. MEETING CLOSED**

**(ITEM MIN1/23) 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 – 21 December 2022**

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

**ATTACHMENTS**

- 1** Unadopted Minutes - 21 December 2022 - Ordinary Council Meeting 11 Pages



|                      |                                                                                                              |
|----------------------|--------------------------------------------------------------------------------------------------------------|
| <b>Department:</b>   | <b>Engineering Department</b>                                                                                |
| <b>Submitted by:</b> | Gillian Marchant, Manager Water & Waste                                                                      |
| <b>Reference:</b>    | <b>ITEM ENV1/23</b>                                                                                          |
| <b>Subject:</b>      | <b>FINALISATION OF CONTAMINATED RECYCLING BIN &amp; BACKFLOW PREVENTION POLICIES FROM PUBLIC EXHIBITION.</b> |

|                                                               |                                                                                                                     |
|---------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                                                     |
| <b>CSP Goal:</b>                                              | <b>Environment</b> - Our natural environment will be protected, enhanced and promoted for future generations.       |
| <b>CSP Strategy:</b>                                          | Deliver an affordable waste management solution for the community to best manage waste and recycling opportunities. |

## SUMMARY

The purpose of this report is for Council to receive and note the minor amendments of the New Contaminated Recycling Bin Policy and receive the New Backflow Prevention Policy aligned with Water & Waste.

## OFFICER'S RECOMMENDATION:

### That Council:

- (1) Note that there was no submissions received during the community consultation period on the new Backflow Prevention Policy and finalise adoption for inclusion in the Policy Register; and**
- (2) Adopt the Contaminated Recycling Bin Policy noting the minor amendment resulting from community consultation feedback.**

## BACKGROUND

The new Backflow Prevention Policy has been provided for community consultation. The Backflow Prevention Policy supports the Water Quality and Safety Policy by providing protection to Councils potable water reticulation. Legislated by New South Wales Government Plumbing and Drainage Act 2011 and regulated through Australian and New Zealand Standard (AS/NZS 3500.1) Plumbing and Drainage Part 1: Water Services, the policy provides responsibility of the property owner to ensure they do not affect the mains supply with any water from their property.

The new Contaminated Recycling Bin Policy has been provided for community consultation. The Contaminated Recycling Bin Policy is to provide clear direction as to how Council will manage residents/businesses who repeatedly contaminate their recycling bin. Staff have reviewed approaches by other Councils in dealing with this situation of continued contamination of recycling, provided extensive educational advertising and undertaken the first recycling bin audit of Tenterfield town, to try to reduce the instances of contamination in recycling that ultimately costs council and the community when loads are rejected.

## REPORT:

The new Backflow Prevention Policy supports the commitment to ensuring the Drinking Water Quality and Safety Policy by ensuring responsibility of the property owner to ensure they do not affect the mains supply with any water from their property, entering the potable reticulated supply. Backflow is the undesirable reversal of flow of

## Our Environment No. 1 Cont...

contaminated water into the potable water supply. To prevent this from happening, a backflow prevention device is installed to stop the undesirable contaminant entering the potable water piping. Backflow prevention devices are required by Australian Standards, National Plumbing and Drainage Code (AS 3500.1) for the protection and conservation of potable drinking water. To ensure compliance with the policies a register of high to medium risk backflow devices will be held by Council, with reminders provided to property owners for biannual testing. To ensure the currency of the policy an ongoing review of requirements to be scheduled on a 5 yearly basis.

The Backflow Prevention Policy was provided on the Council website as well as hard copies made available at the Council Depot. The community consultation was well received with 195 visits to the site, however no submissions were received.

The new Contaminated Recycling Bin Policy has been developed to set a standard for intervention with premises that are not putting the correct materials in their co-mingled recycling bins. The purpose is to ensure that the quality of recycling materials collected in the Tenterfield Shire is within the acceptable contamination standards supporting the Waste Minimization and Management Act 1995 and the Waste Avoidance and Resource Recovery Act 2001. To ensure the currency of the policy an ongoing review of requirements to be scheduled on a 3 yearly basis.

The Contaminated Recycling Bin Policy was provided on the Council website as well as hard copies made available at the Council Depot. The community consultation was well received with 10071 visits to the site, however 1 submission was received. The submission requested greater clarity with regard to wording '*This letter will also contain advice of service **withdrawal/cessation** should one more contamination incident occur*'. The policy was amended to; '*This letter will also inform the resident that the recycling bin would not be collected and/or removed from the property should one more contamination incident occur.*'

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

The new policies of Backflow Prevention Policy and Contaminated Recycling Bin Policy require community consultation of 14 days expected to occur from the 4 October to 17 October 2022.

Notably many instances of community communications have occurred to educate the community with regard to what is appropriate for recyclable materials and what is unacceptable as contamination.

**2. Policy and Regulation**

- Australian Drinking Water Guidelines 2017
- Public Health Act 2010 (NSW)
- Public Health Regulation 2012
- Dams Safety Act 2015 (NSW)
- Dams Safety Regulation 2019 (the Regulation).
- ISO 55001 Asset Management
- ISO 9001 Quality Management Systems

## Our Environment No. 1 Cont...

- Water Directorate (2013) Backflow Prevention and Cross Connection Control Guidelines.
- New South Wales Government (2017) Local Government Act 1994.
- New South Wales Government (2017) Plumbing and Drainage Act 2011.
- Australian and New Zealand Standard (AS/NZS 3500.1) Plumbing and Drainage Part 1: Water Services
- National Construction Code Series, 2012: Volume Three, Plumbing Code of Australia
- Waste Minimisation and Management Act 1995
- The Protection of the Environment Operations (POEO) Act 1997
- Waste Avoidance and Resource Recovery Act 2001
- Local Government Act 1993
- Local Government General (Regulations) 2021
- Council Policy 3.180 Rainwater Tanks-Installation requirements where reticulated water is connected.

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

To capture costs associated with additional requirements for Backflow Prevention and Contaminated Recycling new operational numbers will be requested.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

No changes required for workforce strategy.

Additional time required for Backflow register set-up and maintenance with biannual reminder letters.

Additional time required for manual inspections of previously contaminated recycling bins along with correspondence, and bin removals.

**6. Legal and Risk Management**

Risks associated with maintaining reticulation system integrity for water quality will be reduced through application of the Backflow Prevention Policy.

Risk of increased costs for recycling load rejection will be reduced through application of the Contaminated Recycling Bin Policy.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

Our Environment No. 1 Cont...

**Fiona Keneally**  
**Director Infrastructure**

|                               |                                                               |
|-------------------------------|---------------------------------------------------------------|
| Prepared by staff member:     | Gillian Marchant, Manager Water & Waste                       |
| Approved/Reviewed by Manager: | Fiona Keneally, Director Infrastructure                       |
| Department:                   | Engineering Department                                        |
| Attachments:                  | <b>1</b> Backflow Prevention Policy - Final 5<br>Pages        |
|                               | <b>2</b> Contaminated Recycling Bin Policy - Final 6<br>Pages |

|                      |                                                      |
|----------------------|------------------------------------------------------|
| <b>Department:</b>   | <b>Engineering Department</b>                        |
| <b>Submitted by:</b> | Gillian Marchant, Manager Water & Waste              |
| <b>Reference:</b>    | <b>ITEM ENV2/23</b>                                  |
| <b>Subject:</b>      | <b>REPLACEMENT PLANT 26 WASTE SIDE LOADING TRUCK</b> |

|                                                               |                                                                                                                     |
|---------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                                                     |
| <b>CSP Goal:</b>                                              | <b>Environment</b> - Our natural environment will be protected, enhanced and promoted for future generations.       |
| <b>CSP Strategy:</b>                                          | Deliver an affordable waste management solution for the community to best manage waste and recycling opportunities. |

## SUMMARY

The purpose of this report is to provide an update to Council, and gain endorsement to undertake a tender process to replace Plant Number 26, the old side loading waste collection vehicle.

## OFFICER'S RECOMMENDATION:

### That Council:

- (1) Procure "Side Loader" in accordance with Council's Procurement Policies and Process; and**
- (2) Approve the transfer of the funds from the Waste Fund Reserve to a value of the final purchase price (estimated at \$550,000) from the restricted Reserve to the Operational Budget to be formally resolved as part of the March 2023 Quarterly Budget Review process; and**
- (3) Approve the donation of plant number 26 with a written down value of \$19,500 to Inverell TAFE (heavy vehicles).**

## BACKGROUND

Council approved the current budget to purchase a new side loader (estimated cost for truck and compactor body \$550,000), the acquisition of vehicles is generally through the Council General fund, with a payment system through the restricted Waste fund.

**Figure 1** Image of Compactor Body Due to prioritisation for a front-loader waste truck (Big AL), the purchase of the side-loader was deferred.

Our Environment No. 2 Cont...



**SUPERIOR PAK | RAPTOR SIDE LOADER**  
WASTE COLLECTION BODY

*(Figure 1)*

**REPORT:**

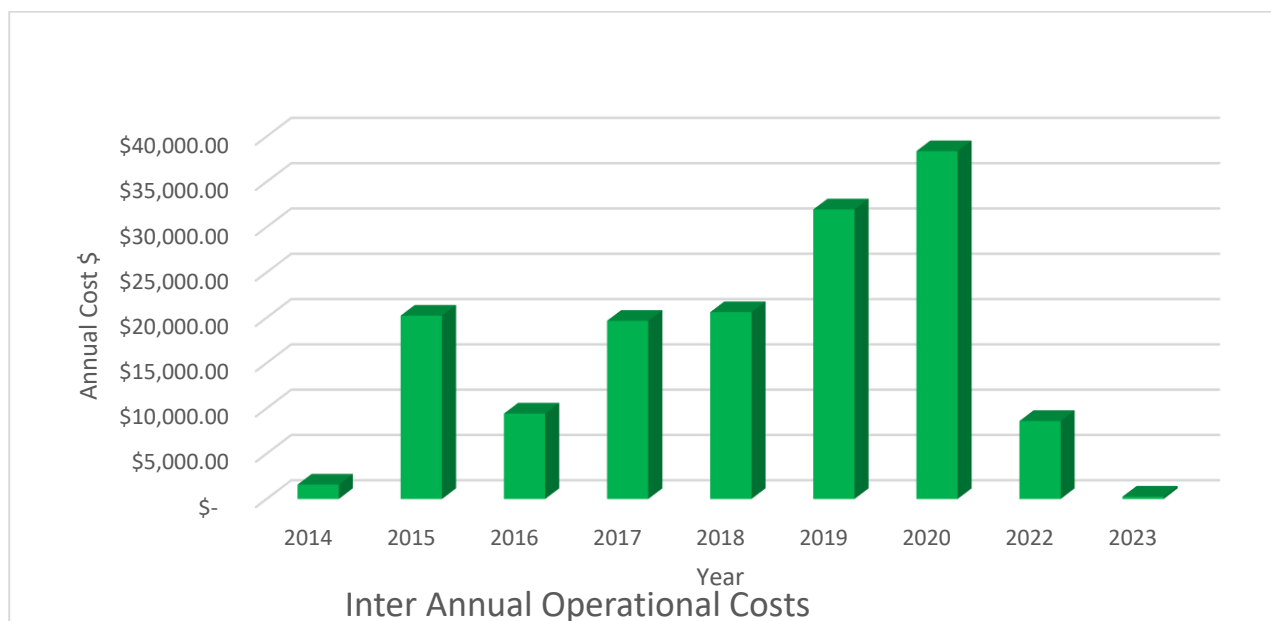
The side loader has been in constant operation since 1998. It has travelled an incredible 1,267,575km and is showing the signs of age. Current regulations for emissions would require some substantial retrofit to the vehicle as well as some safety concerns due to power difficulties (Vehicle very slow on takeoff, at intersections and hills) and additional expense with the potential requirement for a new engine replacement. Controls requiring 2 people to hasten the collection times.



**Figure 2 and 3 Council Plant 26 'Inter' Side-loader**

Initially the Inter was purchased for \$195,000, since this time the operational / maintenance budget has grown to enable keeping the Inter 'on the road'. This is due to the inflationary costs and availability of parts, and the wear and tear on the machine from utilisation. These costs are provided as an annual summary in Graph 1 (below).

## Our Environment No. 2 Cont...



**Graph 1. Inter Annual Maintenance Costs**

**COUNCIL IMPLICATIONS:**

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

Enquiries were undertaken to donate the 'Inter' to the Inverell TAFE. Inverell TAFE train students in heavy vehicle mechanical studies, this donation would assist in supporting training in the region. Additionally, a proviso is required to TAFE to re-donate the 'Inter' to the Tenterfield Transport Museum after the TAFE have finished with the vehicle. This will ensure that the history of the Inter will remain in Tenterfield.

**2. Policy and Regulation**

- Local Government Act 1993
- Local Government (General) Regulation 2005
- Risk Management Policy 2022
- Procurement Policy 2021

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

As at 31<sup>st</sup> January 2023 the Waste Reserve balance is \$8.3 Million. A transfer of the value of the truck purchase estimated \$550,000 will be made once a final price is determined. Leaving a forecast balance of \$7.75 Million. LTFP will be updated to reflect the purchase, and ongoing maintenance schedules.

**4. Asset Management (AMS)**

New maintenance regime would be needed to support the new asset.

**5. Workforce (WMS)**

New side loader will reduce the operational and maintenance costs experienced with the 'Inter'.

**6. Legal and Risk Management**

Reduced risks from mechanical issues and replacement costs.

Our Environment No. 2 Cont...

**7. Performance Measures**

The new side loader waste truck will increase efficiencies and reduce down time associated with breakdowns and required maintenance.

**8. Project Management**

Nil.

**Fiona Keneally**

**Director Infrastructure**

|                               |                                           |
|-------------------------------|-------------------------------------------|
| Prepared by staff member:     | Gillian Marchant, Manager Water & Waste   |
| Approved/Reviewed by Manager: | Fiona Keneally, Director Infrastructure   |
| Department:                   | Engineering Department                    |
| Attachments:                  | There are no attachments for this report. |



|                      |                                                                  |
|----------------------|------------------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>                     |
| <b>Submitted by:</b> | Lee Sisson, Governance Officer                                   |
| <b>Reference:</b>    | <b>ITEM GOV1/23</b>                                              |
| <b>Subject:</b>      | <b>MONTHLY OPERATIONAL REPORT DECEMBER 2022 AND JANUARY 2023</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 December 2022 and January 2023.**

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

|                               |                                                                      |             |
|-------------------------------|----------------------------------------------------------------------|-------------|
| Prepared by staff member:     | Lee Sisson, Governance Officer                                       |             |
| Approved/Reviewed by Manager: | Kylie Smith, Chief Corporate Officer                                 |             |
| Department:                   | Office of the Chief Corporate Officer                                |             |
| Attachments:                  | <b>1</b> Monthly Operation Report -<br>December 2022 to January 2023 | 84<br>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 GOV2/23</b>                                      |
| <b>Subject:</b>      | <b>QUARTERLY BUDGET REVIEW STATEMENT - DECEMBER 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 provide Council with a Quarterly Budget Review Statement in accordance with Regulation 203 of the Local Government (General) Regulation 2005 (the Regulation).

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

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

**Adopts the December 2022 Quarterly Budget Review Statement and recommendations therein that:**

- a) No additional operating or capital expenditure outside of the recommendations in this review be approved by Council unless they are offset by other savings (e.g. with road works such as re-sheeting, with a plan to reduce maintenance costs) or grant funded, and even then only where there will be no additional operating costs as a result of the expenditure i.e. if capital related expenditure, it should be for the replacement of existing assets only, not new assets;**
- b) Acknowledge the ongoing governance and treasury management difficulties Council faces with the current structure of many grant and disaster funding payments, and advocate for changes to the timing of these cash payments from State and Federal governments;**
- c) Council continues to explore increases in operational income by considering selling assets and reassessing commercial lease agreements to increase cash flow to meet requirements for the financial year in line with original budget.**

#### **BACKGROUND**

Regulation 203 of the Regulation states that:

- (1) Not later than two months after the end of each quarter (except the June quarter), the Responsible Accounting Officer of a Council must prepare and

Our Governance No. 2 Cont...

submit to the Council a Budget Review Statement that shows, by reference to the estimate of income and expenditure set out in the Council's Statement of Revenue Policy included in the Operational Plan for the relevant year, a revised estimate of the income and expenditure for that year.

- (2) A Budget Review Statement must include or be accompanied by:
  - (a) a Report as to whether or not the Responsible Accounting Officer believes that the statement indicates that the financial position of the Council is satisfactory, having regard to the original estimate of income and expenditure, and
  - (b) if that position is unsatisfactory, recommendations for remedial action.
- (3) A Budget Review Statement must also include any information required by the Code to be included in such a statement.

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

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

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

#### **REPORT:**

The original budget adopted by Council indicated that the Net Operating Deficit at the end of the 2022/23 financial year was expected to be **(\$1,266,008)**. The Operating Deficit was **(\$904,893)** when capital grants and contributions were included. This was based on budgeted total revenue of \$23,976,002 and budgeted total operating expenditure of \$24,880,895.

In the September 2022 Quarterly Budget Review, the net effect of changes made resulted in a decline of **(\$1,519,664)** from the projected deficit of the original budget, to result in a projected Net Operating Deficit of **(\$2,785,672)**.

**In the December 2022 Quarterly Budget Review, the net effect of changes made has resulted in a further decline of **(\$1,754,414)** from the projected operating deficit of the original budget, to result in a projected Net Operating Deficit of **(\$4,540,086)**.**

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

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

Our Governance No. 2 Cont...

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

---

Total Continuing Operating Revenue

For the 2022/23 year, Council originally budgeted for a negative Operating Ratio (deficit) both including and excluding Capital income of (3.77%) and (5.36%) respectively.

This changed in the September 2022 Quarterly Budget Review to 56.39% and (10.74%) respectively. This was due to grant funding capital works carried forwards from previous year of approximately \$37 Million. Further, grants carried forward for operational purposes totaled approximately \$1.7 Million.

As a result of the December 2022 Quarterly Budget Review, the Operating Ratios are now forecast at 52.54% including Capital income, and (15.96%) **excluding Capital income.**

**Comment by the Responsible Accounting Officer:**

The report clearly indicates that the projected financial position as at 30 June 2023 is unsatisfactory. Further action needs to be taken to address this issue urgently to reduce operating deficit in this financial year and into the future years. Noting, this is primarily due to funding and timing of grants despite administrations ongoing operational deferrals.

Council's cash position has been positive predominately by the receipt of 75% advance payment of Financial Assistance Grants in the previous financial year.

As required under the Regulation, some remedial actions continue to be proposed as part of the December 2022 review, including that:

- a) No additional operating or capital expenditure outside of the recommendations in this review be approved by Council unless they are offset by other savings (e.g. with road works such as re-sheeting, with a plan to reduce maintenance costs) or grant funded, and even then only where there will be no additional operating costs as a result of the expenditure i.e. if capital related expenditure, it should be for the replacement of existing assets only, not new assets;
- b) Acknowledge the ongoing governance and treasury management difficulties Council faces with the current structure of many grant and disaster funding payments, and advocate for changes to the timing of these cash payments from State and Federal governments.
- c) Council continues to explore increase in operational income by considering selling assets and to reassess current commercial lease agreements.

While the above will not return the operating position to surplus by 30 June 2023, the aim is to continue to ensure the financial sustainability of Council in the longer term.

It is recommended that Council focuses on increasing own source funding and minimising the reliance on external loans in the future.

Our Governance No. 2 Cont...

### **Special Rate Variation Application:**

On 26 October 2022 Council resolved (237/22) to request the Chief Executive Officer to notify the Independent Pricing and Regulatory Tribunal of its intent to apply under section 508A of the Local Government Act 1993 for a Special Rate Variation of 43% (including the rate peg) in 2023/2024 and 43% (including the rate peg) in 2024/2025 to be a permanent increase retained within the rate base, for the purpose of maintaining current service levels, maintenance and renewal of assets and enhancing financial sustainability.

As a result of the above, in December 2022 Council has formally applied for a Special Rate Variation. IPART will provide its final determination in May 2023.

### **Operational Budget Review:**

Council once again reduced budgets significantly and deferring operational expenditure as part of the 2022/23 budget process. This included a detailed review of the operational expenditure by the Executive Management Team and a further review of capital income and expenditure with a view to align the budget with the Original adopted budget. As shown in the December Quarterly Budget Review, the unsatisfactory financial position continues to be a risk to Council's financial sustainability.

Operational expenses (e.g. equipment and materials) continue to be impacted by inflation and therefore are rising at a rate that far exceeds Council's increase in revenue each year (for both General fund services, as well as Waste, Water and Sewer operations). The rate peg and cost shifting from the State Government to councils has also had an impact on Council's bottom line as has our success in obtaining grant funding.

Council's depreciation costs have increased substantially over the past few years as new infrastructure has been built on the back of a significant increase in grant funds (depreciation costs were \$6.072 million in 2017/18 and is currently estimated at \$8.311 million for 2022/23).

Council as part of the finalisation of Annual Financial Statements 2021/22 was required to undertake an indexation activity by the Audit Office of New South Wales applicable for infrastructure assets. This resulted in a net impact of \$41.6 million added in Council's balance sheet. The December QBR shows the impact of this indexation to depreciation expense with an increase of \$1,244,564 for the current year, and this increase will also need to be budgeted for next financial year.

Council also continues to face challenges in treasury management of cash-flow due to the many grant-funded and disaster recovery (DRFA) works being funded in arrears (wherein cash is received after expenditure has been incurred).

The claim for the DRFA November 2021 severe weather events is in progress and it is currently estimated that Council should receive reimbursement of approximately \$930,000 (out of total costs \$1.004 million). \$760,000 has so far been received for this event.

The December 2022 budget review has increased the Operational Expenditure budget by \$4.269 million, of which \$1.245 million is the additional depreciation costs mentioned above, and \$1.556 million is from the ongoing DRFA works which have been added to the budget (shown below):

Our Governance No. 2 Cont...

| <b>Service Area</b> | <b>Disaster Event</b>                                                       | <b>Budget</b> |
|---------------------|-----------------------------------------------------------------------------|---------------|
| Transport Network   | DRFA February 2022 Severe Weather & Flooding Immediate Recovery Works (IRW) | \$ 1,556,289  |

The Operational expenditure budget additions also includes several new operational grants which Council has received, totaling \$710,348 as below:

| <b>Service Area</b>      | <b>Grant Project</b>                                    | <b>Total Project Budget</b> |
|--------------------------|---------------------------------------------------------|-----------------------------|
| Civic Office             | National Australia Day Grant 2023                       | \$ 11,000                   |
| Community Development    | Youth Week Grant 2023<br>(grant funds \$3,313)          | \$ 5,826                    |
| Environmental Management | Millbrook Park Flying-Fox Camp Management Plan Grant    | \$ 10,000                   |
| Transport Network        | Fixing Local Roads - Pothole Repair Round               | \$ 578,524                  |
| Water Supply             | Tenterfield Flood Study Grant<br>(grant funds \$89,998) | \$ 104,998                  |

Additional Operational income of \$2,514,752 has been incorporated in the budget in this review, of which \$2.249 million is related to the DRFA and operational grants shown in the tables above. The property sale for Sugarbag Road, Drake is also included in this QBR, for additional income of \$205,546.

### **Capital Budget Review:**

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

The December 2022 budget review has increased the Capital Works Expenditure budget by \$992,663, mainly from several grant-funded projects as outlined below:

| <b>Service Area</b>         | <b>Capital Grant Project</b>                                                                                                       | <b>Total Project Budget</b> |
|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| Economic Growth and Tourism | Stronger Country Communities Round 5 - Tenterfield Youth Precinct Infrastructure Upgrade, Stage 2                                  | \$ 904,968                  |
| Transport Network           | Ongoing Disaster Recovery program (Capital): DRFA AGRN1012 February 2022 - Essential Public Asset Reconstruction                   | \$ 56,047                   |
| Transport Network           | Ongoing Disaster Recovery program (Capital): DRFA AGRN960 March 2021 Dumaresq River Bridge - Essential Public Asset Reconstruction | \$ 61,108                   |

Our Governance No. 2 Cont...

### **Cash and Investment Review:**

The cash and investment review provides the balance of the current internal and external restrictions of Council's funds. These figures have been updated in the September Quarterly Budget Review to reflect changes to grant balances and other movement in both internally and externally restricted cash. The forecast balances for the end of the financial year are an estimate based on the assumption of all income and expenditure in the budget being fully realised. As a result, the final balances are not fully determined until the end of the financial year.

As at 31 December 2022 Council reported a **positive unrestricted cash balance of \$2,693,127**. This was a positive result and is predominately due to receipt of 75% of Financial Assistance Grants in the previous financial year. However, cash remains a major concern given that this is a very small amount and there is no ability to re-establish internally restricted funds e.g. for Employee Leave Entitlements, or Plant & Vehicle Replacement. By not having sufficient funds within internal restrictions Council is at a higher risk to use externally restricted cash for general purpose. This would result in a breach of the Local Government Act.

The Quarterly Budget Review also includes a reconciliation of Council's cash and investments on hand as at 31 December 2022.

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

Further, a declaration as to the preparation of bank reconciliations is also required. Bank reconciliations occur on a daily basis with a full reconciliation performed on a monthly basis. The full reconciliation for the December 2022 quarter occurred on 11 January 2023.

### **Developer Contributions**

The balances of the Developer Contribution reserves as of 31 December 2022 are:

|                                          |                   |
|------------------------------------------|-------------------|
| Plan Preparation and Administration      | \$ 12,991         |
| Roads                                    | \$ 338,849        |
| Emergency Services                       | \$ 25,563         |
| Community and Civic Facilities           | \$ 14,267         |
| Open Space, Sporting and Recreation      | \$ 4,708          |
| New Multi-Residential Development (7.12) | \$ 3,492          |
| Waste Fund                               | \$ 45,381         |
| Stormwater Fund                          | \$ 4,376          |
| Water Fund                               | \$ 74,192         |
| Sewer Fund                               | \$ 44,556         |
| <b>TOTAL</b>                             | <b>\$ 568,375</b> |

Our Governance No. 2 Cont...

**Contracts:**

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

**Consultancy and Legal Expenses:**

The current expenditure as at 31 December 2022 on qualifying consultancies and legal fees are identified in the QBRS and this expenditure is budgeted for and, given the size and nature of Council's operations, is considered reasonable.

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

Nil.

**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)**

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

In the December 2022 Quarterly Budget Review, the forecast Operating Position has been revised to a surplus of \$36,523,554 (including capital grants) and an **Operating Deficit of (\$4,540,086) (excluding capital grants)**.

As indicated in the report, the deficit excluding capital grants is not a satisfactory outcome and therefore remedial action has been proposed in accordance with the Local Government (General) Regulation 2005.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

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

**7. Performance Measures**

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



Our Governance No. 2 Cont...

**8. Project Management**

Nil.

**Kylie Smith**

**Chief Corporate Officer**

|                               |                                                  |          |
|-------------------------------|--------------------------------------------------|----------|
| Prepared by staff member:     | Roy Jones, Manager Finance & Technology          |          |
| Approved/Reviewed by Manager: | Kylie Smith, Chief Corporate Officer             |          |
| Department:                   | Office of the Chief Corporate Officer            |          |
| Attachments:                  | <b>1</b> December 2022 - Quarterly Budget Review | 11 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 GOV3/23</b>                                           |
| <b>Subject:</b>      | <b>FINANCE &amp; ACCOUNTS - PERIOD ENDED 31 DECEMBER 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 31 December 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 31 December 2022.

Cash Book Balances on this date were as follows:-

|                        |                  |        |
|------------------------|------------------|--------|
| General (Consolidated) | \$ 23,767,165.00 | Credit |
| General Trust          | \$ 382,340.85    | Credit |

Our Governance No. 3 Cont...

(b) Summary of Investments

The attachment to this report is a certified schedule of all Council's investments as at 31 December 2022 showing the various invested amounts and applicable interest rates.

### Concealed Water Leakage Concession Policy Update

For the month of December 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 16 applications for 603 Certificates in December 2022.

In the calendar year to date, there have been 324 applications compared to 471 applications for the same period last year.

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

| <b>RESTRICTED CASH ANALYSIS</b>                                         | <b>AS AT 31 DECEMBER 2022</b> | <b>AS AT 30 JUNE 2022</b> |
|-------------------------------------------------------------------------|-------------------------------|---------------------------|
|                                                                         |                               |                           |
| <b>TOTAL CASH &amp; INVESTMENTS</b>                                     | <b>\$30,149,506</b>           | <b>\$37,107,638</b>       |
|                                                                         |                               |                           |
| <b>EXTERNALLY RESTRICTED CASH</b>                                       | <b>\$ 27,456,380</b>          | <b>\$31,625,799</b>       |
|                                                                         |                               |                           |
| <b>INCLUDED IN GRANT RELATED (EXCL DEVELOPER CONTRIBUTIONS)</b>         | <b>\$ 9,706,207</b>           | <b>\$14,401,703</b>       |
| GRANT-RELATED - GENERAL (EXCL DEVELOPER CONTRIBUTIONS AND RFS RESERVES) | \$8,386,306                   | \$13,785,826              |
| GRANT-RELATED - WATER (EXCL DEVELOPER CONTRIBUTIONS)                    | \$820,733                     | \$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>\$ 558,513</b>             | <b>\$467,232</b>          |
| DEVELOPER CONTRIBUTIONS - GENERAL                                       | \$390,009                     | \$347,608                 |
| DEVELOPER CONTRIBUTIONS - WATER                                         | \$74,192                      | \$37,565                  |
| DEVELOPER CONTRIBUTIONS - SEWER                                         | \$44,555                      | \$41,455                  |
| DEVELOPER CONTRIBUTIONS - WASTE                                         | \$45,381                      | \$36,595                  |
| DEVELOPER CONTRIBUTIONS - STORMWATER                                    | \$4,376                       | \$4,009                   |
|                                                                         |                               |                           |
| <b>INCLUDED IN RFS RESERVES</b>                                         | <b>\$173,470</b>              | <b>\$92,098</b>           |
| RFS RESERVES                                                            | \$173,470                     | \$92,098                  |
|                                                                         |                               |                           |

Our Governance No. 3 Cont...

| <b>INCLUDED IN CASH AT BANK AND INVESTMENT LEFTOVERS (AFTER GRANT RELATED, DC AND RFS ABOVE)</b> | <b>\$17,018,190</b> | <b>\$16,664,766</b> |
|--------------------------------------------------------------------------------------------------|---------------------|---------------------|
| WATER                                                                                            | \$948,910           | \$2,180,603         |
| SEWER                                                                                            | \$6,347,620         | \$5,703,375         |
| WASTE                                                                                            | \$8,357,593         | \$7,372,548         |
| STORMWATER                                                                                       | \$981,726           | \$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>\$2,693,127</b>  | <b>\$5,481,839</b>  |

**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.

Our Governance No. 3 Cont...

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

|                               |                                               |           |
|-------------------------------|-----------------------------------------------|-----------|
| Prepared by staff member:     | Roy Jones, Manager Finance & Technology       |           |
| Approved/Reviewed by Manager: | Kylie Smith, Chief Corporate Officer          |           |
| Department:                   | Office of the Chief Corporate Officer         |           |
| Attachments:                  | <b>1</b> Investment Report - 31 December 2022 | 1<br>Page |

|                      |                                                              |
|----------------------|--------------------------------------------------------------|
| <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 GOV4/23</b>                                          |
| <b>Subject:</b>      | <b>FINANCE &amp; ACCOUNTS - PERIOD ENDED 31 JANUARY 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> | Ensure that financial sustainability and the community's capacity to pay inform adopted community service levels.                                    |

#### **SUMMARY**

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

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

**That Council receive and note the Finance and Accounts Report for the period ended 31 January 2023.**

#### **BACKGROUND**

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

#### **REPORT:**

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

##### (a) Reconciliation of Accounts

A reconciliation of the cash books of all funds have been carried out with the appropriate bank statements as at 31 January 2023.

Cash Book Balances on this date were as follows:-

|                        |                  |        |
|------------------------|------------------|--------|
| General (Consolidated) | \$ 24,296,105.00 | Credit |
| General Trust          | \$ 382,340.85    | Credit |

##### (b) Summary of Investments

Our Governance No. 4 Cont...

The attachment to this report is a certified schedule of all Council's investments as at 31 January 2023 showing the various invested amounts and applicable interest rates.

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

For the month of January 2023, 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 16 applications for 603 Certificates in January 2023.

In the calendar year to date, there have been 16 applications compared to 29 applications for the same period last year.

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

| <b>RESTRICTED CASH ANALYSIS</b>                                         | <b>AS AT 31 JANUARY 2023</b> | <b>AS AT 30 JUNE 2022</b> |
|-------------------------------------------------------------------------|------------------------------|---------------------------|
|                                                                         |                              |                           |
| <b>TOTAL CASH &amp; INVESTMENTS</b>                                     | <b>\$30,678,232</b>          | <b>\$37,107,638</b>       |
|                                                                         |                              |                           |
| <b>EXTERNALLY RESTRICTED CASH</b>                                       | <b>\$ 28,774,385</b>         | <b>\$31,625,799</b>       |
|                                                                         |                              |                           |
| <b><i>INCLUDED IN GRANT RELATED (EXCL DEVELOPER CONTRIBUTIONS)</i></b>  | <b>\$ 10,933,469</b>         | <b>\$14,401,703</b>       |
| GRANT-RELATED - GENERAL (EXCL DEVELOPER CONTRIBUTIONS AND RFS RESERVES) | \$9,639,431                  | \$13,785,826              |
| GRANT-RELATED - WATER (EXCL DEVELOPER CONTRIBUTIONS)                    | \$822,733                    | \$615,877                 |
| GRANT-RELATED - SEWER (EXCL DEVELOPER CONTRIBUTIONS)                    | -                            | -                         |
| GRANT-RELATED - WASTE (EXCL DEVELOPER CONTRIBUTIONS)                    | \$473,305                    | -                         |
| GRANT-RELATED - STORMWATER (EXCL DEVELOPER CONTRIBUTIONS)               | -                            | -                         |
| BRUXNER WAY WIDENING                                                    | -                            | -                         |
|                                                                         |                              |                           |
| <b><i>INCLUDED IN DEVELOPER CONTRIBUTIONS</i></b>                       | <b>\$ 568,374</b>            | <b>\$467,232</b>          |
| DEVELOPER CONTRIBUTIONS - GENERAL                                       | \$399,870                    | \$347,608                 |
| DEVELOPER CONTRIBUTIONS - WATER                                         | \$74,192                     | \$37,565                  |
| DEVELOPER CONTRIBUTIONS - SEWER                                         | \$44,555                     | \$41,455                  |
| DEVELOPER CONTRIBUTIONS - WASTE                                         | \$45,381                     | \$36,595                  |
| DEVELOPER CONTRIBUTIONS - STORMWATER                                    | \$4,376                      | \$4,009                   |
|                                                                         |                              |                           |
| <b><i>INCLUDED IN RFS RESERVES</i></b>                                  | <b>\$160,229</b>             | <b>\$92,098</b>           |
| RFS RESERVES                                                            | \$160,229                    | \$92,098                  |
|                                                                         |                              |                           |

Our Governance No. 4 Cont...

| <b>INCLUDED IN CASH AT BANK AND INVESTMENT LEFTOVERS (AFTER GRANT RELATED, DC AND RFS ABOVE)</b> | <b>\$17,112,313</b> | <b>\$16,664,766</b> |
|--------------------------------------------------------------------------------------------------|---------------------|---------------------|
| WATER                                                                                            | \$1,053,671         | \$2,180,603         |
| SEWER                                                                                            | \$6,375,056         | \$5,703,375         |
| WASTE                                                                                            | \$8,318,750         | \$7,372,548         |
| STORMWATER                                                                                       | \$982,709           | \$1,025,899         |
| TRUST FUND                                                                                       | \$382,127           | \$382,341           |
|                                                                                                  |                     |                     |
| <b>INTERNAL RESTRICTIONS</b>                                                                     |                     |                     |
| PLANT AND VEHICLE REPLACEMENT                                                                    | -                   | -                   |
| EMPLOYEES LEAVE ENTITLEMENTS                                                                     | -                   | -                   |
| SPECIAL PROJECTS                                                                                 | -                   | -                   |
|                                                                                                  |                     |                     |
| <b>UNRESTRICTED FUNDS</b>                                                                        | <b>\$1,903,847</b>  | <b>\$5,481,839</b>  |

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

Nil.

**2. Policy and Regulation**

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

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

Nil.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

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



Our Governance No. 4 Cont...

|                               |                                              |           |
|-------------------------------|----------------------------------------------|-----------|
| Prepared by staff member:     | Roy Jones, Manager Finance & Technology      |           |
| Approved/Reviewed by Manager: | Kylie Smith, Chief Corporate Officer         |           |
| Department:                   | Office of the Chief Corporate Officer        |           |
| Attachments:                  | <b>1</b> Investment Report - 31 January 2023 | 1<br>Page |

|                      |                                                         |
|----------------------|---------------------------------------------------------|
| <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 GOV5/23</b>                                     |
| <b>Subject:</b>      | <b>CAPITAL EXPENDITURE REPORT AS AT 31 JANUARY 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 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 31 January 2023.**

#### **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. 5 Cont...

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

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

Nil.

**4. Asset Management (AMS)**

Nil.

**5. Workforce (WMS)**

Nil.

**6. Legal and Risk Management**

Nil.

**7. Performance Measures**

Nil.

**8. Project Management**

Nil.

**Kylie Smith**

**Chief Corporate Officer**

Prepared by staff member:

Roy Jones, Manager Finance & Technology

Approved/Reviewed by Manager:

Kylie Smith, Chief Corporate Officer

Department:

Office of the Chief Corporate Officer

Attachments:

**1** Capital Expenditure Report -  
January 2023

**3**  
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 GOV6/23</b>                          |
| <b>Subject:</b>      | <b>REPORT ON LOAN BALANCES</b>               |

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

|                             |                                                                                                                                                                    |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CSP Goal:</b>            | <b>Leadership</b> - LEAD 14 - Resources and advocacy of Council are aligned support the delivery of the community vision outlined in the Community Strategic Plan. |
| <b>CSP Strategy:</b>        | Council is a financially sustainable organisation, delivering value services to the Community.                                                                     |
| <b>CSP Delivery Program</b> | Ensure that financial sustainability and the community's capacity to pay inform adopted community service levels.                                                  |

#### **SUMMARY**

The purpose of this Report is to inform Council of its loan balances as at 31 December 2022.

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

**That Council notes the loan balance as at 31 December 2022 was \$18,399,100.48 (\$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 Council's debt levels and that the report should include the date the loan is taken out, the amount of the original loan, the current balance owing, the term of the loan, the interest rate and the payment details.

#### **REPORT:**

Loan payments are being made in accordance with the loan agreements. Council's loan balance as at 31 December 2022 was \$18,399,100.48 (\$18,848,630.12 as at 30 June 2022).

#### **New Loans Taken Out between reporting periods 1 July 2022 to 31 December 2022.**

No new loans were taken out during the quarter ending 31 December 2022.

Council Loan Register as at 31 December 2022 attached.

**Please note:** As per the attached register a final payment of \$40,202.38 was due on 21 December 2022 to the National Australia Bank. National Australia Bank deducted the associated interest prior to December but administered the final deduction of principal in January 2023. This loan has now been fully paid.

#### **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

Our Governance No. 7 Cont...

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 31 December 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.

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, Manager Finance & Technology

Approved/Reviewed by Manager: Kylie Smith, Chief Corporate Officer

Department: Office of the Chief Corporate Officer

Attachments: **1** Loan Register as at 31 December 2022 **1** Page

Our Governance No. 7 Cont...

|                      |                                                                                                                |
|----------------------|----------------------------------------------------------------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Corporate Officer</b>                                                                   |
| <b>Submitted by:</b> | Erika Bursford, Manager Customer Service, Governance & Records                                                 |
| <b>Reference:</b>    | <b>ITEM GOV7/23</b>                                                                                            |
| <b>Subject:</b>      | <b>AUDIT, RISK AND IMPROVEMENT COMMITTEE - PROPOSED APPOINTMENT FOR SOUTHERN DOWNS REGIONAL COUNCIL MEMBER</b> |

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

## SUMMARY

The Tenterfield Shire Council Audit, Risk and Improvement Committee (the Committee) provides independent assistance to Tenterfield Shire Council (Council) by monitoring, reviewing and providing advice on risk management, control frameworks, governance processes and external accountability responsibilities. Committee members are in place for the term of the Council. Council confirmed the Committee members for the current term of Council at its Ordinary Meeting of 23 February 2022.

The Committee was advised at its meeting of 7 December 2022 that the Southern Downs Regional Council (SDRC) committee member, Mr Andrew Page, would be stepping down due to his departure from SDRC. Mr Gurbindar Singh has been appointed as SDRC's Manager Finance and is proposed to fill the Committee position being vacated by Mr Page.

## OFFICER'S RECOMMENDATION:

**That Council confirm the Southern Downs Regional Council external independent committee member of the Tenterfield Shire Council Audit, Risk, and Improvement Committee to be Mr Gurbindar Singh.**

## BACKGROUND

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

### 4. Composition and Tenure

*The Committee consists of one (1) independent prequalified voting Chair, two (2) independent voting members and one (1) non-voting Councillor, in accordance with the Guidelines for Risk Management and Internal Audit in Local Councils in NSW.*

Our Governance No. 7 Cont...

*Council's Governing Body is to appoint the Chair and members of the Committee. The Chair in model ARIC Charter is counted as one member of the Committee.*

*The committee positions are as follows:*

- *Independent Chair (Voting)*
- *Independent Member (Voting)*
- *Independent Member (Voting)*
- *Councillor Member (Non-Voting)*

Council's current Committee members were appointed and reappointed to the Committee on 23 February 2022, for the current term of Council, as listed below:

- Independent Chair – Mr Peter Sheville
- Independent Member – Mr Tony Harb
- Independent Member – Mr Andrew Page (resigned)
- Councillor Member - Mayor Bronwyn Petrie

#### **REPORT:**

Mr Andrew Page was reappointed to the Committee by Council as the SDRC member of the Committee. Under an existing arrangement between Council and SDRC, Mr Page has filled this role while in the employ of SDRC. Council member of the SDRC Audit Committee is Ms Kylie Smith.

Mr Page advised the Committee of his resignation of his employment with SDRC, at the Committee's meeting of 7 December 2022. Mr Page also advised of the new Manager Finance employed by SDRC, Mr Gurbindar Singh. A Curriculum Vitae has been provided by Mr Singh and is attached to the report. Mr Singh appears to be suitably qualified and experienced from the details provided, and along with his current employment with SDRC as Manager Finance, would make Mr Singh an appropriate appointment to Council's committee.

It is recommended that Council appoint Mr Gurbindar Singh to the Audit, Risk and Improvement Committee as the Southern Downs Regional Council external independent committee member.

#### **COUNCIL IMPLICATIONS:**

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

Nil.

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

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

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

Nil.

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

Nil.

Our Governance No. 7 Cont...

**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, Manager Customer Service,<br>Governance & Records      |
| Approved/Reviewed by Manager: | Kylie Smith, Chief Corporate Officer                                   |
| Department:                   | Office of the Chief Corporate Officer                                  |
| Attachments:                  | <b>1</b> Proposed ARIC Member - SDRC - 5<br>Gurbindar Singh - CV 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 GOV8/23</b>                                       |
| <b>Subject:</b>      | <b>NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT 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 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>Delivery Plan Action:</b>    | Maintain strong relationships with all levels of Government and proactively seek involvement in decision making impacting our Shire and the New England Northwest Region.                                               |
| <b>Operational Plan Action:</b> | Participate in regionals organisations of Council and other joint bodies to advance the needs of the Tenterfield Shire and the surrounding regions.                                                                     |

#### **SUMMARY**

The purpose of this report is for Council to consider the attendance of the Chief Executive and Mayor at the National General Assembly of Local Government 2023 in Canberra, 13-16 June 2023 and to call for submission of Motions.

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

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

- (1) Approve the attendance of the Chief Executive and Mayor Bronwyn Petrie at the National General Assembly of Local Government 2023 and Regional Cooperation & Development Forum to be held in Canberra, 13 to 16 June 2023.**

#### **BACKGROUND**

Each year Council budgets for the attendance of the Mayor and Chief Executive at this very important Local Government event. The Mayor is Council's voting delegate.

In addition to attending the National General Assembly (NGA), the opportunity is taken, while in Canberra, to meet with our Federal politicians to discuss issues of importance to our Shire and to lobby for funding where appropriate.

#### **REPORT:**

The theme of the 2023 National General Assembly is "*Our Communities, Our Future*". The NGA aims for this year's Assembly to be the biggest yet, and the program being developed is to feature a wide range of high profile and engaging speakers, leaders and presenters.

The NGA aims to generate ideas for new federal programs and policies that will support Council's to build stronger communities in the future.

Our Governance No. 8 Cont...

A significant number of motions will be put to the Assembly, generating lively, vigorous and constructive debate. All of the motions that are supported at the NGA are submitted to the Australian Local Government Association (ALGA) Board for consideration and aim, ultimately, to advance the cause of Local Government and the communities we seek to serve.

An email seeking "Motion" suggestion was forwarded to all Councillors on Tuesday 10 January 2023. Council has scheduled discussions on proposed "Motions" for submission to the National General Assembly at its 8 March 2023 Workshop.

The ALGA Board has undertaken a comprehensive review of the motions process.

To be eligible for inclusion in the NGA Business Papers, and subsequent debate on the floor of the NGA, motions must meet the following criteria:

- Be relevant to the work of Local Government nationally;
- Not be focused on a specific jurisdiction, location or region – unless the project or issue has national implications;
- Be consistent with the themes of the NGA
- Complement or build on the policy objectives of ALGA and your state and territory Local Government Association;
- Be from a Council which is a financial member of their state or territory Local Government Association;
- Propose a clear action and outcome; and
- Not be advanced on behalf of external third parties that may seek to use the NGA to apply pressure to Board members or to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, Local Government.
- Address issues that will directly improve the capacity of local government to deliver services and infrastructure for the benefit of all Australian communities.
- Not seek to advance an outcome that would result in a benefit to one group of councils to the detriment of another.
- Be supported by sufficient evidence to support the outcome being sought and demonstrate the relevance and significance of the matter to local government nationally.

Motions must commence with the following wording:

*This National General Assembly calls on the Australian Government to ...*

This has resulted in the allocation of additional time for debate on motions at the 2023 NGA and amended the criteria with a view to improving the quality and relevance of motions included in the Business Papers. (Criteria attached)

Our Governance No. 8 Cont...

### **Regional Cooperation & Development Forum 2023**

The Forum will be held on Tuesday, 13 June 2023.

#### **COUNCIL IMPLICATIONS:**

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

Nil.

**2. Policy and Regulation**

- Councillor Expenses and Facilities Policy 1.160.

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

- Registration - \$1320.00 x 2 (Early Bird prior to 19 May 2023)
- Accommodation – Policy allows \$350.00 per night x 2 (4 nights)
- Return Airfare – Approximately \$850.00 x 2

**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, Executive Assistant & Media

Approved/Reviewed by Manager: Kylie Smith, Chief Corporate Officer

Department: Office of the Chief Executive

Attachments: **1** 2023 Discussion Paper National General Assembly 20 Pages

**(ITEM RC1/23) MURRAY DARLING ASSOCIATION - REGION 11 ORDINARY MEETING MINUTES 25 NOVEMBER 2022**

---

**REPORT BY:** Elizabeth Melling, Executive Assistant & Media

The following minutes are attached for your information:

- Region 11 Ordinary Meeting Friday 25 November 2022

**RECOMMENDATION**

**That Council receive and note the Region 11 Ordinary Meeting Minutes from Friday 25 November 2022.**

**ATTACHMENTS**

- |                                                                                           |             |
|-------------------------------------------------------------------------------------------|-------------|
| <b>1</b> Region 11 Murray Darling Association Ordinary Meeting Minutes - 25 November 2022 | 11<br>Pages |
|-------------------------------------------------------------------------------------------|-------------|

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**(ITEM RC2/23) TENTERFIELD SHIRE COUNCIL LOCAL TRAFFIC COMMITTEE MEETING  
- THURSDAY 2 FEBRUARY 2023**

---

**REPORT BY:** David Counsell, Manager Assets & Program Planning

That a meeting of the Tenterfield Shire Council Local Traffic Committee was held on Thursday 2 February 2023. Minutes attached.

### **RECOMMENDATION**

#### **That Council:**

**Receive and note the minutes of the Tenterfield Shire Local Traffic Committee meeting of 2 February 2023;**

#### **(1) Adopt the following recommendations from General Business a) thru d):**

- (a) ROUSE STREET VISITOR INFORMATION CENTRE PARKING SIGNS - That Council amend the regulatory parking signs for the Rouse Street parking spaces immediately in front of the Visitor Information Centre to 30-minute time limited parking;**
- (b) TENTERFIELD HIGH SCHOOL CROSS COUNTRY EVENT - That Council approve the annual Tenterfield High School Cross Country event subject to Police approval and standard conditions;**
- (c) ANZAC DAY – TENTERFIELD - That Council offer no objection to the temporary closure of roads including sections of Manners Street, Rouse Street and Molesworth Street associated with the annual ANZAC Day ceremony 25 April 2023 subject to approval by NSW Police and Transport NSW with standard conditions;**
- (d) ANZAC DAY – URBENVILLE - That Council offer no objection to the temporary closure of streets including sections of Beury Street, Tooloom Street and Clarence Way in Urbenville associated with the annual ANZAC Day ceremony 25 April 2023 subject to approval by NSW Police and Transport NSW with standard conditions.**

### **ATTACHMENTS**

- |                                                                                               |                   |
|-----------------------------------------------------------------------------------------------|-------------------|
| <b>1</b> Tenterfield Shire Council Local Traffic Committee Meeting - Thursday 2 February 2023 | <b>6</b><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 RES1/23</b>                               |
| <b>Subject:</b>      | <b>COUNCIL RESOLUTION REGISTER - JANUARY 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 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 January 2023.**

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

Prepared by staff member: Elizabeth Melling, Executive Assistant & Media

Approved/Reviewed by Manager: Kylie Smith, Chief Corporate Officer

Department: Office of the Chief Executive

Attachments: **1** Resolution Register (Action Listing) - January 2023 **12** Pages