



QUALITY NATURE - QUALITY HERITAGE - QUALITY LIFESTYLE

MINUTES OF ORDINARY COUNCIL MEETING WEDNESDAY 9 OCTOBER 2024

MINUTES OF THE **Ordinary Council Meeting** OF TENTERFIELD SHIRE held at the "Koreelah Room", 247 Rouse St, Tenterfield NSW, 2372 on Wednesday 9 October 2024 commencing at 9:30 am

ATTENDANCE

Councillor Bronwyn Petrie
Councillor Greg Sauer
Councillor Owen Bancroft
Councillor Tim Bonner
Councillor Peter Murphy
Councillor Tom Peters
Councillor Gregory Purcell
Councillor Kim Rhodes
Councillor Roger Turner

ALSO IN ATTENDANCE

General Manager (Hein Basson)
Acting Executive Assistant & Media (Emma Jensen)
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.

A handwritten signature in black ink, appearing to be 'D. Sauer', is located in the bottom right corner of the page.

COMMUNITY CONSULTATION (PUBLIC ACCESS)

Nil.

As this represent the first Council Meeting after the general Local Government elections held on 14 September 2024, the General Manager assumes the role of Chairperson to deal with procedural matters, including the Oath or Affirmation of Office of Councillors, and the election of the Mayor.

WEBCASTING OF MEETING

The General Manager read out the following:

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

The General Manager extended a word of welcome to re-elected and newly elected Councillors, congratulating them on their election on behalf of all staff and himself, and expressing his enthusiasm to work with the governing body over the next four years.

CIVIC PRAYER

The General Manger recited the following 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

The General manager read out the following:

"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 Jukembal, Bundjalung, Kamilaroi, Githabul and Wahlubul people of our Shire, and extend our respect to all people."

APOLOGIES

134/24 Resolved

That Council accepts the apology received from Councillor Peter Petty, advising that he was unable to attend this meeting because of a pre-arranged business commitment.



OUR ENVIRONMENT

Nil.

OUR GOVERNANCE

(ITEM GOV70/24) OATH AND AFFIRMATION FOR COUNCILLORS

SUMMARY

The purpose of this report is to inform Councillors of the requirements under section 233A of the NSW *Local Government Act 1993*, being that all Councillors must take an Oath of Office or make an Affirmation of Office at or before the first meeting of the Council after the Councillor is elected. Council is required to keep a record of the taking of the oath or affirmation, therefore at the 16 October 2024 Ordinary Council Meeting, Councillors are respectfully requested to sign a statement containing the Oath or Affirmation of Office for Council's records.

135/24

Resolved

1. That each Councillor takes an Oath or make an Affirmation of Office in the prescribed format commensurate with the provisions of Section 233A of the *Local Government Act 1993* (as amended) as the first item of business.
2. That each Councillor reads out loud the prescribed wording of the Oath or Affirmation of Office in front of the General Manager and signs a statement containing this Oath or Affirmation of Office for Council's records.

(Bronwyn Petrie/Kim Rhodes)

Motion Carried

(ITEM GOV71/24) ELECTION PROCEDURES FOR THE ELECTION OF MAYOR AND DEPUTY MAYOR

SUMMARY

The purpose of this report is for Council to determine whether it wants to elect a Deputy Mayor, and the method of election for the positions of Mayor and Deputy Mayor.

136/24

Resolved

That Council:

1. Determines to elect a Deputy Mayor for a term of two years.
2. Determines, if more than one candidate has been nominated, the method of election for the positions of Mayor and Deputy Mayor to be by Ordinary Ballot (secret ballot).

(Peter Murphy/Kim Rhodes)

Motion Carried



Motion Carried

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. | Nil. | Nil. |
| | | |

TABLING OF DOCUMENTS

Nil.

URGENT, LATE & SUPPLEMENTARY ITEMS OF BUSINESS

Nil.

MAYOR MINUTE

Nil.

RECOMMENDATIONS FOR ITEMS TO BE CONSIDERED IN CONFIDENTIAL SECTION

That:-

- a) the meeting be closed to the public and members of the press because of the need for confidentiality, privilege or security, as specified below and provided for under Section 10A(2) of the Local Government Act, 1993; and
- b) the Agenda and associated correspondence, unless specified are not to be released to the Public as they relate to a matter of either personal hardship, personal matters, trade secrets or matters which cannot be lawfully disclosed.

There were no Confidential Items listed in the Order of Business.

OPEN COUNCIL REPORTS

Nil.

OUR COMMUNITY

Nil.

OUR ECONOMY

Nil.



(ITEM GOV72/24) ELECTION OF MAYOR FOR THE 2024-2026 MAYORAL TERM

SUMMARY

The purpose of this report is for Council to elect the Mayor for the October 2024 to September 2026 Mayoral Term.

137/24

Resolved

- 1. That Council, following the Mayoral election conducted by the General Manager in his capacity as Returning Officer, notes the General Manager's declaration that Cr Bronwyn Petrie has been unanimously and duly elected as Mayor of the Tenterfield Shire Council for the October 2024 to September 2026 Mayoral Term.**
- 2. That Council requests the General Manager to advise the NSW Office of Local Government and Local Government NSW of the outcome of the Mayoral elections**

(Kim Rhodes/Peter Murphy)

Motion Carried

(ITEM GOV73/24) ELECTION OF DEPUTY MAYOR

SUMMARY

The purpose of this report is for Council to elect the Deputy Mayor.

138/24

Resolved

That Council, following the Deputy Mayoral election conducted by the General Manager in his capacity as Returning Officer, notes the General Manager's declaration that Cr Greg Sauer has been unanimously and duly elected as Deputy Mayor of the Tenterfield Shire Council for the two-year term from October 2024 to September 2026.

(Bronwyn Petrie/Kim Rhodes)

Motion Carried

(ITEM GOV74/24) USING COUNTBACKS TO FILL CASUAL VACANCIES

SUMMARY

The purpose of this report is for Council to consider adopting a resolution at its first meeting following the ordinary Local Government elections to use countback to fill casual vacancies occurring in the first 18 months following this ordinary election, or not.

Countback allows Council to fill a casual vacancy using a countback of the ballot papers from the last ordinary election instead of requiring a by-election.



A countback is regarded as being a quick, cost-effective way to fill a casual vacancy.

OFFICER'S RECOMMENDATION:

That Council:

- 1. That Council notes the contents of this report.**
- 2. That Council considers whether to exercise the option of using a countback to fill casual vacancies occurring in the first 18 months following the ordinary Local Government election, or not.**
- 3. That, if Council elects to exercise the option mentioned in paragraph two (2) above, the following resolution be adopted to comply with the requirements of the NSW Electoral Commission:**

"Pursuant to section 291A(1)(b) of the *Local Government Act 1993* (the Act) Tenterfield Shire Council declares that casual vacancies occurring in the office of a Councillor within 18 months after the last ordinary election of Councillors for the Council on 14 September 2024 are to be filled by a countback of votes cast at that election for the office in accordance with section 291A of the Act and directs the General Manager to notify the NSW Electoral Commissioner of the Council's decision within seven (7) days of the decision."

(Kym Rhodes/Greg Sauer)

MOTION

That Council:

Does not exercise the option provided for in Section 291A of the Local Government Act 1993 of using a countback of votes for the office cast to fill casual vacancies occurring in the first 18 months following the Local Government election held on 14 September 2024.

(Greg Sauer/Peter Murphy)

139/24 Resolved

That Council:

- 1. Notes the contents of this report.**
- 2. Does not exercise the option provided for in Section 291A of the *Local Government Act 1993* of using a countback of votes for the office cast to fill casual vacancies occurring in the first 18 months following the Local Government election held on 14 September 2024.**

Motion Carried



(ITEM GOV75/24) FIXING OF COUNCIL MEETING DATES & PLACES FROM 23 OCTOBER 2024 - 24 SEPTEMBER 2025

SUMMARY

The purpose of this report is to fix dates and venues for Ordinary Council Meetings from 23 October 2024 to 24 September 2025 inclusive. In accordance with section 365 of the *NSW Local Government Act 1993*, Council is required to meet at least 10 times per year, each time in a separate month.

140/24 **Resolved**

That Council:

- 1. Resolves to hold the Ordinary Council Meetings from 23 October 2024 to 24 September 2025 inclusive, in the "Koreelah Room", Council Administration Building, 247 Rouse Street, Tenterfield.**
- 2. Fixes the dates and times of Ordinary Council Meetings from 23 October 2024 to 24 September 2025 inclusive, as follows:**

| Date | Venue | Time |
|--------------------------|-------------------------|--------------------------|
| 23 October 2024 | Council Chambers | 9.00am for 9.30am |
| 27 November 2024 | Council Chambers | 9.00am for 9.30am |
| 18 December 2024 | Council Chambers | 9.00am for 9.30am |
| 26 February 2025 | Council Chambers | 9.00am for 9.30am |
| 26 March 2025 | Council Chambers | 9.00am for 9.30am |
| 23 April 2025 | Council Chambers | 9.00am for 9.30am |
| 28 May 2025 | Council Chambers | 9.00am for 9.30am |
| 25 June 2025 | Council Chambers | 9.00am for 9.30am |
| 23 July 2025 | Council Chambers | 9.00am for 9.30am |
| 27 August 2025 | Council Chambers | 9.00am for 9.30am |
| 24 September 2025 | Council Chambers | 9.00am for 9.30am |

- 3. Requests the General Manager to communicate the time, dates and venue of Council Meetings for the period 23 October 2024 to 24 September 2025 inclusive to staff and arranges for the times, dates and venue of future meetings, as listed in the table above, to be advertised on Council's website, Facebook page and in Your Local News.**
- 4. Revisits the possibility of having a Council Meeting in a village area after the round of extensive community consultation meetings that are soon going to be conducted as part of the updating of the Community Strategic Plan, and Council's suite of Integrated Planning and Reporting documents.**

(Peter Murphy/Kim Rhodes)

Motion Carried

(ITEM GOV76/24) COUNCILLOR INDUCTION, REFRESHER AND PROFESSIONAL DEVELOPMENT TRAINING

SUMMARY

The purpose of this report is for Council to note the opportunities for induction, refresher and professional development training that have been arranged for by



the General Manager and the NSW Office of Local Government – for Councillors to acquire and maintain the skills necessary to perform their roles of Councillors after the Local Government elections held on 14 September 2024.

141/24

Resolved

That Council:

1. Notes and accepts the responsibility enshrined within Section 232 of the *Local Government Act 1993* for all Councillors “to make all reasonable efforts to acquire and maintain the skills necessary to perform the role of councillors”.
2. Notes that it is a requirement for Council to include within its Annual Report “the names of any mayors or councillors who completed any induction training course, induction refresher course or supplementary induction course under this Part during the year”, who participated in any ongoing professional development program, and the number of seminars, circulars and other activities delivered as part of the ongoing professional development program during the year.
3. Notes that the following opportunities for induction, refresher, and professional development training are available in the short to medium term:
 - a. Initial Induction Session (Presented by the Executive Leadership Team): Wednesday, 9 October 2024 at around 10.30am (directly after the First Council Meeting) in the Koreelah Room at the Council Offices. This initial session will go for approximately 3-4 hours (finishing at no later than 3.00pm).
 - b. Human Behaviour from a Systems Perspective for Local Government Leaders (Briefing session presented by the General Manager): Wednesday, 23 October 2024 at around 12.00noon (after the Council Meeting has finished) in the Koreelah Room at the Council Offices. This opportunity will be of an approximate 3-hour duration (finishing at around 3.00pm).
 - c. Induction and Refresher Training Session for Re-elected and Newly Elected Councillors (Presented by Emma Broomfield – an External, Professional Trainer): Wednesday, 30 October 2024 - starting at 8.00am and finishing at 3.00pm. This important event will also be held in the Koreelah Room at the Council Offices.
 - d. “Hit the Ground Running” Series of On-Line Webinars for Re-elected and Newly Elected Councillors (Presented by the NSW Office of Local Government):
 - i. Roles and Responsibilities: Thursday, 17 October 2024 at 4.00pm.
 - ii. Making the Most of Meetings: Thursday, 24 October 2024 at 4.00pm.
 - iii. Integrated Planning and Reporting: Thursday, 31 October 2024 at 4.00pm.
 - iv. The Governing Body and Financial Management: Thursday, 7 November 2024 at 4.30pm.
 - v. Risk Management and Internal Audit: Thursday, 14 November 2024 at 4.00pm.
 - vi. Appropriate Conduct and Ethical Decision-Making: Thursday, 21 November 2024 at 4.00pm.



- vii. **Corruption Risk and Prevention: Thursday, 28 November 2024 at 4.00pm.**
- viii. **Working Together: Thursday, 5 December 2024 at 4.00pm.**
- ix. **Work Health and Safety: Thursday, 12 December 2024 at 4.00pm.**
- x. **Local and Regional Strategic Planning: Thursday, 6 February 2025 at 4.00pm.**
- xi. **Crown Land Native Title, and Aboriginal Land Rights: Thursday, 13 February 2025 at 4.00pm.**
- xii. **Town Water Services – A Councillor’s Responsibilities: Thursday, 20 February 2025 at 4.00pm.**
- xiii. **Ongoing Professional Development: Thursday, 27 February 2025 at 4.00pm.**

(Tim Bonner/Owen Bancroft)

Motion Carried

(ITEM GOV77/24) LOCAL GOVERNMENT NSW 2024 ANNUAL CONFERENCE - 17 TO 19 NOVEMBER 2024

SUMMARY

The purpose of this report is for Council to nominate delegates to attend the Local Government NSW Annual Conference scheduled for 17 to 19 November 2024 at the Tamworth Regional Entertainment and Conference Centre.

142/24

Resolved

**That Council:
Approves the Mayor, Deputy Mayor, and General Manager as Council’s delegates to attend the Local Government NSW’s Annual Conference from 17 to 19 November 2024 in Tamworth.**

(Kim Rhodes/Tim Bonner)

Motion Carried

REPORTS OF DELEGATES & COMMITTEES

Nil.

NOTICES OF MOTION

Nil.

RESOLUTION REGISTER

Nil.

CONFIDENTIAL BUSINESS



Nil.

MEETING CLOSED

There being no further business the Mayor declared the meeting closed at 10.22am.



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Councillor Bronwyn Petrie
Mayor/Chairperson