



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

## **MINUTES OF ORDINARY COUNCIL MEETING WEDNESDAY 26 JULY 2023**

MINUTES OF THE **Ordinary Council Meeting** OF TENTERFIELD SHIRE held at the "Koreelah Room", Administration Building, 247 Rouse St, Tenterfield on Wednesday 26 July 2023 commencing at 9:35 am

### **ATTENDANCE**

Councillor Bronwyn Petrie (Mayor)  
Councillor John Macnish (Deputy Mayor)  
Councillor Tom Peters  
Councillor Kim Rhodes  
Councillor Greg Sauer  
Councillor Geoff Nye  
Councillor Peter Murphy

### **ALSO IN ATTENDANCE**

Chief Executive (Daryl Buckingham)  
Acting Executive Assistant & Media (Hayley Ritchie)  
Chief Corporate Officer (Kylie Smith)  
Director Infrastructure (Fiona Keneally)

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

## COMMUNITY CONSULTATION (PUBLIC ACCESS)

### ITEM ECO14/23 – RECOMMENDATION FOR FUTURE OF VISITOR INFORMATION SERVICES – JULY 2023

- 1) Mrs Jan Evans on behalf of the Tenterfield Rate Payers Association spoke against the Officer's Recommendation.
- 2) Mr Stuart Bell spoke against the Officer's Recommendation.

#### WEBCASTING OF MEETING

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

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

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

#### OPENING AND WELCOME

##### CIVIC PRAYER

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

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

##### ACKNOWLEDGEMENT OF COUNTRY

*"Tenterfield Shire Council would like to acknowledge the Ngarabal people, the traditional custodians of this land that we are meeting on today, and also pay our respect to the Jukemba, Bundjalung, Kamilaroi, Githabul and Wahlubul people of our Shire, and extend our respect to all people."*

##### APOLOGIES

- 116/23** **Resolved** that Cr Peter Petty and Cr Tim Bonner be accepted as apologies.  
(Peter Murphy/Kim Rhodes)  
**Motion Carried**

##### DISCLOSURE & DECLARATIONS OF INTEREST

- 117/23** **Resolved** that Councillors now disclose any interests and reasons for declaring such interest in the matters under consideration by Council at this meeting.

Name	Type	Item
Councillor Kim Rhodes	Less than Significant Pecuniary Interest	ECO 14/23 - RECOMMENDATION FOR FUTURE OF VISITOR

		INFORMATION SERVICES - JULY 2023
Councillor Bronwyn Petrie	Less than Significant Pecuniary Interest	ECO 14/23 - RECOMMENDATION FOR FUTURE OF VISITOR INFORMATION SERVICES - JULY 2023

(Greg Sauer/Geoff Nye)

**Motion Carried**

**(ITEM MIN6/23) CONFIRMATION OF PREVIOUS MINUTES**

118/23

**Resolved that the Minutes of the following Meetings of Tenterfield Shire Council:**

- **Ordinary Council Meeting – 30 June 2023**

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

(Kim Rhodes/John Macnish)

**Motion Carried**

**TABLING OF DOCUMENTS**

Nil.

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

Nil.

**MAYOR MINUTE**

Nil.

**OPEN COUNCIL REPORTS**

**OUR COMMUNITY**

Nil.

*Bruce Mills, Senior Advisor, Communication & Special Projects entered the meeting, the time being 9:39am.*

**OUR ECONOMY**

**(ITEM ECO14/23) RECOMMENDATION FOR FUTURE OF VISITOR INFORMATION SERVICES - JULY 2023**

**SUMMARY**

The purpose of this Report is to advise Council in terms of the sale of the Visitor Centre component of Council's Fiscal Repair Strategy and the required reduction

in ongoing Opex and Capex. As Council is aware, the Fiscal Repair Strategy requires the divestment of non-performing assets to:

A: Generate income to reduce the need for further borrowing and to remove future capital costs in terms of maintenance, depreciation and associated outgoings.

B: Reduce noncritical services, thereby reducing operational expenses and generate identified savings.

As Council is aware, the Fiscal Repair Strategy commits to identifying alternative ways of delivering services via social enterprise models, including visitor economy services via the Chamber of Tourism, Industry and Business.

**RECOMMENDATION:**

That Council:

- (1) Continues to Work with the Tenterfield Chamber of Tourism, Industry and Business (TCTIB) to transfer Visitor Information Services to the Chamber, as per its proposal outlined in the attached document.
- (2) Cease all Council-run Visitor Information Services at the Visitor Information Centre (VIC), 157 Rouse St; and cease all Council promotion services and transition all such services to the Tenterfield Chamber of Tourism, Industry and Business no later than the 1 September 2023 – ensuring no interruption to Visitor Services.
- (3) Conditional on Council receiving from the Chamber an acceptable action plan and acceptable commitments thereto Council allocates \$100,000 (One hundred thousand dollars) to the Tenterfield Chamber of Tourism, Industry and Business to establish the community-led social enterprise model (\$100,000 to be paid in FY 2023/24); as \$50,000 (Fifty thousand dollars) for set up costs as well as an annual stipend of \$50,000 (Fifty thousand dollars) annually for three years, thus providing the Tenterfield Chamber of Tourism, Industry and Business continuity and stability to plan to the end of FY 2025/26. Total investment \$200,000 (Two hundred thousand) over three years to provide ongoing tourism development and marketing service to the shire of Tenterfield.
- (4) Require the Chamber to report quarterly on expenditure against funds received and achievements in promoting and growing the whole of Shire visitor economy.
- (5) Authorise the Chief Executive Officer to list the premises at 157 Rouse Street, Tenterfield (Lot. 11/DP1241545) (Visitor Information Centre) for sale with all interested real estate agents for an asking price of \$700,000, sign any associated paperwork and contracts and enter into a contract for sale should the price of \$700,000 be achieved.
- (6) Remove the Tenterfield Tourism Advisory Committee from the Tenterfield Shire Council Committee Register from the date of commencement of the newly formed Tenterfield Chamber of Tourism, Industry and Business tourism subcommittee (TCTIB).

## **AMENDMENT**

That Council:

- (1) Continues to Work with the Tenterfield Chamber of Tourism, Industry and Business (TCTIB) to transfer Visitor Information Services to the Chamber, as per its proposal outlined in the attached document.
- (2) Cease all Council-run Visitor Information Services at the Visitor Information Centre (VIC), 157 Rouse St; and cease all Council promotion services and transition all such services to the Tenterfield Chamber of Tourism, Industry and Business no later than the 1 September 2023 – ensuring no interruption to Visitor Services.
- (3) Conditional on Council receiving from the Chamber an acceptable action plan and acceptable commitments thereto Council allocates \$100,000 (One hundred thousand dollars) to the Tenterfield Chamber of Tourism, Industry and Business to establish the community-led social enterprise model (\$100,000 to be paid in FY 2023/24); as \$50,000 (Fifty thousand dollars) for set up costs as well as an annual stipend of \$50,000 (Fifty thousand dollars) annually for three years, thus providing the Tenterfield Chamber of Tourism, Industry and Business continuity and stability to plan to the end of FY 2025/26. Total investment \$200,000 (Two hundred thousand) over three years to provide ongoing tourism development and marketing service to the shire of Tenterfield.
- (4) Require the Chamber to report quarterly on expenditure against funds received and achievements in promoting and growing the whole of Shire visitor economy.
- (5) Authorise the Chief Executive Officer to list the premises at 157 Rouse Street, Tenterfield (Lot. 11/DP1241545) (Visitor Information Centre) for sale with all interested real estate agents for an asking price of \$700,000, sign any associated paperwork and contracts and enter into a contract for sale should the price of \$700,000 be achieved.
- (6) Remove the Tenterfield Tourism Advisory Committee from the Tenterfield Shire Council Committee Register from the date of commencement of the newly formed Tenterfield Chamber of Tourism, Industry and Business tourism subcommittee (TCTIB).

(Peter Murphy/Tom Peters)

### **Amendment Carried**

**119/23**

### **Resolved**

That Council:

- (1) Continues to Work with the Tenterfield Chamber of Tourism, Industry and Business (TCTIB) to transfer Visitor Information Services to the Chamber, as per its proposal outlined in the attached document.

- (2) Cease all Council-run Visitor Information Services at the Visitor Information Centre (VIC), 157 Rouse St; and cease all Council promotion services and transition all such services to the Tenterfield Chamber of Tourism, Industry and Business no later than the 1 September 2023 – ensuring no interruption to Visitor Services.
- (3) Conditional on Council receiving from the Chamber an acceptable action plan and acceptable commitments thereto Council allocates \$100,000 (One hundred thousand dollars) to the Tenterfield Chamber of Tourism, Industry and Business to establish the community-led social enterprise model (\$100,000 to be paid in FY 2023/24); as \$50,000 (Fifty thousand dollars) for set up costs as well as an annual stipend of \$50,000 (Fifty thousand dollars) annually for three years, thus providing the Tenterfield Chamber of Tourism, Industry and Business continuity and stability to plan to the end of FY 2025/26. Total investment \$200,000 (Two hundred thousand) over three years to provide ongoing tourism development and marketing service to the shire of Tenterfield.
- (4) Require the Chamber to report quarterly on expenditure against funds received and achievements in promoting and growing the whole of Shire visitor economy.
- (5) Authorise the Chief Executive Officer to list the premises at 157 Rouse Street, Tenterfield (Lot. 11/DP1241545) (Visitor Information Centre) for sale with all interested real estate agents for an asking price of \$700,000, sign any associated paperwork and contracts and enter into a contract for sale should the price of \$700,000 be achieved.
- (6) Remove the Tenterfield Tourism Advisory Committee from the Tenterfield Shire Council Committee Register from the date of commencement of the newly formed Tenterfield Chamber of Tourism, Industry and Business tourism subcommittee (TCTIB).

(Peter Murphy/Tom Peters)

### **Motion Carried**

*Upon being put to the meeting, the amended motion was declared carried. Against the amended motion were Councillor John Macnish and Councillor Greg Sauer.*

*Bruce Mills, Senior Advisor, Communication & Special Projects left the meeting, the time being 10:07am.*

### **OUR ENVIRONMENT**

Nil.

## OUR GOVERNANCE

### (ITEM GOV41/23) MONTHLY OPERATIONAL REPORT JUNE 2023

#### 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.

**120/23**

**Resolved** that Council:

Receives and notes the status of the Monthly Operational Report for June 2023.

(Kim Rhodes/Peter Murphy)

**Motion Carried**

*Roy Jones, Manager Finance & Technology entered the meeting via Zoom, the time being 10:30am.*

### (ITEM GOV42/23) FINANCE & ACCOUNTS - PERIOD ENDED 30 JUNE 2023

#### 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.

**121/23**

**Resolved** that Council receive and note the Finance and Accounts Report for the period ended 30 June 2023.

(Geoff Nye/Tom Peters)

**Motion Carried**

### (ITEM GOV43/23) CAPITAL EXPENDITURE REPORT AS AT 30 JUNE 2023

#### SUMMARY

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

**122/23**

**Resolved** that Council receive and note the Capital Expenditure Report for the period ended 30 June 2023.

(Geoff Nye/Kim Rhodes)

**Motion Carried**

Roy Jones, Manager Finance & Technology left the meeting via Zoom, the time being 10:50am.

### **SUSPENSION OF STANDING ORDERS**

**123/23** **Resolved** that Standing Orders be suspended.

(Kim Rhodes/Greg Sauer)

#### **Motion Carried**

*The meeting adjourned for morning tea, the time being 10:50am.*

*The meeting reconvened, the time being 11:21am.*

### **RESUMPTION OF STANDING ORDERS**

**124/23** **Resolved** that Standing Orders be resumed.

(Tom Peters/Geoff Nye)

#### **Motion Carried**

*Erika Bursford, Manager Customer Service & Governance entered the meeting, the time being 11:21am.*

### **(ITEM GOV44/23) TENTERFIELD SHIRE COUNCIL SOCIAL MEDIA POLICY 2023**

#### **SUMMARY**

The purpose of this report is to present the final, amended, Tenterfield Shire Council Social Media Policy, based on the NSW Office of Local Government Model Social Media Policy, for application to Tenterfield Shire Council councillors, staff, contractors and volunteers.

**125/23** **Resolved** that Council adopt the Tenterfield Shire Council Social Media Policy.

(Peter Murphy/Kim Rhodes)

#### **Motion Carried**

### **(ITEM GOV45/23) STATEMENT OF BUSINESS ETHICS - MODERN SLAVERY UPDATE**

#### **SUMMARY**

The purpose of this Report is for Council to adopt the Statement of Business Ethics containing an update regarding modern slavery.



126/23

**Resolved** that Council adopt the updated Statement of Business Ethics 2023.

(Kim Rhodes/Tom Peters)

**Motion Carried**

*Erika Bursford, Manager Customer Service & Governance left the meeting, the time being 11:33am.*

*Penny Robertson, Revenue Officer entered the meeting, the time being 11:33am.*

**(ITEM GOV46/23) PROPOSED WARD BOUNDARY ALTERATIONS - 2024 LOCAL GOVERNMENT ELECTIONS**

**SUMMARY**

The purpose of this Report is to bring before Council, Ward Boundary changes as required under Section 211 of the Local Government Act 1993 to enable NSW Electoral Commission rolls to be amended prior to the next Local Government Elections due to be held, 14 September 2024.

127/23

**Resolved** that Council:

- (1) That the Officer's Report "Proposed Ward Boundary Alterations – 2024 Local Government Elections" be received and noted; and further
- (2) That the Ward Boundary Plans be placed on public exhibition for a period 28 days; and
- (3) That Council accept submissions on the Ward Boundary Plans for a period of 42 days, this period to run in conjunction with the 28 days of public exhibition; and
- (4) Following the period of acceptance of submissions, the matter be referred to Council for adoption of the Ward Boundary amendments and the NSW Electoral Commission be notified accordingly.

(Kim Rhodes/John Macnish)

**Motion Carried**

*Penny Robertson, Revenue Officer left the meeting, the time being 11:37am.*

*Erika Bursford, Manager Customer Service & Governance entered the meeting, the time being 11:37am.*

## REPORTS OF DELEGATES & COMMITTEES

### (ITEM RC8/23) AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING MINUTES - 6 JULY 2023

128/23

**Resolved** that the resolution from the Audit, Risk and Improvement Committee meeting of 6 July 2023 be received and accepted by Council.

(Kim Rhodes/Greg Sauer)

**Motion Carried**

### (ITEM RC9/23) AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING MINUTES - 7 JUNE 2023

129/23

**Resolved** that the report and recommendations from the Audit, Risk and Improvement Committee meeting of 7 June 2023 be received and accepted.

(Kim Rhodes/Tom Peters)

**Motion Carried**

*Erika Bursford, Manager Customer Service & Governance left the meeting, the time being 11:44am.*

## NOTICES OF MOTION

### (ITEM NM2/23) NOTICE OF MOTION - PROPOSED REIMBURSEMENT OF UNUSED TENTERFIELD CINEMA VOUCHERS.

#### SUMMARY

The purpose of this Notice of Motion is to seek further time for the community to apply for reimbursement of their unused Tenterfield Cinema Vouchers up to 31 August 2023.

#### NOTICE OF MOTION:

**That Council reimburse all unused Cinema Vouchers that are submitted to Council before 31 August 2023.**

#### AMENDMENT

That Council reimburse all unused Cinema Vouchers with a valid expiry date that are submitted to Council before 31 August 2023.

**Amendment Carried**

(Kim Rhodes/Greg Sauer)

130/23

**Resolved** That Council reimburse all unused Cinema Vouchers with a valid expiry date that are submitted to Council before 31 August 2023.

**Motion Carried**

(Kim Rhodes/Greg Sauer)

**RESOLUTION REGISTER**

**(ITEM RES6/23) COUNCIL RESOLUTION REGISTER - JUNE 2023**

**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.

**1301/2  
3**

**Resolved** that Council notes the status of the Council Resolution Register to June 2023.

(Greg Sauer/John Macnish)

**Motion Carried**

**CONFIDENTIAL BUSINESS**

Nil.

**MEETING CLOSED**

There being no further business the Mayor declared the meeting closed at 11:51am.

.....  
Councillor Bronwyn Petrie  
Mayor/Chairperson