



QUALITY NATURE - QUALITY HERITAGE - QUALITY LIFESTYLE

MINUTES OF ORDINARY COUNCIL MEETING WEDNESDAY 24 JULY 2024

MINUTES OF THE **Ordinary Council Meeting** OF TENTERFIELD SHIRE held at the "Koreelah Room", 247 Rouse St, Tenterfield NSW 2372 on Wednesday 24 July 2024 commencing at 9.30 am

ATTENDANCE

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

ALSO IN ATTENDANCE

General Manager (Hein Basson)
Acting Executive Assistant & Media (Mitch Baade)
Manager Finance & Technology (Roy Jones)
Director Infrastructure (Matthew Francisco)

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)

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 Wahluwal people of our Shire, and extend our respect to all people."

APOLOGIES

that there were no apologies.

DISCLOSURE & DECLARATIONS OF INTEREST

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
Nil.		

(ITEM MIN9/24) CONFIRMATION OF PREVIOUS MINUTES

113/24

Resolved that the Minutes of the following Meeting of Tenterfield Shire Council:

- Ordinary Council Meeting – 26 June 2024

As amended and circulated, be confirmed and signed as a true record of the proceedings of this meeting.

(Kim Rhodes/Tim Bonner)

Motion Carried

TABLING OF DOCUMENTS

Nil.

URGENT, LATE & SUPPLEMENTARY ITEMS OF BUSINESS

Nil.

MAYOR MINUTE

Nil.

RECOMMENDATIONS FOR ITEMS TO BE CONSIDERED IN CONFIDENTIAL SECTION

114/24 **Resolved** that the following items be considered in the Confidential Section of the Meeting:

- (1) ITEM GOV62/24 REVIEW OF TENTERFIELD SHIRE COUNCIL AUDIT, RISK, AND IMPROVEMENT COMMITTEE ATTENANCE FEES AND PAYMENT/REIMBURSEMENT IF COSTS FOR IN PERSON COMMITTEE MEMBER ATTENCANCE.
- (2) ITEM RC10/24 AUDIT, RISK AND IMPROVEMENT COMMITTEE – MEETING MINUTES 13 DECEMBER 2023.

(Greg Sauer/Peter Petty)

Motion Carried

OPEN COUNCIL REPORTS

Nil.

OUR COMMUNITY

Nil.

OUR ECONOMY

(ITEM ECO7/24) TENTERFIELD TRANSPORT MUSEUM - LEASE VARIATION REQUEST

SUMMARY

The purpose of this report is to consider a request by the Tenterfield Transport Museum for a variation to their existing lease agreement with Council to allow for a sub-lease to the Campervan & Motorhome Club of Australia for their site at 44 Francis Street, Tenterfield (Lot 2 & 3 Section 37 DP 758959). The request is not supported on the basis that the variation is not required until such time as a

Development Application is lodged, assessed and determined by Council. To vary the lease prior to this is premature and unnecessary.

115/24

Resolved that Council:

- (1) Advise the Tenterfield Transport Museum that it is not in a position to vary the existing lease; and
- (2) Advise the Tenterfield Transport Museum that, if required, Council will support a variation to the lease once a Development Application is determined by Council; and
- (3) If the Development Application is approved, all associated costs for the variation of the lease are at no cost to Council.

(Kim Rhodes/Tom Peters)

Motion Carried

(ITEM ECO8/24) SALVATION ARMY REQUEST FOR LONGER LEASE TERM FOR THE FORMER VISITORS' INFORMATION CENTRE

SUMMARY

The purpose of this report is to advise Council of the Salvation Army's request for clearer options for a longer lease term(s) for the former Visitors' Information Centre (VIC) – 157 Rouse Street, Tenterfield.

116/24

Resolved that council favorably considers the request received from the Salvation Army for the following excerpt to be removed from Council Resolution 74/24 (1):

"...;provided that this agreement makes provision for the lease to be terminated by both parties after the first three (3) year term if the arrangement is found to be unsatisfactory or circumstances change;...".

(Peter Petty/Kim Rhodes)

Motion Carried

OUR ENVIRONMENT

Nil.

Temai Davidson, Manager Planning Property & Development, left the meeting, the time being 9:43 am.

OUR GOVERNANCE

(ITEM GOV52/24) POLICY REVIEW - RELATED PARTY DISCLOSURE POLICY

SUMMARY

The purpose of this report is to update Council's Related Party Disclosure Policy. **Resolved** that Council adopts the updated:

117/24

- (1) Tenterfield Shire Council Related Party Disclosure Policy.

(Peter Petty/Kim Rhodes)

Motion Carried

(ITEM GOV53/24) UPDATES TO TENTERFIELD SHIRE COUNCIL AUDIT, RISK AND IMPROVEMENT COMMITTEE TERMS OF REFERENCE & INTERNAL AUDIT CHARTER

SUMMARY

The objective of the Tenterfield Shire Audit, Risk and Improvement Committee (the Committee) is to provide independent assistance to Tenterfield Shire Council (Council) by monitoring, reviewing and providing advice on risk management, control frameworks, governance processes and external accountability responsibilities.

As part of the implementation of the NSW Office of Local Government's Risk Management and Internal Audit Framework for local government, updated model Terms of Reference and Internal Audit Charter were confirmed in November 2023. Council is required to update and adopt both the Audit, Risk and Improvement Committee Terms of Reference and the Internal Audit Charter.

118/24

Resolved that Council adopts the Office of Local Government updates for the:

- (1) Tenterfield Shire Council Audit, Risk and Improvement Committee Terms of Reference, and
- (2) Tenterfield Shire Council Internal Audit Charter.

(Tim Bonner/Geoff Nye)

Motion Carried

(ITEM GOV54/24) COUNCIL SERVICES SATISFACTION SURVEY

SUMMARY

The purpose of this report is for Council to consider whether 2024 is an appropriate time for an independent survey to be undertaken of the community's satisfaction with its service delivery, or whether early 2025 would not constitute a better and more appropriate time.

119/24

Resolved that Council:

Does not pursue an independent review of the community's satisfaction with its service delivery in 2024, but for such a statistically valid survey to be conducted in February/March 2025 to further inform Council's community consultation regarding the development of an updated suite of Integrated Planning and Reporting Framework documents, including the Community Strategic Plan, Delivery Program, Asset Management Plans, Workforce Strategy, and Long-Term Financial Plan.

(Kim Rhodes/Tom Peters)

Motion Carried

(ITEM GOV55/24) APPOINTMENT OF THE DIRECTOR OF INFRASTRUCTURE SERVICES AS ACTING GENERAL MANAGER

SUMMARY

The purpose of this report is for Council to appoint the Director of Infrastructure Services as Acting General Manager during times when the General Manager is on approved leave or away from the office on official business for periods longer than three consecutive days.

120/24

Resolved that Council:

Temporarily appoints Mr. Matthew Francisco, Director of Infrastructure Services, as Acting General Manager during those periods of time that the General Manager, Mr Hein Basson, is on approved leave or away from the office on official business for a period greater than three consecutive days.

(Bronwyn Petrie/Greg Sauer)

Motion Carried

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

(ITEM GOV56/24) FINANCE & ACCOUNTS - PERIOD ENDED 30 JUNE 2024

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.

Addition financial information on Water Leakage, 603 Certificates, and financial business units is presented for Councillor and community information.

121/24 **Resolved** that Council notes the Finance and Accounts Report for the period ended 30 June 2024.

(Kim Rhodes/Geoff Nye)

Motion Carried

(ITEM GOV57/24) REPORT ON LOAN BALANCES 30 JUNE 2024

SUMMARY

The purpose of this Report is to inform Council of its loan balances as at 30 June 2024.

122/24 **Resolved** that Council notes the loan balance as at 30 June 2024 was \$20,115,861.86 (\$20,190,432.82 as at 31 March 2024).

(Peter Petty/Tom Peters)

Motion Carried

(ITEM GOV58/24) CAPITAL EXPENDITURE REPORT AS AT 30 JUNE 2024

SUMMARY

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

123/24 **Resolved** that Council notes the Capital Expenditure Report for the period ended 30 June 2024.

(Kim Rhodes/Tom Peters)

Motion Carried

(ITEM GOV59/24) CORPORATE MARKETS LOAN (OVERDRAFT FACILITY) EXTENSION

SUMMARY

The purpose of this report is to recommend to Council that the current Corporate Markets Loan with the National Australia Bank with a drawdown facility limit of \$5,000,000.00 be extended for another 12 months, but with a revised drawdown facility of \$2,670,000.00 for a rollover period of 90 days, to function as a cash reserve for emergency needs only.

This short-term bridging finance is necessary to alleviate Council's ongoing cash-flow issues, which are the result of the delays in funding from government bodies for grant works and disaster recovery activities which are paid in arrears.

124/24 **Resolved** that Council:

- (1) Approves the continuation of the Corporate Markets Loan with National Australia Bank with a revised drawdown facility limit of \$2,670,000.00 for

a rollover period of 90 days, to function as a cash reserve for emergency needs only.

(Tom Peters/Kim Rhodes)

Motion Carried

(ITEM GOV60/24) MONTHLY OPERATIONAL REPORT FOR JUNE 2024

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 2023/2024 Operational Plan.

That Council:

Notes the status of the Monthly Operational Report for June 2024.

(ITEM GOV61/24) ALTERATION AND RECISSION MOTIONS - NO SPECIAL RATE VARIATION FOR THE 2025/2026 FINANCIAL YEAR

SUMMARY

The purpose of this report is to alter and rescind parts of Council Resolution 96/24, dealing with the 2024/25-Budget and adopted at its Ordinary Council Meeting held on Wednesday 26 June 2024.

Move that Council:

- (1) Rescinds in totality the contents of paragraphs five (5) and seven (7) of Resolution 96/24 adopted at the Ordinary Council Meeting held on 26 June 2024.**
- (2) Alters the contents of paragraph six (6) of Resolution 96/24 adopted at the Ordinary Council Meeting held on 26 June 2024 to read as follows:**
 - (6) Commences with the preparation of an updated suite of Integrated Planning and Reporting Framework (IPRF) documents as soon as is practicable after the September 2024 Local Government Elections, noting that community consultation is an intrinsic process associated with the preparation actions, and that Centium consultancy firm has been engaged to facilitate the community consultation processes and assist Council staff with the preparation of the IPRF-suite of documents.**

(3) Makes the necessary funding alterations in its adopted 2024/25-Budget to cover the projected cash deficit of \$928,088 as follows:

Descriptor	Budgeted Amount	Revised Amount	Amount Saved	Alternative Funding Source
Urban Streets – Reseal Program	\$100,000	Nil	\$100,000	\$100,000 funded from R2R – from the increased allocation of \$793,700pa
Rural Roads-Reseal Program	\$400,000	Nil	\$400,000	\$400,000 funded from R2R – from the increased allocation
Urban Road Rehabilitation	\$75,000	Nil	\$75,000	\$75,000 funded from R2R – from the increased allocation
Rural Roads Maintenance	\$1,500,000	\$1,146,912	\$353,088	\$353,088 funded from RERRF (Pot-hole money)
Cash Deficit	(\$928,088)		\$928,088	

REPORTS OF DELEGATES & COMMITTEES

(ITEM RC9/24) REPORTS OF DELEGATES & COMMITTEES - MURRAY DARLING COMMITTEE 2024 NATIONAL CONFERENCE COMMUNIQUE

RECOMMENDATION

That the report be received and noted from the Murray Darling Association – 2024 National Conference Communique.

NOTICES OF MOTION

RESOLUTION REGISTER

(ITEM RES6/24) COUNCIL RESOLUTION REGISTER - JUNE 2024

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 June 2024.

CONFIDENTIAL BUSINESS

(ITEM GOV62/24) REVIEW OF TENTERFIELD SHIRE COUNCIL AUDIT, RISK AND IMPROVEMENT COMMITTEE ATTENDANCE FEES AND PAYMENT/REIMBURSEMENT OF COSTS FOR IN-PERSON COMMITTEE MEMBER ATTENDANCES

That above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 10A(2) (ARIC Confidential) of the Local Government Act, 1993, as the matter involves Information and documents pertaining to the Committee are confidential and are not to be made publicly available.”.

SUMMARY

Tenterfield Shire Council currently pays two members of the Audit, Risk and Improvement Committee (Committee) an attendance fee for each of the four Committee meetings held each calendar year. While there has been an increase in requirements for Committees and Committee Members with the introduction of the new Risk Management and Internal Audit Framework for local government in NSW 2023, Council has not reviewed the attendance fees for its Committee Members since 2016, nor approved any reimbursement or payment of reasonable travel, accommodation and meal expense of these two Committee Members, when they are able to attend meetings in person.

OFFICER'S RECOMMENDATION:

- (1) That Council increases the Audit, Risk and Improvement Committee Meeting attendance fees to:**
 - (a) \$1,250 (ex GST) for the Audit, Risk and Improvement Committee Chairperson, and**
 - (b) \$1,100 (ex GST) for Audit, Risk and Improvement Committee members, excluding the Tenterfield Shire Council Councillor Observer and the Southern Downs Regional Council Committee Member.**
- (2) That Council reimburses, or make payments, for reasonable travel, accommodation and meal costs and expenses for the in-person attendance of Audit, Risk and Improvement Committee Members, excluding the Tenterfield Shire Council Councillor Observer.**

(ITEM RC10/24) AUDIT, RISK & IMPROVEMENT COMMITTEE - MEETING MINUTES 13 DECEMBER 2023

RECOMMENDATION

That the report and recommendations from the Audit, Risk and Improvement Committee meeting of 13 December 2023 be received.

MEETING CLOSED

There being no further business the Mayor declared the meeting closed at pm.

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Councillor Bronwyn Petrie
Mayor/Chairperson