



QUALITY NATURE - QUALITY HERITAGE - QUALITY LIFESTYLE

BUSINESS PAPER ORDINARY COUNCIL MEETING 23 OCTOBER 2024

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 23 October 2024 commencing at 9:30 am.

Hein Basson
General Manager

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.

What is a "Conflict of Interests" - A conflict of interests can be of two types:

Pecuniary - an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person or another person with whom the person is associated.

Non-pecuniary – a private or personal interest that a Council official has that does not amount to a pecuniary interest as defined in the Local Government Act (eg. A friendship, membership of an association, society or trade union or involvement or interest in an activity and may include an interest of a financial nature).

Remoteness

A person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision the person might make in relation to a matter or if the interest is of a kind specified in Section 448 of the Local Government Act.

Who has a Pecuniary Interest? - A person has a pecuniary interest in a matter if the pecuniary interest is the interest of:

- The person, or
- Another person with whom the person is associated (see below).

Relatives, Partners

A person is taken to have a pecuniary interest in a matter if:

- **The person's spouse or de facto partner or a relative of the person has a pecuniary interest** in the matter, or
- The person, or a nominee, partners or employer of the person, is a member of a company or other body that has a pecuniary interest in the matter.

N.B. "Relative", in relation to a person means any of the following:

- (a) the parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descends or adopted child of the **person or of the person's spouse;**
- (b) the spouse or de facto partners of the person or of a person referred to in paragraph (a)

No Interest in the Matter

However, a person is not taken to have a pecuniary interest in a matter:

- If the person is unaware of the relevant pecuniary interest of the spouse, de facto partner, relative or company or other body, or
- Just because the person is a member of, or is employed by, the Council.
- Just because the person is a member of, or a delegate of the Council to, a company or other body that has a pecuniary interest in the matter provided that the person has no beneficial interest in any shares of the company or body.

Disclosure and participation in meetings

- A Councillor or a member of a Council Committee who has a pecuniary interest in any matter with which the Council is concerned and who is present at a meeting of the Council or Committee at which the matter is being considered must disclose the nature of the interest to the meeting as soon as practicable.
- The Councillor or member must not be present at, or in sight of, the meeting of the Council or Committee:
 - (a) at any time during which the matter is being considered or discussed by the Council or Committee, or
 - (b) at any time during which the Council or Committee is voting on any question in relation to the matter.

No Knowledge - A person does not breach this Clause if the person did not know and could not reasonably be expected to have known that the matter under consideration at the meeting was a matter in which he or she had a pecuniary interest.

Participation in Meetings Despite Pecuniary Interest (S 452 Act)

A Councillor is not prevented from taking part in the consideration or discussion of, or from voting on, any of the matters/questions detailed in Section 452 of the Local Government Act.

Non-pecuniary Interests - Must be disclosed in meetings.

There are a broad range of options available for managing conflicts & the option chosen will depend on an assessment of the circumstances of the matter, the nature of the interest and the significance of the issue being dealt with. Non-pecuniary conflicts of interests must be dealt with in at least one of the following ways:

- It may be appropriate that no action be taken where the potential for conflict is minimal. However, Councillors should consider providing an explanation of why they consider a conflict does not exist.
- Limit involvement if practical (eg. Participate in discussion but not in decision making or vice-versa). Care needs to be taken when exercising this option.
- Remove the source of the conflict (eg. Relinquishing or divesting the personal interest that creates the conflict)
- Have no involvement by absenting yourself from and not taking part in any debate or voting on the issue as if the provisions in S451 of the Local Government Act apply (particularly if you have a significant non-pecuniary interest)

Disclosures to be Recorded (s 453 Act)

A disclosure (and the reason/s for the disclosure) made at a meeting of the Council or Council Committee or Sub-Committee must be recorded in the minutes of the meeting.

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ORDER OF BUSINESS

Community Consultation (Public Access)

1. Opening & Welcome
2. Civic Prayer & Acknowledgement of Country
3. Apologies
4. Disclosure & Declarations of Interest
5. Confirmation of Previous Minutes
6. Tabling of Documents
7. Urgent, Late & Supplementary Items of Business
8. Mayoral Minute
9. Recommendations for Items to be Considered in Confidential Section
10. Open Council Reports
 - Our Community
 - Our Economy
 - Our Environment
 - Our Governance
11. Reports of Delegates & Committees
12. Notices of Motion
13. Resolution Register
14. Confidential Business
15. Meeting Close

CLOSED COUNCIL

Confidential Reports

(Section 10A(2) of The Local Government Act 1993)

Where it is proposed to close part of the Meeting, the Chairperson will allow members of the public to make representations to or at the meeting, before any part of the meeting is closed to the public, as to whether or not that part of the meeting should be closed to the public.

The Chairperson will check with the General Manager whether any written public submissions or representations have been received as to whether or not that part of the meeting should be closed to the public.

The grounds on which part of the Council meeting may be closed to public are listed in Section 10A(2) of the Local Government Act 1993 and are as follows:

- (a) personnel matters concerning particular individuals others than Councillors,
- (b) the personal hardship of any resident or ratepayer,
- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,
- (d) commercial information of a confidential nature that would, if disclosed:
 - (i) prejudice the commercial position of the person who supplied it, or
 - (ii) confer a commercial advantage on a competitor of the council, or
 - (iii) reveal a trade secret,
- (e) information that would, if disclosed, prejudice the maintenance of law,
- (f) matters affecting the security of the council, councillors, council staff or council property,
- (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
- (h) during the receipt of information or discussion of information concerning the nature and location of a place or an item of Aboriginal significance on community land.
- (i) alleged contraventions of any code of conduct requirements applicable under section 440.

Section 10A(3) of the Act provides that Council, or a Committee of the Council of which all the members are councillors, may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

Section 10B(3) of the Act provides that if a meeting is closed during discussion of a motion to close another part of the meeting to the public (as referred to in section 10A(3) of the Act,) the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting (other than consideration of whether the matter concerned is matter referred to in section 10A(2) of the Act).

Section 10B(1) of the Act provides that a meeting is not to remain closed to the public during the receipt of information or the discussion of matters referred to in section 10A(2):

- (a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
- (b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret – unless the Council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest section 10B(4) of the Act states it is irrelevant that:

- (a) a person may interpret or misunderstand the discussion, or
- (b) The discussion of the matter may:
 - (i) cause embarrassment to the Council or committee concerned, or to councillors or to employees of the council, or
 - (ii) cause a loss of confidence in the Council or committee.

Resolutions passed in Closed Council

It is a requirement of Clause 253 of the Local Government (General) Regulation 2005 that any resolution passed in Closed Council, or Committee be made public as soon as practicable after the meeting has ended. At the end of Closed Council or Committee meeting, the Chairperson will provide a summary of those resolutions passed in Closed Council or Committee.

AGENDA

COMMUNITY CONSULTATION (PUBLIC ACCESS)

WEBCASTING OF MEETING

This meeting will be **recorded for placement on Council's website** and livestreamed **on Council's YouTube Channel** for the purposes of broadening knowledge and participation in Council issues and **demonstrating Council's commitment** to openness and accountability.

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

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

1. OPENING & WELCOME

2. (A) OPENING PRAYER

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

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

(B) ACKNOWLEDGEMENT OF COUNTRY

"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."

3. APOLOGIES

4. DISCLOSURES & 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

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12. NOTICES OF MOTION

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14. CONFIDENTIAL BUSINESS

CONFIDENTIAL

(ITEM ENV10/24) CONCEALED WATER LEAKS

That above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 10A(2) (b) of the Local Government Act, 1993, as the matter involves discussion in relation to the personal hardship of a resident or ratepayer.

(ITEM COM7/24) TENDER EVALUATION FOR COUNCIL'S ANNUAL RESEALS AND INITIAL SEALS VIA LOCAL GOVERNMENT PROCUREMENT LGP213-3 RFT 08-24/25 BITUMINOUS SURFACING 2024

That above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 10A(2) (c) (d(i)) (d(ii)) of the Local Government Act, 1993, as the matter involves information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business; AND commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; AND commercial information of a confidential nature that would, if disclosed (ii) confer a commercial advantage on a competitor of the Council.

15. MEETING CLOSED

Department:	Office of the General Manager
Submitted by:	Hein Basson, General Manager
Reference:	ITEM COM8/24
Subject:	OATH OR AFFIRMATION OF OFFICE FOR COUNCILLOR PETER PETTY

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK	
Goal:	Council achieves excellence in corporate governance
Strategy:	Implement strategies, policies and practices to achieve excellence in corporate governance
Action:	Undertake all legislative requirements of Local Government

SUMMARY

The purpose of this report is to make provision for Councillor Peter Petty, who was unable to attend the first Council Meeting on 16 October 2024 because of pre-arranged business commitments, to fulfill 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 after the Councillor has been elected. Council is required to keep a record of the taking of the oath or affirmation, therefore at the 23 October 2024 Ordinary Council Meeting, Councillor Petty is respectfully requested to sign a statement **containing the Oath or Affirmation of Office for Council's records.**

OFFICER'S RECOMMENDATION:

1. That Councillor Peter Petty 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 Councillor Petty 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.**

BACKGROUND

Under the NSW *Local Government Act 1993*, Section 233A of the *Act* reads as follows (Tenterfield Shire Council references inserted):

233A Oath and Affirmation for Councillors

- (1) A Councillor 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.
- (2) The oath or affirmation may be taken or made before the General Manager of the Council, an Australian legal practitioner or a Justice of the Peace and is to be in the following form:

Oath

I [name of councillor] swear that I will undertake the duties of the office of Councillor in the best interests of the people of the Tenterfield Shire area and the Tenterfield Shire Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the Local Government Act 1993 or any other Act to the best of my ability and judgment.

Our Community No. 8 Cont...*Affirmation*

I [name of councillor] solemnly and sincerely declare and affirm that I will undertake the duties of the office of Councillor in the best interests of the people of the Tenterfield Shire area and the Tenterfield Shire Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the Local Government Act 1993 or any other Act to the best of my ability and judgment.

- (3) *A Councillor who fails, without a reasonable excuse, to take the Oath of Office or make an Affirmation of Office in accordance with this section is not entitled to attend a meeting as a Councillor (other than the first meeting of the Council after the Councillor is elected to the office or a meeting at which the Councillor takes the Oath or makes the Affirmation) until the Councillor has taken the oath or made the affirmation.*
- (4) *Any absence of a Councillor from an ordinary meeting of the Council that the Councillor is not entitled to attend because of this section is taken to be an absence without prior leave of the Council.*
- (5) *Failure to take an Oath of Office or make an Affirmation of Office does not affect the validity of anything done by a Councillor in the exercise of the **Councillor's functions.***
- (6) *The General Manager must ensure that a record is to be kept of the taking of an oath or the making of an affirmation. Therefore, Councillors are requested to sign a statement containing the oath or affirmation at the **9 October 2024 Council Meeting for Council's records.***

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)
Councillors seen to be undertaking the Oath or Affirmation of Office should have **a positive effect on the community's perception of "their" representatives committing themselves to do the "right thing" by acting in the best interest of all the people in the local government area, and being faithful and impartial in the carrying out of their roles.**
2. Policy and Regulation

Section 233A of the *Local Government Act 1993* requires Councillors to take an Oath or Affirmation of Office at or before the first meeting of the Council after the Councillor is elected.
3. Financial (Annual Budget & LTFP)
Nil.
4. Asset Management (AMS)
Nil.
5. Workforce (WMS)
Nil.

Our Community No. 8 Cont...

6. Legal and Risk Management

Section 233A(3) of the *Local Government Act 1993* states the following:

A councillor who fails, without a reasonable excuse, to take the oath or make an affirmation of office, will not be entitled to attend council meetings until they do so and will be taken to be absent without leave.

7. Performance Measures

Nil.

8. Project Management

Nil.

Hein Basson
General Manager

Prepared by staff member:	Hein Basson
Approved/Reviewed by Manager:	Hein Basson, General Manager
Department:	Office of the General Manager
Attachments:	1 Oaths and Affirmations 1 Page

Oaths and affirmations

Under the *Local Government Act 1993* councillors (including mayors) are required to take an oath or make an affirmation of office.

The prescribed words of the oath and affirmation are provided below.

Oath

"I [name of councillor] swear that I will undertake the duties of the office of councillor in the best interests of the people of Tenterfield Shire and the Tenterfield Shire Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the *Local Government Act 1993* or any other Act to the best of my ability and judgment."

Affirmation

"I [name of councillor] solemnly and sincerely declare and affirm that I will undertake the duties of the office of councillor in the best interests of the people of Tenterfield Shire and the Tenterfield Shire Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the *Local Government Act 1993* or any other Act to the best of by ability and judgement."

Department:	Office of the General Manager
Submitted by:	Hein Basson, General Manager
Reference:	ITEM COM9/24
Subject:	Use of the Memorial Hall and RSL Pavilion for the Tenterfield Highlanders Pipe Band as a Rehearsal Space and "Home" : Special Hire Rate Arrangement

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK	
CSP Goal:	Community - The community is supported by accessible and equitably distributed facilities and recreational opportunities for people of all ages.
CSP Strategy:	Promote and recognise the work of volunteers in the community.

SUMMARY

The purpose of this report is for Council to consider the Tenterfield Highlanders Pipe Band's request to have one day per week access to either the Memorial Hall or RSL Pavilion for purposes of creating a rehearsal space and "home" for them.

OFFICER'S RECOMMENDATION:

That Council:

Approves the Tenterfield Highlanders Pipe Band's (Pipe Band) request to have one day per week access to either the Memorial Hall or the RSL Pavilion for purposes of creating a rehearsal space and "home" for them, based on the following arrangements:

1. The above approval will be for Tuesday nights for a maximum time of two (2) hours; unless there is a booking for another event in the Memorial Hall, in which instance the Pipe Band will have to relocate for the night.
2. The right-hand side of the mezzanine area in the Memorial Hall will be **allocated for the Pipe Band's instruments, uniforms and regalia** (acknowledging that the left-hand side is being utilised by the Tenterfield Physical Culture Club Incorporated (Physie Group) and for the storing of chairs for the Tenterfield Autumn Group).
3. The gate providing entrance to the above-mentioned mezzanine area will be kept locked and a key will be provided to both the Pipe Band and Physie Group, with the understanding that Council is not liable for any loss of and/or damage to items and that the full liability in this regard rests with the Pipe Band.
4. The areas of both the Memorial Hall and RSL Pavilion will at all times be kept clean and tidy by the Pipe Band after usage, as Council does not accept any responsibility for the set-up, pack-up and ongoing cleaning of these areas.
5. The annual Council donation of \$500.00 will be off-set by the Pipe Band having access to the Memorial Hall or RSL Pavilion, meaning that

Our Community No. 9 Cont...

- Council will in future not be making a cash financial contribution to the Pipe Band but instead provide a financial assistance donation through making the aforementioned facilities available to the Pipe Band – without physically paying out the amount but by doing an internal transfer of funds from the Donations (expenditure) vote to the Memorial Hall/RSL Pavilion (income) vote.
6. The Pipe Band making their bookings for either the Memorial Hall or RSL Pavilion with Council for a period of six (6) months in advance, in order for Council to plan its operational activities and expenses.
 7. **The list of Council's Fees and Charges be amended to reflect the arrangement described in paragraph five (5) above.**
 8. An additional annual donation of \$4,200 (plus the existing \$500) to the **Pipe Band be captured as part of Council's list of donations** to community organisations in subsequent financial years as part of the preparation of the annual Operational Plans and Budgets – in order for **Council's to adhere to its value of being open and transparent.**
 9. Again, this annual donation of \$4,700.00 will not be treated as a cash financial contribution to the Pipe Band, but instead by providing a financial assistance donation through making the aforementioned facility available to the Pipe Band – without physically paying out the amount but by doing an internal transfer of funds from the Donations (expenditure) vote to the Memorial Hall/RSL Pavilion (income) vote.
 10. A hire agreement be entered into between Council and the Tenterfield Pipe Band, in accordance with the information contained in the body of the report and the adopted resolution.

BACKGROUND

The Tenterfield Highlanders Pipe Band is celebrating its 40th Anniversary this year. Council has been providing an annual donation of \$500.00 to this band to support the hire of a venue to rehearse in.

Until recently, the Show Ground Grandstand dining area had been used but has proven to be unsuitable for the purposes of the newly revitalised band.

The historic Band Hall has also been investigated for potential future use, however, repairs required to make it fit for purpose were found to be prohibitive.

Therefore, the recently appointed President and Drum Major of the Band, Mr. Patrick Pickett, has approached Council with the request for the Band to be provided a **permanent "home" and rehearsal space in the Memorial Hall and RSL Pavilion.** This venue is deemed suitable for all weather rehearsal and has adequate space for secure storage of instruments and uniforms.

REPORT:

Our Community No. 9 Cont...

The General Manager has met with Mr. Pickett on Thursday 29 August 2024 in the above regard.

Mr. Pickett has started discussions with the President of the RSL Sub-branch regarding the possibility of the Band becoming an affiliated part of the RSL. However, it is understood that these discussions are ongoing.

The Tenterfield Highlanders Pipe Band is the only community band that can provide support and add a sense of flair to any Council, RSL and community events. In this **sense, it deserves the community and Council's ongoing support.**

The newly appointed President and Drum Major of the Band, Mr. Patrick Pickett, has accepted this position with the view and vision of leading the Band forward – not only locally, but potentially within the larger region. Mr. Pickett has had a long career as a professional musician with the Australian Army and is currently the conductor and Artistic Director of the Queensland Pops Orchestra.

The newly appointed Pipe Major, Ms. Narelle Besseling, has recently moved to Tenterfield and had served as Pipe Sergeant and Pipe Major with the Ballina Pipe Band at different times.

The band is currently recruiting new band members; re-engaging past members and reaching out to new people who might like to learn the pipes or drums. Tuition is offered for free, and equipment is provided.

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

The Tenterfield Physical Culture Club Incorporated (Physie Group) uses the Memorial Hall in the evenings on Mondays, Wednesdays and Thursdays, the Playgroup on Thursday mornings (although not recently), and the RSL Sub-branch uses the RSL Pavilion on the second Wednesdays of the month. The Memorial Hall and RSL Pavilion are also booked and used by other community groups for ad hoc meetings and events during the day and evenings throughout the year.

2. Policy and Regulation

- **Council's adopted 2024/25 Budget and Operational Plan** incorporating the List of Fees and Charges.

In this list of Fees and Charges for 2024/25, it states the following under **"Memorial Hall & RSL Pavilion"**:

There will be no concessions granted for, the waiving of, nor a reduction in Council's set fees and charges as Council already provides a low fee for the hire and use of the Memorial Hall and RSL Pavilion.

- It has also been policy/practice that in the event of a another booking of the Hall for e.g. Debutante Balls or the like, for other users not to have access during the week of preparation of the Hall for the event.

Our Community No. 9 Cont...

3. Financial (Annual Budget & LTFP)

As is mentioned above, Council provides the Tenterfield Highlanders Pipe Band with an annual donation of \$500.00.

It is suggested that it may constitute a way forward for Council to consider making the Memorial Hall and RSL Pavilion available to this Band – one facility at a time and not both – based on the understanding that Council will not be making a cash financial contribution to the Pipe Band into the future. Instead, Council will be providing a financial assistance donation through making the aforementioned facilities available to the Pipe Band without physically paying out the amount, but by doing an internal transfer of funds from the Donations (expenditure) vote to the Memorial Hall/RSL Pavilion (income) vote. In this way, the donation is still **captured as a community service obligation in Council's "books" in an open and transparent manner.**

If the Pipe Band is able to practice in a weatherproof facility, it may be able to have up to 50 rehearsals per year – although this is probably an optimistic number. Hypothetically, 50 weekly rehearsals of two hours long means that the facility will be made available to this community organisation at \$5.00 per hour per Hall or Pavilion.

As a comparison, Council currently makes the Memorial Hall available to the Playgroup at \$10.00 for a two-hour session, and to the Physie Group at \$5.00 per hour.

A \$30.00 hire fee applies to residents, non-profit and charitable organisations within Tenterfield, as well as a \$17.00 per hour charge for hire of the court for non-profit and charitable sporting organisations (within Tenterfield Shire) – when not using chairs or tables.

Therefore, calculating the full fee payable strictly in accordance with Council's List of Fees and Charges, the Pipe Band would need to pay \$94.00 per rehearsal for the facility. This translates to an additional "donation" from Council to the Pipe Band of \$84.00 per rehearsal, or \$4,200 per year, if 50 weekly rehearsal sessions are being conducted. It is recommended for this additional donation to be captured as part of Council's list of donations to community organisations in subsequent financial years as part of the preparation of the annual Operational Plans and Budgets – in order to adhere to Council's value of being open and transparent. (Council's current list of donations for the 2024/25 financial year amounts to \$11,000 – although all of these represent cash numbers.)

The RSL Pavilion has air-conditioning and costs more to run than just the Basketball court. Council may need to pay for a "deep clean", regardless of the user groups keeping the facilities clean, for the space to be hired out to a new user to be at an acceptable level of cleanliness. A cleaner typically costs Council \$40 per hour. If both the Hall and Pavilion are used, it will take longer to clean and result in a higher expense. It is deemed reasonable to state that the \$10 charge for two hours would not be covering the electricity consumption and the cleaning cost. If the Pipe Band use the RSL Pavilion more frequently, it will also require more frequent cleaning than the Memorial Hall – due to the Pavilion being the more popular venue and the associated greater number of events being booked for this space. Therefore, it is recommended that the Pipe Band be

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granted access to either the Memorial Hall or the RSL Pavilion at a time, and not both.

Another consideration is whether the request from this community group **provides for an adequate argument for a "community service obligation" to be recognised in this instance?**

The following definition from the Productivity Commission (www.pc.gov.au) may be helpful (although is arguably not a perfect fit for the particular circumstance):

A Community Service Obligation arises when a government specifically requires a public enterprise to carry out activities relating to outputs or inputs which it would not elect to do on a commercial basis, and which the government does not require other businesses in the public or private sectors to generally undertake, or which it would only do commercially at higher prices. (SCNPMGTE 1994, p. xi)

This definition contains several key elements. First, it requires a Community Service Obligation (CSO) to be a government directive to a Government Business Enterprise (GBE) on a specific service or function. This rules out initiation of CSOs by GBEs and prevents other loss making activities being treated and funded as CSOs. It also means that government requirements contracted to third parties and general government requirements of an industry are not categorised as CSOs. Second, the definition requires that, under the same conditions, a CSO would not have been provided if the enterprise assessed the proposal on purely commercial grounds. Finally, to be regarded as a CSO, the specified service or function must provide an identified social benefit.

In this instance, the opinion is held that there may be adequate room to argue that there is a distinct social/community benefit associated with this request from the Pipe Band – i.e. keeping art and culture alive through musical expression and performing at community events free of charge.

4. Asset Management (AMS)

Parts of the Memorial Hall has recently had extensive renovations. The idea with charging a fee for the hire of the facility, is to provide Council with some income for future maintenance and renewal activities. It is clear from the discussion above (under financial considerations) that the income generated through the **reduced fee may not be adequate to cover Council's expenses, let alone future maintenance and renewal expenses.**

Therefore, it is recommended for Council to recognize the full value of the transactions in its annual Operational Plan and Budgets as a donation to the Pipe Band – but for this annual donation of \$4,700.00 not to be physically paid out but by doing an internal journal of funds from the Donations (expenditure) vote to the Memorial Hall/RSL Pavilion (income) vote.

5. Workforce (WMS)

It should be part of the arrangement with the Band that Council does not accept any responsibility for the set-up, pack-up and cleaning of the Hall and Pavilion, but for the Band to accept full responsibility for these actions.

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6. Legal and Risk Management

Council's list of Fees and Charges will need to be updated with this new arrangement, if approved by Council.

It would also constitute best practice for Council to enter into a written hire agreement with the Tenterfield Highlanders Pipe Band.

7. Performance Measures

Council's adopted values of ICARE: Integrity, Community Focus, Accountability, Respect and Excellence form a framework against which Council could assess its consideration of this request from the Tenterfield Highlanders Pipe Band.

It would be appropriate for staff to, at times, inspect the facility and ensure that the agreement between Council and the Pipe Band is operationally working well.

8. Project Management

Nil.

Hein Basson
General Manager

Prepared by staff member:	Hein Basson, General Manager
Approved/Reviewed by Manager:	Hein Basson, General Manager
Department:	Office of the General Manager
Attachments:	There are no attachments for this report.

Department:	Office of the General Manager
Submitted by:	Hein Basson, General Manager
Reference:	ITEM COM10/24
Subject:	Use of the RSL Pavilion for Meetings of the Ratepayers' Association of Tenterfield Shire Inc: Request for a Special Hire Rate

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK	
CSP Goal:	Community - The community is supported by accessible and equitably distributed facilities and recreational opportunities for people of all ages.
CSP Strategy:	Provide safe and accessible public spaces and places that are well maintained, clean and fun.

SUMMARY

The purpose of this report is for Council to consider a request by the Ratepayers' Association of Tenterfield Shire Inc. (RATeS) for the RSL Pavilion to be made available to them on the Sunday nights preceding Ordinary Council Meetings for a two-hour duration at a reduced fee of \$10.00.

OFFICER'S RECOMMENDATION:

That Council:

1. **Considers whether to approve the request received from the Ratepayers' Association of Tenterfield Shire Inc. (RATeS) for the RSL Pavilion to be made available to them on the Sunday nights preceding Ordinary Council Meetings for a two-hour duration at a reduced fee of \$10.00, or not.**
2. If it reaches the position that the above-mentioned request from RATeS fulfils the requirement of it being treated as a Community Service Obligation and approves this request, makes the RSL Pavilion available to the RATeS based on the following conditions:
 - a. The above approval will be for the Sunday nights preceding the scheduled monthly Ordinary Council Meetings for a maximum time of two (2) hours.
 - b. The area of the RSL Pavilion will at all times be kept clean and tidy by RATeS after usage, as Council does not accept any responsibility for the set-up, pack-up and ongoing cleaning of this area.
 - c. RATeS will be making their bookings for the RSL Pavilion with Council for a period of six (6) months in advance, in order for Council to plan its operational activities and expenses.
 - d. The hire fee will be at a reduced rate of \$10.00 per meeting.
 - e. An annual donation of \$924.00 to RATeS will be captured as part of **Council's list of donations to community organisations in subsequent financial years** as part of the preparation of the annual Operational Plans

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and Budgets – in order for Council to adhere to its value of being open and transparent.

- f. This annual donation of \$924.00 will not be treated as a cash financial contribution to RATEs, but instead by providing a financial assistance donation through making the aforementioned facility available to RATEs – without physically paying out the amount but by doing an internal transfer of funds from the Donations (expenditure) vote to the Memorial Hall/RSL Pavilion (income) vote.
- g. A hire agreement be entered into between Council and the RATEs, in accordance with the information contained in the body of the report and the adopted resolution.

BACKGROUND

A letter dated 25 August 2024 was received from the President of RATEs, Mr. Richard Hicks, requesting Council for a special hire rate of \$10.00 per meeting for the RSL Pavilion for purposes of their monthly meetings.

RATEs is a community group that holds monthly general meetings on the Sunday preceding the Ordinary Meetings of Council – with meetings currently being held in the upstairs room of the Tenterfield Bowling Club. Meetings are approximately of a two-hour duration.

This community group recognise their obligation to also provide access to their meetings to all members. It is argued that some members find negotiation of the stairs at the current venue difficult and unsafe.

It is stated that members who attended RATEs' meeting of 27 July 2024 agreed that the Pavilion would constitute a more suitable venue.

REPORT:

In RATEs' letter, the President makes the following statement:

We believe that our association provides an important conduit between Council and residents by:

- *lobbying Council on issues that are of concern to members and the wider community;*
- *providing information on agenda items at upcoming Council Meetings;*
- *providing feedback to members on decisions taken at Council Meetings;*
- *our members regularly attending Council Meetings;*
- *taking practical steps to dispel rumours within the community; and*
- *welcoming visitors, Councillors, and senior Council staff to attend meetings and **address members' questions first-hand.***

In a nutshell, it is therefore stated that RATEs fulfil an important function as a conduit within the community and, perhaps, deserves **Council's support.**

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Although there may be differences of opinions regarding particular matters at times, the opinion is held that it is healthy to at times have robust but respectful discussions about these matters. It is not always possible, nor desirable, for everybody within a community to agree on everything.

As individuals we can all be very different in our aspirations and expectations – a healthy state of affairs in any community. What can become unhealthy is the way in which we may choose to express our differences and the manner in which we may choose to **behave**. **There is indeed nothing wrong with a respectful agreement to “agree to disagree”.**

Ultimately, our capacity to respectfully tolerate different opinions than our own is testament to the level of maturity we have been able to achieve in this life.

Having said all of the above, Council also needs to manage its affairs in a financial responsible manner and acknowledge that the waiving or reduction of a set rate, fee or change has a financial flow-on effect on the availability of funding for other functions and services.

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

RATeS, as a community group, has approached Council by letter with the request described above.

The Tenterfield Physical Culture Club Incorporated (Physie Group) uses the Memorial Hall in the evenings on Mondays, Wednesdays and Thursdays, the Playgroup on Thursday mornings (although not recently), and the RSL Sub-branch uses the RSL Pavilion on the second Wednesdays of the month. The Memorial Hall and RSL Pavilion are also booked and used by other community groups for ad hoc meetings and events during the day and evenings throughout the year.

Another report in this Business Paper deals with an additional request from the Tenterfield Highlanders Pipe Band to use the Memorial Hall and RSL Pavilion on **a Tuesday night for practicing purposes and as a “home”.**

2. Policy and Regulation

- **Council’s adopted 2024/25 Budget and Operational Plan incorporating the List of Fees and Charges.**

In this list of Fees and Charges, it states the following under “Memorial Hall & RSL Pavilion”:

There will be no concessions granted for, the waiving of, nor a reduction in Council’s set fees and charges as Council already provides a low fee for the hire and use of the Memorial Hall and RSL Pavilion.

- This above-mentioned situation creates a dilemma of sorts for Council, as it has already been recognised in its List of Fees and Charges that rates have been set at a low level. In the instance of RATeS, unlike the

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Tenterfield Pipe Band, there are arguably other venues available to them **for their monthly meetings. Therefore, it would be Council's prerogative** to make a discernment about this request from RATEs, and not to approve it.

- It has also been policy/practice that in the event of a another booking of the Hall for e.g. Debutante Balls or the like, for other users not to have access during the week of preparation of the Hall for the event.

3. Financial (Annual Budget & LTFP)

The request from RATEs is for the RSL Pavilion to be made available to them at a reduced fee of \$10.00 per meeting. The meetings typically have a duration of two hours, translating to a hire rate of \$5,00 per hour.

As a comparison, Council currently makes the Memorial Hall available to the Playgroup at \$10.00 for a two-hour session, and to the Physie Group at \$5,00 per hour.

In the other report dealing with the request from the Tenterfield Highlanders Pipe Band, a fee of around \$5,00 per hour is also recommended.

A \$30.00 hire fee applies to residents, non-profit and charitable organisations within Tenterfield, as well as a \$17,00 per hour charge for hire of the court for non-profit and charitable sporting organisations (within Tenterfield Shire) – when not using chairs or tables.

Therefore, calculating the full fee payable strictly in accordance with Council's List of Fees and Charges, RATEs would need to pay \$94.00 per meeting for the facility. This translates to a "donation" from Council to RATEs of \$84.00 per meeting, or \$924.00 per year if 11 meetings are being held. It is recommended for this donation to be captured as part of Council's list of donations to community organisations in subsequent financial years as part of the preparation of the annual Operational Plans and Budgets – in order to adhere to Council's value of being open and transparent. (Council's current list of donations for the 2024/25 financial year amounts to \$11,000 – although all of these represent cash figures.)

Council may need to pay for a "deep clean", regardless of the user group keeping the facilities clean, for the space to be hired out to a new user to be at an acceptable level of cleanliness. A cleaner typically costs Council \$40 per hour.

Therefore, as has been said earlier in this report, it needs to be acknowledged that the waiving or reduction of a set rate, fee or charge by Council has a financial **flow-on effect, and impacts the availability of Council's funds for other functions and services.**

Should Council (actually the community) be subsidising the set rate for the RSL Pavilion in order for RATEs to have their monthly meetings?

Thus, the question is whether there is an adequate argument for a "community service obligation" to be recognised in this instance?

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The following definition from the Productivity Commission (www.pc.gov.au) may be helpful (although is arguably not a perfect fit for the particular circumstance):

A Community Service Obligation arises when a government specifically requires a public enterprise to carry out activities relating to outputs or inputs which it would not elect to do on a commercial basis, and which the government does not require other businesses in the public or private sectors to generally undertake, or which it would only do commercially at higher prices. (SCNPMGTE 1994, p. xi)

This definition contains several key elements. First, it requires a Community Service Obligation (CSO) to be a government directive to a Government Business Enterprise (GBE) on a specific service or function. This rules out initiation of CSOs by GBEs and prevents other loss making activities being treated and funded as CSOs. It also means that government requirements contracted to third parties and general government requirements of an industry are not categorised as CSOs. Second, the definition requires that, under the same conditions, a CSO would not have been provided if the enterprise assessed the proposal on purely commercial grounds. Finally, to be regarded as a CSO, the specified service or function must provide an identified social benefit.

4. Asset Management (AMS)

Parts of the Memorial Hall has recently had extensive renovations. The idea with charging a fee for the hire of the facility, is to provide Council with some income for future maintenance and renewal activities. It is clear from the discussion above (under financial considerations) that the income generated through the **reduced fee may not be adequate to cover Council's expenses, let alone future maintenance and renewal expenses.**

Therefore, if Council approves of RATEs' request, it is recommended for Council to recognize the full value of the transactions in its annual Operational Plan and Budgets as a donation to RATEs – but for this annual donation of \$924.00 not to be physically paid out but by doing an internal journal of funds from the Donations (expenditure) vote to the Memorial Hall/RSL Pavilion (income) vote.

5. Workforce (WMS)

If Council approves of RATEs' request, it should be part of the arrangement with RATEs that Council does not accept any responsibility for the set-up, pack-up and cleaning of the Pavilion, but for RATEs to accept full responsibility for these actions. In their letter, they state that they have a history of always leaving venues clean and tidy after usage.

6. Legal and Risk Management

If Council approves of RATEs' request, it would constitute best practice for Council to enter into a written hire agreement with RATEs.

7. Performance Measures

Council's adopted values of ICARE: Integrity, Community Focus, Accountability, Respect and Excellence form a framework against which Council could assess its consideration of this request from RATEs.

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If Council approves of RATEs' request, it would be appropriate for staff to, at times, inspect the facility and ensure that the agreement between Council and RATEs is operationally working well.

8. Project Management
Nil.

Hein Basson
General Manager

Prepared by staff member:	Hein Basson, General Manager
Approved/Reviewed by Manager:	Hein Basson, General Manager
Department:	Office of the General Manager
Attachments:	There are no attachments for this report.

Department:	Office of the General Manager
Submitted by:	Emma Jensen, Executive Assisant and Media
Reference:	ITEM COM11/24
Subject:	Use of the Sir Henry Parkes Memorial School of Arts for Community Information Sessions for the Tenterfield Fire to Flourish Program: Request for Access and a Waiver of Fees

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK	
CSP Goal:	Community - The community is supported by accessible and equitably distributed facilities and recreational opportunities for people of all ages.
CSP Strategy:	Provide safe and accessible public spaces and places that are well maintained, clean and fun.

SUMMARY

The purpose of this report is for Council to consider the Tenterfield Fire to Flourish **Program’s request to use the Sir Henry Parkes Memorial School of Arts for Community Information Sessions** in October 2024 and to waive any associated fees and charges.

OFFICER’S RECOMMENDATION:

That Council:

1. Considers whether to approve the request received from the Tenterfield **Fire to Flourish Program’s request to use the Sir Henry Parkes Memorial School of Arts for Community Information Sessions** in October 2024 for the purpose of creating a Tenterfield Community Foundation and to waive any associated fees and charges, or not.
2. If it reaches the position that the above-mentioned request from Tenterfield Fire to Flourish fulfils the requirement of it being treated as a Community Service Obligation, and approves this request, it be based on the following conditions:
 1. The above approval will be for two (2) information sessions held on the same day, one (1) in the morning and one (1) in the evening.
 2. The Sir Henry Parkes Memorial School of Arts will be kept clean and tidy by Fire to Flourish throughout and after each session, as Council does not accept any responsibility for the set-up, pack-up and cleaning of these areas.
 3. A key deposit of \$50 and a bond of \$220 must be paid prior to using the venue. These amounts will be refunded once the key is returned by the next business day and the venue is verified to be clean, tidy, and undamaged.

BACKGROUND

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The Fire to Flourish Program is a 5-year collaborative program led by Monash University to advance community-led disaster recovery. Fire to Flourish recognises that natural disasters impact towns and regions differently, and thus takes a collaborative community approach tailored to co-create foundations for recovery, long-term resilience, and disrupt cycles of entrenched disadvantage. Fire to Flourish works under the participatory grant making model, which features community co-design groups representing what the community needs and believes will suit them best. Fire to Flourish has also partnered with communities in Clarence Valley, East Gippsland and Eurobodalla.

In response to the October and November 2023 bushfires, Fire to Flourish supported the Tenterfield community and surrounding regions with a Bushfire Rapid Response Grant totaling \$154,555 across 54 projects. Funding applications were designed to be easily completed and with a quick turnaround in order to fill the gap prior to the availability of government disaster response programs.

Methods of funding support were wide and varied, including individuals who required community care, properties with fire damage, farmers needing emergency fencing to save their livestock, and delivering supplies to wildlife rescuers caring for injured wildlife.

However, without a local Tenterfield foundation, the funds were distributed via Northern Rivers Community Foundation. This support, although acknowledged as highly beneficial, ultimately did not incorporate the needs specific to the community and many **community members didn't fit the criteria to access the grant.**

Fire to Flourish was also invited by local residents to conduct a post-event learning review (October/November 2023 Tenterfield Bushfire Learning Review, June 2024). This was held with the participation of locals, including Mr. Josh Moylan, Ms. Wendy Skilbeck, Ms. Sharon Tierney (TAFE NSW), Mrs. Chrissy McLatchey (Country Women's Association), Mr. Scott Mack (NSW Rural Fire Service) and Mr. Rob Evans (Friends of Tenterfield Aerodrome).

To ensure that any future financial support is distributed based upon the needs of the Tenterfield community, Fire to Flourish subsequently established a community participatory granting round to establish a Tenterfield Community Foundation. This will allow community members to identify and fund community-based projects, which will be the focus of the information sessions.

Using a community-led approach, the priorities will be refined by a granting decision-making group and will become the strategic priorities that inform grant criteria. The information sessions will be community led and include all of Tenterfield region community organisations who wish to attend, and guest speakers from the Australian Foundation, Resilience Lismore and Northern Rivers Community Fund will also be invited. The Tenterfield Fire to Flourish grant round has \$200,000 in funding to be allocated by October 2024.

REPORT:

The General Manager met with Ms. Gina Carpenter (Community Facilitator) and Mr. Matt Sing (Indigenous Community Project Specialist) on Tuesday 10th September 2024 in regard to introducing the Tenterfield Fire to Flourish program and requesting from

Our Community No. 11 Cont...

Council a waiver of Council fees and charges for the proposed Community Information Sessions at the Sir Henry Parkes Memorial School of Arts.

Fire to Flourish has provided financial assistance to the Tenterfield community with their Rapid Response Bushfire Grants after the October/November 2023 bushfires and have allocated funding of \$200,000 to fund community-based projects. The financial assistance and goal to create schemes and a community led response for long term disaster resilience is of benefit to the community.

The Fire to Flourish team acknowledges Council is currently collaborating with the community to establish an incorporated not for profit association to manage the operations at the Sir Henry Parkes Memorial School of Arts, and that community groups have been encouraged to seek other venues until the establishment of the association. However, Fire to Flourish feel the Sir Henry Parkes Memorial School of Arts is the most appropriate venue for the Community Information Sessions based on its community inclusive friendly space and its disabled access.

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

While in the process of potentially establishing an incorporated not for profit association there is currently no effective management for the Sir Henry Parkes Memorial School of Arts, therefore, this will require Council liaising with the Friends of the School of Arts to arrange for the booking of the facility and locking and unlocking of the facility.

2. Policy and Regulation

- **Council's adopted 2024/25 Budget and Operational Plan incorporating the List of Fees and Charges.**

3. Financial (Annual Budget & LTFP)

The request from Fire to Flourish is that venue hire and associated fees and charges for the Sir Henry Parkes Memorial School of Arts be waived.

The hire fee for the venue is \$240 per four hours. Fire to Flourish are requesting a morning and evening session (total of 2 sessions) within the same day; therefore, the total hire fee cost would total \$480.

The venue cleaning fee is payable per hour, which is cost to Council plus 10%.

The fee to the security firm to secure the building is at cost to Council plus 10%.

A key deposit of \$50 is required, which is forfeited if the key is not returned on the following business day. A bond/security fee of \$220 is also required per application, which is payable plus GST if the bond is forfeited.

Commentary: General Manager

At the time of writing this report (27 September 2023) the community meetings regarding the future management under an incorporated association have not taken place yet. Given the current situation with the School of Arts, where proper

Our Community No. 11 Cont...

management of the facility is in the process of being implemented, including the regular and consistent charging of hire fees, Council may choose to consider waiving the fees discussed above as a once-off occurrence.

Council does not currently have any cost center in its current budgetary provisions available to book this expense to.

Another consideration is whether the request from this community group **provides for an adequate argument for a "community service obligation" to be recognised** in this instance?

The following definition from the Productivity Commission (www.pc.gov.au) may be helpful (although is arguably not a perfect fit for the particular circumstance):

A Community Service Obligation arises when a government specifically requires a public enterprise to carry out activities relating to outputs or inputs which it would not elect to do on a commercial basis, and which the government does not require other businesses in the public or private sectors to generally undertake, or which it would only do commercially at higher prices. (SCNPMGTE 1994, p. xi)

This definition contains several key elements. First, it requires a Community Service Obligation (CSO) to be a government directive to a Government Business Enterprise (GBE) on a specific service or function. This rules out initiation of CSOs by GBEs and prevents other loss making activities being treated and funded as CSOs. It also means that government requirements contracted to third parties and general government requirements of an industry are not categorised as CSOs. Second, the definition requires that, under the same conditions, a CSO would not have been provided if the enterprise assessed the proposal on purely commercial grounds. Finally, to be regarded as a CSO, the specified service or function must provide an identified social benefit.

There may an identifiable social/community benefit associated with this request from Fire to Flourish – i.e. to establish a Tenterfield Community Foundation which will allow community members to identify and fund community-based projects, which will be the focus of the information sessions.

Other considerations that are suggested for Council to think through are the following:

- What is the purpose of having a list of fees and charges if Council is not adhering to it, and community organisations are constantly approaching Council for the hire fees to be waived or reduced – resulting in additional administration and potential precedents being set?
- **Should Council's list of fees and charges not make provision for community organisations to have access to Council owned/managed facilities at a low cost – basically covering cleaning costs – with a refundable bond (to cover for potential damages)?**
- The situation with the School of Arts presents for an interesting scenario: who will in future administrate the bookings and who will set the fees? If it is the intention for the new incorporated association to take over the operational management of the facility and for it to become financially independent and sustainable, it is suggested that the setting of fees will have to be left to this new body – **but still be advertised as part of Council's list of fees and charges.**

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4. Asset Management (AMS)

The Sir Henry Parkes Memorial School of Arts is not Council's property. Council has entered into a long-term lease agreement of 50-years with the National Trust of Australia (NSW) on 1 July 1999 for a yearly rent of \$1.00.

However, this lease agreement makes provision for Council to accept full operational responsibility for this asset, as if it were **Council's own asset**.

5. Workforce (WMS)

Council does not have the resources to operationally manage the School of Arts, hence the proposed establishment of an incorporated not for profit association to fulfill this function.

It should be part of the arrangement with Fire to Flourish that Council does not accept any responsibility for the set-up, pack-up and cleaning of the Sir Henry Parkes Memorial School of Arts but for Fire to Flourish to accept full responsibility for these actions.

6. Legal and Risk Management

Nil.

7. Performance Measures

Council's adopted values of ICARE: Integrity, Community Focus, Accountability, Respect and Excellence form a framework against which Council could assess its consideration of this request from Fire to Flourish.

8. Project Management

Nil.

Hein Basson
General Manager

Prepared by staff member: Emma Jensen, Executive Assisant and Media
Approved/Reviewed by Manager: Hein Basson, General Manager
Department: Office of the General Manager
Attachments: There are no attachments for this report.

Department:	Office of the Director Corporate Services
Submitted by:	Tamai Davidson, Manager Planning Property & Development
Reference:	ITEM ENV11/24
Subject:	Local Heritage Fund Applications 2024-2025

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK	
CSP Goal:	Environment - Our natural environment will be protected, enhanced and promoted for future generations.
CSP Strategy:	Town and Village planning supports and enhances local place making principles to deliver sustainable land use management practices for our natural environment.

SUMMARY

The purpose of this report is to present to Council the applications received for the Local Places Heritage Fund for the 2024/25 financial year. This year a total of six (6) applications were received for maintenance and conservation works across the Shire **which have been reviewed by staff and Council's Heritage Advisor.**

OFFICER'S RECOMMENDATION:

That Council:

- (1) Endorses the offers of funding below and forwards letters of offer to the applicants:
 - B. Venaglia & W Meakin - \$5,119.00.
 - Y. & L. **O'Brien** - \$5,119.00.
 - S. & J. Swney - \$5,119.00.
 - R. Mitchell - \$5,119.00.
 - Tenterfield Family History Group - \$500.00.
 - Tenterfield & Historical Historical Society - \$500.00.
- (2) Redistributes any funding not accepted, or not claimed by the claim date, amongst completed eligible projects.

BACKGROUND

Council was successful in receiving grant funding for the 2023-2025 Local Government Heritage Grant Application in 2023 in the total amount of \$25,000.00, to be paid in two (2) \$12,500 amounts until 2025. The funds are provided for the maintenance and **conservation of heritage within the Tenterfield Shire and to support Council's Heritage Advisory Service.** Funds which were unspent from previous heritage funding (\$7,976.00) have been added to the grant funding pool. This amount was remaining at the **completion of the Mingoola Heritage Trail project and comprises Council's contribution.**

REPORT:

The attachment identifies the applications made, works proposed and recommendations for funding based on an assessment by Council staff and Heritage Advisor.

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Offers of funding will be forwarded to applicants upon Council's resolution. Should any applicants decide not to accept the funding, or any projects not be completed by the April 2024 deadline, it is recommended that any surplus funding be evenly distributed amongst completed projects at that time as eligible. This is consistent with Council's practice with prior funds.

A total of six (6) applications for the 2024-25 financial year have been received for works in the local government area. Four (4) applications are located on Rouse Street, with three (3) owners combining to have their facades repainted for the Tenterfield Homemakers and Tenterfield Laundrette premises at the northern end of the CBD. An application has also been received from the new owners of Stannum House for maintenance works. Two (2) applications have been lodged seeking funding to assist in the development of a new Tenterfield Cemetery Walk brochure and a new Historic Walk around Tenterfield brochure. It is recommended that all projects be supported and offered funding, with the funds evenly distributed amongst the four (4) larger projects, being \$5,119.00 each and \$500 for each project requested for brochure printing.

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

Funding availability and call for applications was advertised during July to August 2024 (closing 16 August 2023) on Council's website.

2. Policy and Regulation

Tenterfield Heritage Strategy 2022-2025 points of relevance are:

- Continue to operate a Local Heritage Fund to provide assistance to owners of heritage assets.
- Allocate Council funds to run the programme and optimise grant funding opportunities.
- Consider how the grant programme might be supplemented through corporate sponsorship to meet potential increased future demand from additional heritage listings.
- Endorsement of the recommended funding allocation is in line with **Council's Heritage Strategy and supports the aims and actions contained within the Strategy.**

3. Financial (Annual Budget & LTFFP)

Council has a total of \$21,476.00 available in the local fund, made up of part State Government grant (\$6,000.00) Council contribution (\$7,500.00) and unspent funds from previous years heritage funding (\$7,976.00).

4. Asset Management (AMS)

Nil

5. Workforce (WMS)

Our Environment No. 11 Cont...

Nil

6. Legal and Risk Management

Nil

7. Performance Measures

Nil

8. Project Management

Nil

Hein Basson
General Manager

Prepared by staff member:	Tamai Davidson, Manager Planning Property & Development
Approved/Reviewed by Manager:	Hein Basson, General Manager
Department:	Office of the Director Corporate Services
Attachments:	1 Summary Report - Applications

Tenterfield Local Heritage Places Fund 2024-25

Project Applications

Note- Prior approval is required for works to alter a heritage item or any building in a Heritage Conservation Area, including works to alter the fabric, finish. Approvals can usually be issued under the Heritage Exemptions of Clause 5.10 (3) as appropriate and will be issued with the grants as appropriate.

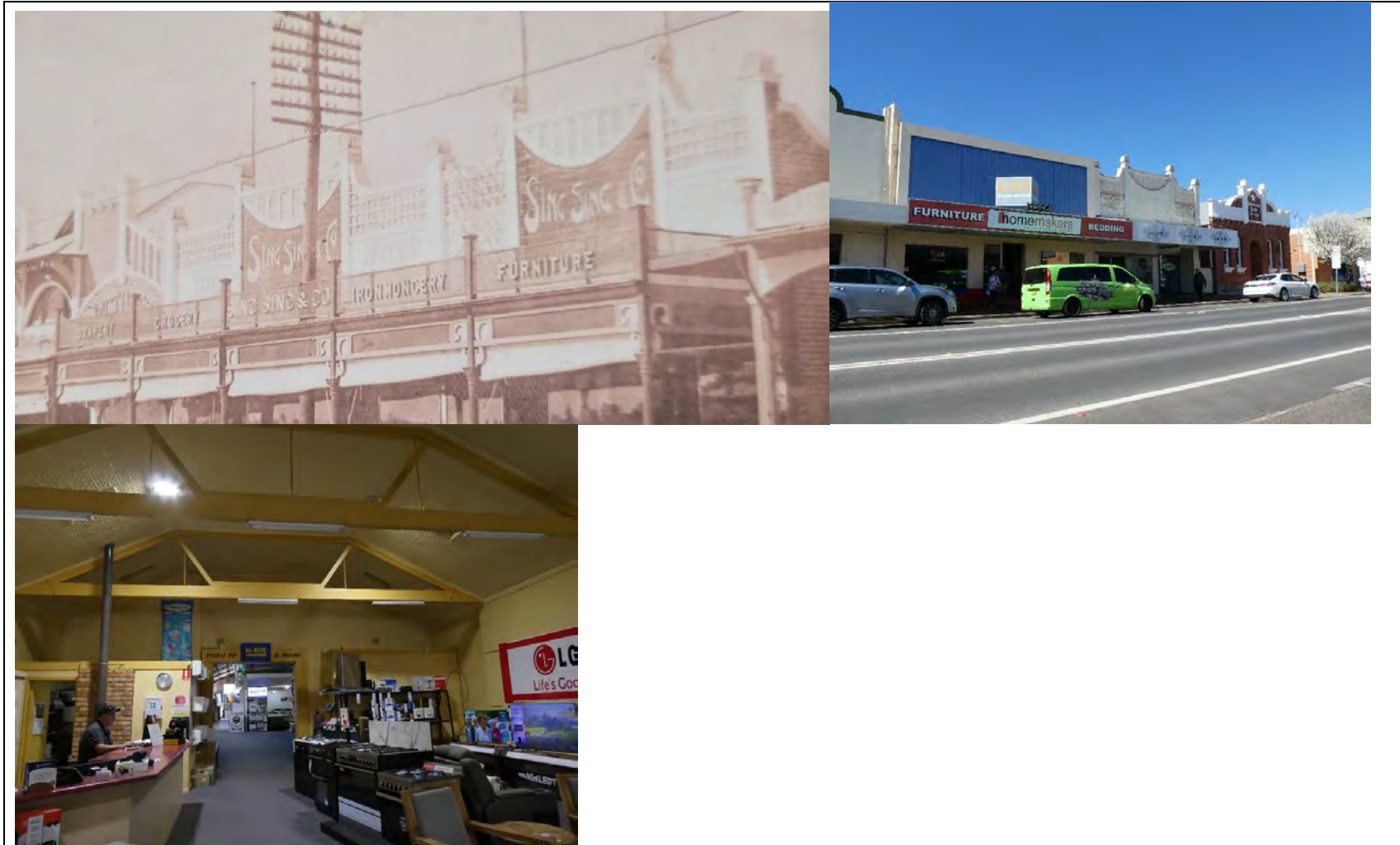
Applicant and Project address	Project	Background Information on heritage item	Comments	Total Cost	Grant sought	Recommendation
1. Bruce Venaglia and Wendy Meakin. Stannum House, 114 Rouse Street, Tenterfield Local Heritage Item I062	Remove and replace gutters to front verandah, balcony, southern verandah, and northern balcony, Replace or repair fascias while gutters have been removed, and paint to match existing.	Stannum House is an outstanding Italianate mansion built in 1880 for John Holmes Reid, his wife and 12 children. The name is derived from the Latin word for tin. It is the oldest surviving, grand historic home in Tenterfield and an important architectural landmark on the top of the hill when entering Tenterfield. Reid was a mining engineer, pastoralist, businessman and civic leader who made a substantial contribution to the town's prosperity from the late 19th century. He was also the major partner of W. Reid and Co,-operator of Melbourne House and Reid's Flour Mill. A site meeting was held with the new owners in July 2024 and conservation matters discussed. The new owners are keen to address some former unsympathetic interior alterations to reinstate the integrity of this building.	The management of stormwater is essential to the conservation of any building and this project is strongly supported. Priority High	\$20,400		Support \$5,119.00 Non perforated, Ogee Gutter profiles are to be matched.








Applicant and Project address	Project	Background Information on heritage item /Building	Comments	Total Cost	Grant sought	Recommendation
2. Lisa and Yancey O'Brien 331 Rouse Street, Tenterfield. (Tenterfield Homemakers Store) Heritage Conservation Area	Repainting of the exterior and interior of building in a heritage colour scheme.	<p>The owners are keen to reinstate a sympathetic colour scheme and signage to complement the historic origins of this building. A site meeting was held on 30 August to discuss heritage colour appropriate to the era of the buildings.</p> <p>The blue painted metal cladding conceals the original façade of the 1915 which was formerly the 'Sing Sing Noted Cheap Store' built for Thomas Wong (Young). The buildings originally had an ornate cast iron post supported verandah. The interior is also of significance retaining the original brick walls large exposed roof trusses and pressed metal lining.</p> <p>In 1956, Council ordered the owner to remove the original post supported verandah and in 1965, approved the alteration of the building with metal cladding and a suspended awning. It is hoped that the cladding can be removed which would be an important step in restoring the building to its original details.</p>	<p>High public benefit to repaint and restore a façade of a significant historic building in the main street. The interior has full public access.</p> <p>Priority High</p>	<p>TBA</p> <p>At the time of writing final quotes had not been received. Conversation with the owner indicates it is likely that the final amount for painting which would also require scaffolding will be in excess of \$12,000.00. If the façade is removed the total cost is likely to exceed \$15,000.00</p>		<p>Support \$5,119.00</p> <p>The final heritage colour scheme is to be endorsed by Council prior to commencement of work.</p>



Applicant and Project address	Project	Background Information on heritage item	Comments	Total Cost	Grant sought	Recommendation
3. Laundromat 337 Rouse Street, Tenterfield Heritage Item I087	Repainting of Façade	As per the above application, without the need for the removal of the metal cladding. These two adjoining façades form an original single building and should have a unified colour scheme, with reference to the historic photograph.	Priority High	TBA At the time of writing final quotes had not been received. It is likely that the final amount for painting which would also require scaffolding will be in excess of \$10,000.00		Support \$5,119.00 The final heritage colour scheme is to be endorsed by Council prior to commencement of work.
						

Applicant and Project address	Project	Background Information on heritage item	Comments	Total Cost	Grant sought	Recommendation
4. Rosemary Mitchell 331 Rouse Street, Tenterfield. Former Lyric Theatre Heritage Conservation Area	Repainting and repairs to façade.	A site meeting was held with the owner on 30 August and repainting and repairs to the former cinema building were discussed. The first building on this site was built in 1915 as the Lyric Theatre with an attached confectionary shop as part of a complex of Federation era buildings on this frontage (327, 333, and 337 Rouse St) including the ' <i>Sing Sing Noted Cheap Store</i> '. In 1941 the building was remodelled in the fashionable art deco style. The architect was George Rae of Brisbane. In 1949, a fire damaged the interior of the building, and it was refitted. In 1983, another fire occurred, resulting in major damage to the roof and the interior. Council Orders were issued on 15 June 1983, 19 January 1984, and 29 September 1986 for demolition, however, works to demolish the roof and make the building safe took place in 1986 without demolishing the entire structure. The building was then adaptively re-used for commercial purposes.	The proposed repainting will draw on colours from the art deco era, the original plans and evidence of paint scrapes. This is a landmark building on the town entry and highly stylistic of its era. Repainting will have a high public benefit. The repainting of all the facades from 331 to 337 Rouse Street, in heritage colour schemes, will have a very positive impact on the Heritage Conservation Area. Priority -High.	\$32,000.00		Support. \$5,119.00 The final heritage colour scheme is to be endorsed by Council prior to commencement of work.



Applicant and Project address	Project	Background Information on heritage item	Comments	Total Cost	Grant sought	Recommendation
5. Tenterfield Family History Group Tenterfield Cemetery	Tenterfield Cemetery Walk Brochure	<p>The project is to create a new Tenterfield Cemetery Walk Brochure to assist in the location of significant headstones/plaques in the Tenterfield Cemetery. The project team will review the current information sheet and design a modern colour A4 3 fold brochure which will be made available to the public to carry out a self-guided walk.</p> <p>The Tenterfield Family History Group is committed to promoting the unique history of people who lived in the town and district. The brochure will include images of headstones/plaques and a numbered plan of the Old C of E section which is the hardest to navigate. The grant is to be used for professional design services for the brochure design and printing. All other input is to be donated by members of the TFHG volunteers. The information has been prepared and is attached to the application.</p>	<p>This is an excellent project which is meeting Council's adopted Heritage Strategy to promote public education and awareness of the heritage values of the Tenterfield Shire. A low cost grant will deliver a high public benefit and is strongly supported.</p> <p>Tenterfield Cemetery is not a listed heritage item and would meet the threshold for heritage listing. Many comparative cemeteries in other towns are included on the heritage schedule. Council may include this as a heritage item in a future update to the Tenterfield LEP 2013.</p> <p>Priority High</p>	815	500	Support Recommended that a QR code is added and the brochure is provided for upload to Council's website.

Applicant and Project address	Project	Background Information on project/heritage item	Comments	Total Cost	Grant sought	Recommendation
6. Tenterfield & District Historical Society. Town Centre HCA	Tenterfield Historical Walk	<p>The project is to create a new <i>Historic Walk around Tenterfield</i> Brochure for use in all information stands located in shops and museums of Tenterfield. The project team will review the current information and design a modern colour A4 3 fold brochure which will be made available to the public to carry out a self- guided walking tour of the town with this visual aid. The Tenterfield Family History Group is committed to promoting the unique history the town and district. Many visitors gain a general appreciation of the historic nature of the town in passing and may not have time to commit to a lengthy exploration or access the sound trails. A short but informative brochure will give them a memento of their brief visit which may result in plans for a longer stay in the future.</p> <p>The grant is to be used for professional design services for the brochure design and printing. All other input is donated by members of the TFHG volunteers.</p> <p>The information has been prepared and is attached to the application. The core of the area covers the Tenterfield Heritage Conservation Area and many contributory historic buildings.</p>	<p>Another excellent project which is meeting Council's adopted Heritage Strategy to promote public education and awareness of the heritage values of the Tenterfield Shire. For a low cost grant, this will deliver a high public benefit and is strongly supported.</p> <p>This helps to underpin the assessed heritage values of Tenterfield historic township and the Heritage Conservation Area.</p> <p>Priority High</p>	815	500	<p>Support.</p> <p>Recommended that a QR code is added and the brochure is provided to upload to Council's website.</p>

Department:	Infrastructure Services Department
Submitted by:	Gillian Marchant, Manager Water & Waste
Reference:	ITEM ENV12/24
Subject:	Concealed Water Leaks for Businesses

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK	
CSP Goal:	Environment - Our natural environment will be protected, enhanced and promoted for future generations.
CSP Strategy:	Deliver total water cycle management approach including water conservation and complying with relevant acts and legislation.

SUMMARY

Council has received requests to waive excessive consumption due to concealed leaks. The three concealed leaks have been investigated and the business owners have written to Council to request waiving and adjustments to their water bills.

Drury Lane Theater, assessment 8854 received a high-water reading, which was repaired within 14 days by a licensed plumber.

224 Rouse Street, assessment 14852 received two successive high-water readings, repairs made by a licensed plumber initially led to a continuation of the leak from aging pipes.

Tenterfield Showgrounds, assessment 8151, discovered a concealed leak, which was repaired on discovery.

OFFICER'S RECOMMENDATION:

That Council:

Re-adjust the water bills as:

- a. Drury Lane Theater Inc, assessment 8854 – The issued water bill of \$1044.49 for the period to December 2024 be waived and 10% of the original bill charged or \$104.45.
- b. 224 Rouse Street, assessment 14852 – The issued water bill of \$19,744.39 for the period to December 2024 be waived and 25% of the original bill charged or \$4,936.10.

It is expected that the savings to the owner of \$14,808.29 be put towards the ratepayer fixing the old pipe work. The ratepayer is to provide Council with invoices and other suitable evidence to provide proof of repairs/replacement to Council on completion of the repairs.

- c. Tenterfield Showgrounds, assessment 8151 – The issued water bill of \$20,317.38 for the period to December 2024 be waived and an average account equating to \$5,113.45 (the value of their last bill) be charged.

BACKGROUND

Council undertakes six monthly water meter reading, during this time many faults can occur. These can go unnoticed by business owners, who can be unaware of any concealed leaks until they receive a water bill.

Our Environment No. 12 Cont...

This situation occurred at:

- Drury Lane Theater Inc, assessment 8854 where a concealed leak occurred passing the normal annual consumption of 24 KL/annum to an unusually high reading of 115K/L in six months, equating to \$1044.49.
- 224 Rouse Street, assessment 14852 where a concealed leak occurred passing the normal annual consumption of approximately 240 KL/annum to an unusually high reading of 724K/L for the first concealed leak paid by owner, then 1,532K/L for the second concealed leak in six months, equating to \$19,744.39.
- Tenterfield Showgrounds, assessment 8151, where a concealed leak occurred passing the normal annual consumption of 1,000 KL/annum to an unusually high reading of 1,835K/L in six months, equating to \$20,317.38.

REPORT:

Council staff conducted investigations into the concealed leaks;

- Drury Lane Theater Inc, assessment 8854 is a non-for-profit community hall, which is often vacant, the hall is supported by a committee who fund expenses through hire and subsidies. The excess charges would be an impost on subsidies and potentially damage the viability of a community resource.
- 224 Rouse Street, assessment 14852 is a new business, originally applied for a concession on their first concealed leak and paid this amount in full totaling \$7,372.13. The much larger bill from a continuance of the repairs undertaken, (pressure differentials from repair, created another leak) of \$19,744.39 was incurred through the water tier as rate 2 as over the 1,000KL allowance including sewerage discharge fees. New smart meters have been installed (see Figure 1) which demonstrate the repairs achieved. Notably, aging infrastructure is an issue **for the Town of Tenterfield, Council's own water reticulation is over 90 years old** and under a replacement schedule, much of the older parts of town also have the same issues. Additionally, repairs are often neglected as the pipes are normally **buried or underneath structures and can't be visually seen until notified when issues occur.**



Figure 1 smart Meter demonstrating repair.

- Tenterfield Showgrounds, assessment 8151, when the leak was discovered under a concrete path in the grounds of the Showground, it was repaired immediately, the Trustees, advised Council of the leak and interim meter readings were taken, to advise of scale of leak. The Showground is a non-for-profit community asset and the excess charges would be an impost on subsidies and potentially damage the viability of a community resource. The Trustees advised Council of the inability to fund the large water bill and requested an adjustment calculated at the normal rate.

Our Environment No. 12 Cont...**COUNCIL IMPLICATIONS:**

1. Community Engagement / Communication (per engagement strategy)

No community engagement required, however, community engagement as local news stories reminding residents to avoid losing money and check/replace their services may be warranted.

2. Policy and Regulation

- *Local Government Act 1993*
- Tenterfield Shire Council Fees & Charges
- Writing Off of Debts Policy
- Concealed Water Leakage Concession Policy
- AS 3500 - Australian Standards 3500.1: Plumbing and Drainage

3. Financial (Annual Budget & LTFP)

Absorption of the loss in revenue with funds to be released from the water fund of:

- A) Drury Lane Theater, assessment 8854 \$940.04.
- B) 224 Rouse Street, assessment 14852 \$14,808.29.
- C) Tenterfield Showgrounds, assessment 8151, \$15,203.93.

Providing a total of \$30,952.26.

4. Asset Management (AMS)

N/A

5. Workforce (WMS)

N/A

6. Legal and Risk Management

The risk would remain the same.

7. Performance Measures

Potentially implementation of a smart water meter system could save this situation occurring, with daily/weekly system reports, a concealed leak would be detected in a prompt manner. Noting the smart meter implementation is now scheduled.

8. Project Management

N/A

Matthew Francisco
Director of Infrastructure

Our Environment No. 12 Cont...

Prepared by staff member: Gillian Marchant, Manager Water & Waste
Approved/Reviewed by Manager: Matthew Francisco, Director of Infrastructure Services
Department: Infrastructure Services Department
Attachments: There are no attachments for this report.

Department:	Office of the General Manager
Submitted by:	Emma Jensen, Executive Assisant and Media
Reference:	ITEM GOV78/24
Subject:	Administrative Amendments to TSC Model Code of Meeting Practice

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK	
CSP Goal:	Leadership - Council is a transparent, financially-sustainable and high-performing organisation, delivering valued services to the Community.
CSP Strategy:	Deliver continuous improvements in Council's business, processes and systems.

SUMMARY

The purpose of this report is to notify of administrative amendments to the Tenterfield Shire Council Model Code of Meeting Practice 2023, and to adopt the amendments to form the Tenterfield Shire Council Model Code of Meeting Practice 2024.

OFFICER'S RECOMMENDATION:

That Council:

Adopt the administrative changes outlined below to form the Tenterfield Shire Council Model Code of Meeting Practice 2024.

Page	Section	Correction
5	3.4	"For the purposes of clause 3.4 3.3, notice of a meeting of the council..."
5	3.5	"For the purposes of clause 3.4 3.3, notice of more than one (1)..."
6	3.13	"... by way of a notice submitted under clause 3.10 3.9, as a question..."
6	3.14	"... a question with notice under clause 3.14 3.13 that comprises..."
7	3.15	"... a question with notice submitted under clause 3.14 3.13 by way of..."
7	3.18	"Nothing in clause 3.18 3.17 limits the power..."
20	9.14	"... in accordance with clauses 3.10 3.9 and 3.14 3.13."
33	15.24	"... a contravention of clause 15.24 15.23 or an attempt to..."
34	17.5	"... duly given in accordance with clause 3.10 3.9."
35	17.9	"... may only be withdrawn under clause 3.11 3.10 with the consent of..."

BACKGROUND

The Model Code of Meeting Practice for Local Councils in NSW (the Model Meeting Code) is made under section 360 of the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulation 20021* (the Regulation).

Our Governance No. 78 Cont...

This code applies to all meetings of councils and committees of councils of which all the members are councillors (committees of council).

Councils must adopt a Code of Meeting Practice that incorporates the mandatory provisions of the Model Meeting Code.

REPORT:

The Tenterfield Shire Council Model Code of Meeting Practice 2023 requires updating in order for previously incorporated changes to correspond with the correct Section numbers.

Once adopted, these changes would form the Tenterfield Shire Council Model Code of Meeting Practice 2024 and supersede the previous 2023 version.

The changes needed are as set out in the table below:

Page	Section	Correction
5	3.4	"For the purposes of clause 3.4 3.3, notice of a meeting of the council..."
5	3.5	"For the purposes of clause 3.4 3.3, notice of more than one (1)..."
6	3.13	"... by way of a notice submitted under clause 3.10 3.9, as a question..."
6	3.14	"... a question with notice under clause 3.14 3.13 that comprises..."
7	3.15	"... a question with notice submitted under clause 3.14 3.13 by way of..."
7	3.18	"Nothing in clause 3.18 3.17 limits the power..."
20	9.14	"... in accordance with clauses 3.10 3.9 and 3.14 3.13."
33	15.24	"... a contravention of clause 15.24 15.23 or an attempt to..."
34	17.5	"... duly given in accordance with clause 3.10 3.9."
35	17.9	"... may only be withdrawn under clause 3.11 3.10 with the consent of..."

A word of thanks and appreciation is extended to Mr. Richard Hicks, Chair of the local Ratepayers Association, who has identified these anomalies.

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)
Nil.
2. Policy and Regulation
 - The Model Code of Meeting Practice for Local Councils in NSW (the Model Meeting Code) is made under section 360 of the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulation 2021* (the Regulation).
3. Financial (Annual Budget & LTFP)

Our Governance No. 78 Cont...

Nil.

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

Nil.

7. Performance Measures

Nil.

8. Project Management

Nil.

Hein Basson
General Manager

Prepared by staff member: Emma Jensen, Executive Assisant and Media

Approved/Reviewed by
Manager: Hein Basson, General Manager

Department: Office of the General Manager

Attachments: 1 TSC Code of Meeting Practice 43
2023 Pages



TENTERFIELD SHIRE COUNCIL MODEL CODE OF MEETING PRACTICE

2023

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1 INTRODUCTION

This Model Code of Meeting Practice for Local Councils in NSW (the Model Meeting Code) is prescribed under section 360 of the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulation 2021* (the Regulation).

The Model Meeting Code applies to all meetings of councils and committees of councils of which all the members are councillors (committees of council). Council committees whose members include persons other than councillors may adopt their own rules for meetings unless the council determines otherwise.

Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code.

A council's adopted code of meeting practice may also incorporate the non-mandatory provisions of the Model Meeting Code and other supplementary provisions. However, a code of meeting practice adopted by a council must not contain provisions that are inconsistent with the mandatory provisions of this Model Meeting Code.

A council and a committee of the council of which all the members are councillors must conduct its meetings in accordance with the code of meeting practice adopted by the council.

The Model Meeting Code also applies to meetings of the boards of joint organisations and county councils.

2 MEETING PRINCIPLES

2.1 Council and committee meetings should be:

Transparent: Decisions are made in a way that is open and accountable.

Informed: Decisions are made based on relevant, quality information.

Inclusive: Decisions respect the diverse needs and interests of the local community.

Principled: Decisions are informed by the principles prescribed under Chapter 3 of the Act.

Trusted: The community has confidence that councillors and staff act ethically and make decisions in the interests of the whole community.

Respectful: Councillors, staff and meeting attendees treat each other with respect.

Effective: Meetings are well organised, effectively run and skilfully chaired.

Orderly: Councillors, staff and meeting attendees behave in a way that contributes to the orderly conduct of the meeting.

3 BEFORE THE MEETING

Timing of ordinary council meetings

- 3.1 Ordinary meetings of the council will be held on the following occasions: the fourth Wednesday of each month, with at least ten (10) Ordinary Meetings being held each year.

Extraordinary meetings

- 3.2 If the mayor receives a request in writing, signed by at least two (2) councillors, the mayor must call an extraordinary meeting of the council to be held as soon as practicable, but in any event, no more than fourteen (14) days after receipt of the request. The mayor can be one of the two councillors requesting the meeting.

Note: Clause 3.3 reflects section 366 of the Act

Notice to the public of council meetings

- 3.3 The council must give notice to the public of the time, date and place of each of its meetings, including extraordinary meetings and of each meeting of committees of the council.

Note: Clause 3.3 reflects section 9(1) of the Act.

- 3.4 For the purposes of clause 3.3, notice of a meeting of the council and of a committee of council is to be published before the meeting takes place. The notice must be published on the council's website, and in such other manner that the council is satisfied is likely to bring notice of the meeting to the attention of as many people as possible.

- 3.5 For the purposes of clause 3.3, notice of more than one (1) meeting may be given in the same notice.

Notice to councillors of ordinary council meetings

- 3.6 The general manager must send to each councillor, at least three (3) days before each meeting of the council, a notice specifying the time, date and place at which the meeting is to be held, and the business proposed to be considered at the meeting.

Note: Clause 3.6 reflects section 367(1) of the Act.

- 3.7 The notice and the agenda for, and the business papers relating to, the meeting may be given to councillors in electronic form, but only if all councillors have facilities to access the notice, agenda and business papers in that form.

Note: Clause 3.7 reflects section 367(3) of the Act.

Notice to councillors of extraordinary meetings

- 3.8 Notice of less than three (3) days may be given to councillors of an extraordinary meeting of the council in cases of emergency.

Note: Clause 3.8 reflects section 367(2) of the Act.

Giving notice of business to be considered at council meetings

- 3.9 A councillor may give notice of any business they wish to be considered by the council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted by 5pm on the Monday of the week preceding the week of the Council Meeting, being seven (7) business days before the meeting is to be held.
- 3.10 A councillor may, in writing to the general manager, request the withdrawal of a notice of motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.
- 3.11 If the general manager considers that a notice of motion submitted by a councillor for consideration at an ordinary meeting of the council has legal, strategic, financial or policy implications which should be taken into consideration by the meeting, the general manager may prepare a report in relation to the notice of motion for inclusion with the business papers for the meeting at which the notice of motion is to be considered by the council.
- 3.12 A notice of motion for the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the notice of motion. If the notice of motion does not identify a funding source, the general manager must either:
- (a) prepare a report on the availability of funds for implementing the motion if adopted for inclusion in the business papers for the meeting at which the notice of motion is to be considered by the council, or
 - (b) by written notice sent to all councillors with the business papers for the meeting for which the notice of motion has been submitted, defer consideration of the matter by the council to such a date specified in the notice, pending the preparation of such a report.

Questions with notice

- 3.13 A councillor may, by way of a notice submitted under clause 3.9, ask a question for response by the general manager about the performance or operations of the council.
- 3.14 A councillor is not permitted to ask a question with notice under clause 3.13 that comprises a complaint against the general manager or a member of staff of the council, or a question that implies wrongdoing by the general manager or a member of staff of the council.

- 3.15 The general manager or their nominee may respond to a question with notice submitted under clause 3.13 by way of a report included in the business papers for the relevant meeting of the council or orally at the meeting.

Agenda and business papers for ordinary meetings

- 3.16 The general manager must cause the agenda for a meeting of the council or a committee of the council to be prepared as soon as practicable before the meeting.
- 3.17 The general manager must ensure that the agenda for an ordinary meeting of the council states:
- (a) all matters to be dealt with arising out of the proceedings of previous meetings of the council, and
 - (b) if the mayor is the chairperson – any matter or topic that the chairperson proposes, at the time when the agenda is prepared, to put to the meeting, and
 - (c) all matters, including matters that are the subject of staff reports and reports of committees, to be considered at the meeting, and
 - (d) any business of which due notice has been given under clause 3.10.
- 3.18 Nothing in clause 3.17 limits the powers of the mayor to put a mayoral minute to a meeting under clause 9.6.
- 3.19 The general manager must not include in the agenda for a meeting of the council any business of which due notice has been given if, in the opinion of the general manager, the business is, or the implementation of the business would be, unlawful. The general manager must report, without giving details of the item of business, any such exclusion to the next meeting of the council.
- 3.20 Where the agenda includes the receipt of information or discussion of other matters that, in the opinion of the general manager, is likely to take place when the meeting is closed to the public, the general manager must ensure that the agenda of the meeting:
- (a) identifies the relevant item of business and indicates that it is of such a nature (without disclosing details of the information to be considered when the meeting is closed to the public), and
 - (b) states the grounds under section 10A(2) of the Act relevant to the item of business.

Note: Clause 3.20 reflects section 9(2A)(a) of the Act.

- 3.21 The general manager must ensure that the details of any item of business which, in the opinion of the general manager, is likely to be considered when the meeting is closed to the public, are included in a business paper provided to councillors for the meeting concerned. Such details must not be included in the business papers made available to the public and must not be disclosed by a councillor or by any other person to another person who is not authorised to have that information.

Statement of ethical obligations

- 3.22 Business papers for all ordinary and extraordinary meetings of the council and committees of the council must contain a statement reminding councillors of their oath or affirmation of office made under section 233A of the Act and their obligations under the council's code of conduct to disclose and appropriately manage conflicts of interest.

Availability of the agenda and business papers to the public

- 3.23 Copies of the agenda and the associated business papers, such as correspondence and reports for meetings of the council and committees of council, are to be published on the council's website, and must be made available to the public for inspection, or for taking away by any person free of charge at the offices of the council, at the relevant meeting and at such other venues determined by the council.

Note: Clause 3.23 reflects section 9(2) and (4) of the Act.

- 3.24 Clause 3.23 does not apply to the business papers for items of business that the general manager has identified under clause 3.21 as being likely to be considered when the meeting is closed to the public.

Note: Clause 3.24 reflects section 9(2A)(b) of the Act.

- 3.25 For the purposes of clause 3.23, copies of agendas and business papers must be published on the council's website and made available to the public at a time that is as close as possible to the time they are available to councillors.

Note: Clause 3.25 reflects section 9(3) of the Act.

- 3.26 A copy of an agenda, or of an associated business paper made available under clause 3.23, may in addition be given or made available in electronic form.

Note: Clause 3.26 reflects section 9(5) of the Act.

Agenda and business papers for extraordinary meetings

- 3.27 The general manager must ensure that the agenda for an extraordinary meeting of the council deals only with the matters stated in the notice of the meeting.
- 3.28 Despite clause 3.27, business may be considered at an extraordinary meeting of the council, even though due notice of the business has not been given, if:
- (a) a motion is passed to have the business considered at the meeting, and
 - (b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.

- 3.29 A motion moved under clause 3.28(a) can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with.
- 3.30 Despite clauses 10.20–10.30, only the mover of a motion moved under clause 3.28(a) can speak to the motion before it is put.
- 3.31 A motion of dissent cannot be moved against a ruling of the chairperson under clause 3.28(b) on whether a matter is of great urgency.

Pre-meeting briefing sessions

- 3.32 Prior to each ordinary meeting of the council, the general manager may arrange a pre-meeting briefing session to brief councillors on business to be considered at the meeting. Pre-meeting briefing sessions may also be held for extraordinary meetings of the council and meetings of committees of the council.
- 3.33 Pre-meeting briefing sessions are to be held in the absence of the public.
- 3.34 Pre-meeting briefing sessions may be held by audio-visual link.
- 3.35 The general manager or a member of staff nominated by the general manager is to preside at pre-meeting briefing sessions.
- 3.36 Councillors must not use pre-meeting briefing sessions to debate or make preliminary decisions on items of business they are being briefed on, and any debate and decision-making must be left to the formal council or committee meeting at which the item of business is to be considered.
- 3.37 Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of a briefing at a pre-meeting briefing session, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at pre-meeting briefing sessions and how the conflict of interest was managed by the councillor who made the declaration.

4 PUBLIC FORUMS

- 4.1 The council may hold a public forum prior to each ordinary meeting of the council for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting. Public forums may also be held prior to extraordinary council meetings and meetings of committees of the council.
- 4.2 Public forums may be held by audio-visual link.
- 4.3 Public forums are to be chaired by the mayor or their nominee.

- 4.4 To speak at a public forum, a person must first make an application to the council in the approved form. Applications to speak at the public forum must be received by close of business on the Monday before the date on which the public forum is to be held, and must identify the item of business on the agenda of the council meeting the person wishes to speak on, and whether they wish to speak 'for' or 'against' the item.
- 4.5 A person may apply to speak on no more than one (1) item of business on the agenda of the council meeting.
- 4.6 Legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum.
- 4.7 The general manager or their delegate may refuse an application to speak at a public forum. The general manager or their delegate must give reasons in writing for a decision to refuse an application.
- 4.8 No more than two (2) speakers are to be permitted to speak 'for' or 'against' each item of business on the agenda for the council meeting.
- 4.9 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to address the council on the item of business. If the speakers are not able to agree on whom to nominate to address the council, the general manager or their delegate is to determine who will address the council at the public forum.
- 4.10 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may, in consultation with the mayor or the mayor's nominated chairperson, increase the number of speakers permitted to speak on an item of business, where they are satisfied that it is necessary to do so to allow the council to hear a fuller range of views on the relevant item of business.
- 4.11 Approved speakers at the public forum are to register with the council any written, visual or audio material to be presented in support of their address to the council at the public forum, and to identify any equipment needs no more than two (2) days before the public forum. The general manager or their delegate may refuse to allow such material to be presented.
- 4.12 The general manager or their delegate is to determine the order of speakers at the public forum.
- 4.13 Each speaker will be allowed five (5) minutes to address the council. This time is to be strictly enforced by the chairperson.
- 4.14 Speakers at public forums must not digress from the item on the agenda of the council meeting they have applied to address the council on. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

- 4.15 A councillor (including the chairperson) may, through the chairperson, ask questions of a speaker following their address at a public forum. Questions put to a speaker must be direct, succinct and without argument.
- 4.16 Speakers are under no obligation to answer a question put under clause 4.15. Answers by the speaker, to each question are to be limited to five (5) minutes.
- 4.17 Speakers at public forums cannot ask questions of the council, councillors, or council staff.
- 4.18 The general manager or their nominee may, with the concurrence of the chairperson, address the council for up to five (5) minutes in response to an address to the council at a public forum after the address and any subsequent questions and answers have been finalised.
- 4.19 Where an address made at a public forum raises matters that require further consideration by council staff, the general manager may recommend that the council defer consideration of the matter pending the preparation of a further report on the matters.
- 4.20 When addressing the council, speakers at public forums must comply with this code and all other relevant council codes, policies, and procedures. Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of the council's code of conduct or making other potentially defamatory statements.
- 4.21 If the chairperson considers that a speaker at a public forum has engaged in conduct of the type referred to in clause 4.20, the chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the speaker fails to comply with the chairperson's request, the chairperson may immediately require the person to stop speaking.
- 4.22 Clause 4.21 does not limit the ability of the chairperson to deal with disorderly conduct by speakers at public forums in accordance with the provisions of Part 15 of this code.
- 4.23 Where a speaker engages in conduct of the type referred to in clause 4.20, the general manager or their delegate may refuse further applications from that person to speak at public forums for such a period as the general manager or their delegate considers appropriate.
- 4.24 Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of an address at a public forum, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at public forums and how the conflict of interest was managed by the councillor who made the declaration.

Note: Public forums should not be held as part of a council or committee meeting. Council or committee meetings should be reserved for decision-making by the council or committee of council. Where a public forum is held as part of a council or committee meeting, it must be conducted in accordance with the other requirements of this code relating to the conduct of council and committee meetings.

5 COMING TOGETHER

Attendance by councillors at meetings

- 5.1 All councillors must make reasonable efforts to attend meetings of the council and of committees of the council of which they are members.

Note: A councillor may not attend a meeting as a councillor (other than the first meeting of the council after the councillor is elected or a meeting at which the councillor takes an oath or makes an affirmation of office) until they have taken an oath or made an affirmation of office in the form prescribed under section 233A of the Act.

- 5.2 A councillor cannot participate in a meeting of the council or of a committee of the council unless personally present at the meeting, unless permitted to attend the meeting by audio-visual link under this code.

- 5.3 Where a councillor is unable to attend one or more ordinary meetings of the council, the councillor should request that the council grant them a leave of absence from those meetings. This clause does not prevent a councillor from making an apology if they are unable to attend a meeting. However, the acceptance of such an apology does not constitute the granting of a leave of absence for the purposes of this code and the Act.

- 5.4 A councillor's request for leave of absence from council meetings should, if practicable, identify (by date) the meetings from which the councillor intends to be absent and the grounds upon which the leave of absence is being sought.

- 5.5 The council must act reasonably when considering whether to grant a councillor's request for a leave of absence.

- 5.6 A councillor's civic office will become vacant if the councillor is absent from three (3) consecutive ordinary meetings of the council without prior leave of the council or leave granted by the council at any of the meetings concerned, unless the holder is absent because they have been suspended from office under the Act, or because the council has been suspended under the Act, or as a consequence of a compliance order under section 438HA.

Note: Clause 5.6 reflects section 234(1)(d) of the Act.

- 5.7 A councillor who intends to attend a meeting of the council despite having been granted a leave of absence should, if practicable, give the general manager at least two (2) days' notice of their intention to attend.

The quorum for a meeting

5.8 The quorum for a meeting of the council is a majority of the councillors of the council who hold office at that time and are not suspended from office.

Note: Clause 5.8 reflects section 368(1) of the Act.

5.9 Clause 5.8 does not apply if the quorum is required to be determined in accordance with directions of the Minister in a performance improvement order issued in respect of the council.

Note: Clause 5.9 reflects section 368(2) of the Act.

5.10 A meeting of the council must be adjourned if a quorum is not present:

- (a) at the commencement of the meeting where the number of apologies received for the meeting indicates that there will not be a quorum for the meeting, or
- (b) within half an hour after the time designated for the holding of the meeting, or
- (c) at any time during the meeting.

5.11 In either case, the meeting must be adjourned to a time, date, and place fixed:

- (a) by the chairperson, or
- (b) in the chairperson's absence, by the majority of the councillors present, or
- (c) failing that, by the general manager.

5.12 The general manager must record in the council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the council, together with the names of the councillors present.

5.13 Where, prior to the commencement of a meeting, it becomes apparent that a quorum may not be present at the meeting, or that the health, safety or welfare of councillors, council staff and members of the public may be put at risk by attending the meeting because of a natural disaster or a public health emergency, the mayor may, in consultation with the general manager and, as far as is practicable, with each councillor, cancel the meeting. Where a meeting is cancelled, notice of the cancellation must be published on the council's website and in such other manner that the council is satisfied is likely to bring notice of the cancellation to the attention of as many people as possible.

5.14 Where a meeting is cancelled under clause 5.13, the business to be considered at the meeting may instead be considered, where practicable, at the next ordinary meeting of the council or at an extraordinary meeting called under clause 3.3.

Meetings held by audio-visual link

- 5.15 A meeting of the council or a committee of the council may be held by audio-visual link where the mayor determines that the meeting should be held by audio-visual link because of a natural disaster or a public health emergency. The mayor may only make a determination under this clause where they are satisfied that attendance at the meeting may put the health and safety of councillors and staff at risk. The mayor must make a determination under this clause in consultation with the general manager and, as far as is practicable, with each councillor.
- 5.16 Where the mayor determines under clause 5.15 that a meeting is to be held by audio-visual link, the general manager must:
- (a) give written notice to all councillors that the meeting is to be held by audio-visual link, and
 - (b) take all reasonable steps to ensure that all councillors can participate in the meeting by audio-visual link, and
 - (c) cause a notice to be published on the council's website and in such other manner the general manager is satisfied will bring it to the attention of as many people as possible, advising that the meeting is to be held by audio-visual link and providing information about where members of the public may view the meeting.
- 5.17 This code applies to a meeting held by audio-visual link under clause 5.15 in the same way it would if the meeting was held in person.

Note: Where a council holds a meeting by audio-visual link under clause 5.15, it is still required under section 10 of the Act to provide a physical venue for members of the public to attend in person and observe the meeting.

Attendance by councillors at meetings by audio-visual link

- 5.18 Councillors may attend and participate in meetings of the council and committees of the council by audio-visual link with the approval of the council or the relevant committee.
- 5.19 A request by a councillor for approval to attend a meeting by audio-visual link must be made in writing to the general manager prior to the meeting in question and must provide reasons why the councillor will be prevented from attending the meeting in person.
- 5.20 Councillors may request approval to attend more than one meeting by audio-visual link. Where a councillor requests approval to attend more than one meeting by audio-visual link, the request must specify the meetings the request relates to in addition to the information required under clause 5.19.
- 5.21 The council must comply with the Health Privacy Principles prescribed under the *Health Records and Information Privacy Act 2002* when collecting, holding, using and disclosing health information in connection with a request by a councillor to attend a meeting by audio-visual link.

- 5.22 A councillor who has requested approval to attend a meeting of the council or a committee of the council by audio-visual link may participate in the meeting by audio-visual link until the council or committee determines whether to approve their request and is to be taken as present at the meeting. The councillor may participate in a decision in relation to their request to attend the meeting by audio-visual link.
- 5.23 A decision whether to approve a request by a councillor to attend a meeting of the council or a committee of the council by audio-visual link must be made by a resolution of the council or the committee concerned. The resolution must state:
- (a) the meetings the resolution applies to, and
 - (b) the reason why the councillor is being permitted to attend the meetings by audio-visual link where it is on grounds other than illness, disability, or caring responsibilities.
- 5.24 If the council or committee refuses a councillor's request to attend a meeting by audio-visual link, their link to the meeting is to be terminated.
- 5.25 A decision whether to approve a councillor's request to attend a meeting by audio-visual link is at the council's or the relevant committee's discretion. The council and committees of the council must act reasonably when considering requests by councillors to attend meetings by audio-visual link. However, the council and committees of the council are under no obligation to approve a councillor's request to attend a meeting by audio-visual link where the technical capacity does not exist to allow the councillor to attend the meeting by these means.
- 5.26 The council and committees of the council may refuse a councillor's request to attend a meeting by audio-visual link where the council or committee is satisfied that the councillor has failed to appropriately declare and manage conflicts of interest, observe confidentiality or to comply with this code on one or more previous occasions they have attended a meeting of the council or a committee of the council by audio-visual link.
- 5.27 This code applies to a councillor attending a meeting by audio-visual link in the same way it would if the councillor was attending the meeting in person. Where a councillor is permitted to attend a meeting by audio-visual link under this code, they are to be taken as attending the meeting in person for the purposes of the code and will have the same voting rights as if they were attending the meeting in person.
- 5.28 A councillor must give their full attention to the business and proceedings of the meeting when attending a meeting by audio-visual link. The councillor's camera must be on at all times during the meeting except as may be otherwise provided for under this code.
- 5.29 A councillor must be appropriately dressed when attending a meeting by audio-visual link and must ensure that no items are within sight of the meeting that are inconsistent with the maintenance of order at the meeting or that are likely to bring the council or the committee into disrepute.

Entitlement of the public to attend council meetings

5.30 Everyone is entitled to attend a meeting of the council and committees of the council. The council must ensure that all meetings of the council and committees of the council are open to the public.

Note: Clause 5.30 reflects section 10(1) of the Act.

5.31 Clause 5.30 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.

5.32 A person (whether a councillor or another person) is not entitled to be present at a meeting of the council or a committee of the council if expelled from the meeting:

- (a) by a resolution of the meeting, or
- (b) by the person presiding at the meeting if the council has, by resolution, authorised the person presiding to exercise the power of expulsion.

Note: Clause 5.32 reflects section 10(2) of the Act.

Webcasting of meetings

5.33 Each meeting of the council or a committee of the council is to be recorded by means of an audio or audio-visual device.

5.34 At the start of each meeting of the council or a committee of the council, the chairperson must inform the persons attending the meeting that:

- (a) the meeting is being recorded and made publicly available on the council's website, and
- (b) persons attending the meeting should refrain from making any defamatory statements.

5.35 The recording of a meeting is to be made publicly available on the council's website:

- (a) at the same time as the meeting is taking place, or
- (b) as soon as practicable after the meeting.

5.36 The recording of a meeting is to be made publicly available on the council's website for at least 12 months after the meeting.

5.37 Clauses 5.35 and 5.36 do not apply to any part of a meeting that has been closed to the public in accordance with section 10A of the Act.

Note: Clauses 5.33 – 5.37 reflect section 236 of the Regulation.

5.38 Recordings of meetings may be disposed of in accordance with the *State Records Act 1998*.

Attendance of the general manager and other staff at meetings

- 5.39 The general manager is entitled to attend, but not to vote at, a meeting of the council or a meeting of a committee of the council of which all of the members are councillors.

Note: Clause 5.39 reflects section 376(1) of the Act.

- 5.40 The general manager is entitled to attend a meeting of any other committee of the council and may, if a member of the committee, exercise a vote.

Note: Clause 5.40 reflects section 376(2) of the Act.

- 5.41 The general manager may be excluded from a meeting of the council or a committee while the council or committee deals with a matter relating to the standard of performance of the general manager or the terms of employment of the general manager.

Note: Clause 5.41 reflects section 376(3) of the Act.

- 5.42 The attendance of other council staff at a meeting, (other than as members of the public) shall be with the approval of the general manager.

- 5.43 The general manager and other council staff may attend meetings of the council and committees of the council by audio-visual-link. Attendance by council staff at meetings by audio-visual link (other than as members of the public) shall be with the approval of the general manager.

6 THE CHAIRPERSON

The chairperson at meetings

- 6.1 The mayor, or at the request of or in the absence of the mayor, the deputy mayor (if any) presides at meetings of the council.

Note: Clause 6.1 reflects section 369(1) of the Act.

- 6.2 If the mayor and the deputy mayor (if any) are absent, a councillor elected to chair the meeting by the councillors present presides at a meeting of the council.

Note: Clause 6.2 reflects section 369(2) of the Act.

Election of the chairperson in the absence of the mayor and deputy mayor

- 6.3 If no chairperson is present at a meeting of the council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a chairperson to preside at the meeting.

- 6.4 The election of a chairperson must be conducted:

(a) by the general manager or, in their absence, an employee of the council designated by the general manager to conduct the election, or

- (b) by the person who called the meeting or a person acting on their behalf if neither the general manager nor a designated employee is present at the meeting, or if there is no general manager or designated employee.
- 6.5 If, at an election of a chairperson, two (2) or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the chairperson is to be the candidate whose name is chosen by lot.
- 6.6 For the purposes of clause 6.5, the person conducting the election must:
- (a) arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and
 - (b) then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.
- 6.7 The candidate whose name is on the drawn slip is the candidate who is to be the chairperson.
- 6.8 Any election conducted under clause 6.3, and the outcome of the vote, are to be recorded in the minutes of the meeting.

Chairperson to have precedence

- 6.9 When the chairperson rises or speaks during a meeting of the council:
- (a) any councillor then speaking or seeking to speak must cease speaking and, if standing, immediately resume their seat, and
 - (b) every councillor present must be silent to enable the chairperson to be heard without interruption.

7 MODES OF ADDRESS

- 7.1 If the chairperson is the mayor, they are to be addressed as 'Mr Mayor' or 'Madam Mayor'.
- 7.2 Where the chairperson is not the mayor, they are to be addressed as either 'Mr Chairperson' or 'Madam Chairperson'.
- 7.3 A councillor is to be addressed as 'Councillor [surname]'.
- 7.4 A council officer is to be addressed by their official designation or as Mr/ Ms [surname].

8 ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS

- 8.1 At a meeting of the council, the general order of business is as fixed by resolution of the council.
- 8.2 The order of business as fixed under clause 8.1 may be altered for a particular meeting of the council if a motion to that effect is passed at that meeting. Such a motion can be moved without notice.

- 8.3 Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 8.2 may speak to the motion before it is put.

9 CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS

Business that can be dealt with at a council meeting

- 9.1 The council must not consider business at a meeting of the council:
- (a) unless a councillor has given notice of the business, as required by clause 3.10, and
 - (b) unless notice of the business has been sent to the councillors in accordance with clause 3.7 in the case of an ordinary meeting or clause 3.9 in the case of an extraordinary meeting called in an emergency.
- 9.2 Clause 9.1 does not apply to the consideration of business at a meeting, if the business:
- (a) is already before, or directly relates to, a matter that is already before the council, or
 - (b) is the election of a chairperson to preside at the meeting, or
 - (c) subject to clause 9.9, is a matter or topic put to the meeting by way of a mayoral minute, or
 - (d) is a motion for the adoption of recommendations of a committee, including, but not limited to, a committee of the council.
- 9.3 Despite clause 9.1, business may be considered at a meeting of the council even though due notice of the business has not been given to the councillors if:
- (a) a motion is passed to have the business considered at the meeting, and
 - (b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.
- 9.4 A motion moved under clause 9.3(a) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 9.3(a) can speak to the motion before it is put.
- 9.5 A motion of dissent cannot be moved against a ruling by the chairperson under clause 9.3(b).

Mayoral minutes

- 9.6 Subject to clause 9.9, if the mayor is the chairperson at a meeting of the council, the mayor may, by minute signed by the mayor, put to the meeting without notice any matter or topic that is within the jurisdiction of the council, or of which the council has official knowledge.
- 9.7 A mayoral minute, when put to a meeting, takes precedence over all business on the council's agenda for the meeting. The chairperson (but only if the

chairperson is the mayor) may move the adoption of a mayoral minute without the motion being seconded.

- 9.8 A recommendation made in a mayoral minute put by the mayor is, so far as it is adopted by the council, a resolution of the council.
- 9.9 A mayoral minute must not be used to put without notice matters that are routine and not urgent or matters for which proper notice should be given because of their complexity. For the purpose of this clause, a matter will be urgent where it requires a decision by the council before the next scheduled ordinary meeting of the council.
- 9.10 Where a mayoral minute makes a recommendation which, if adopted, would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan, it must identify the source of funding for the expenditure that is the subject of the recommendation. If the mayoral minute does not identify a funding source, the council must defer consideration of the matter, pending a report from the general manager on the availability of funds for implementing the recommendation if adopted.

Staff reports

- 9.11 A recommendation made in a staff report is, so far as it is adopted by the council, a resolution of the council.

Reports of committees of council

- 9.12 The recommendations of a committee of the council are, so far as they are adopted by the council, resolutions of the council.
- 9.13 If in a report of a committee of the council distinct recommendations are made, the council may make separate decisions on each recommendation.

Questions

- 9.14 A question must not be asked at a meeting of the council unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 3.9 and 3.13.
- 9.15 A councillor may, through the chairperson, put a question to another councillor about a matter on the agenda.
- 9.16 A councillor may, through the general manager, put a question to a council employee about a matter on the agenda. Council employees are only obliged to answer a question put to them through the general manager at the direction of the general manager.
- 9.17 A councillor or council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to information. Where a

councillor or council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the council.

- 9.18 Councillors must put questions directly, succinctly, respectfully and without argument.
- 9.19 The chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a councillor or council employee.

10 RULES OF DEBATE

Motions to be seconded

- 10.1 Unless otherwise specified in this code, a motion or an amendment cannot be debated unless or until it has been seconded.

Notices of motion

- 10.2 A councillor who has submitted a notice of motion under clause 3.10 is to move the motion the subject of the notice of motion at the meeting at which it is to be considered.
- 10.3 If a councillor who has submitted a notice of motion under clause 3.10 wishes to withdraw it after the agenda and business paper for the meeting at which it is to be considered have been sent to councillors, the councillor may request the withdrawal of the motion when it is before the council.
- 10.4 In the absence of a councillor who has placed a notice of motion on the agenda for a meeting of the council:
- (a) any other councillor may, with the leave of the chairperson, move the motion at the meeting, or
 - (b) the chairperson may defer consideration of the motion until the next meeting of the council.

Chairperson's duties with respect to motions

- 10.5 It is the duty of the chairperson at a meeting of the council to receive and put to the meeting any lawful motion that is brought before the meeting.
- 10.6 The chairperson must rule out of order any motion or amendment to a motion that is unlawful or the implementation of which would be unlawful.
- 10.7 Before ruling out of order a motion or an amendment to a motion under clause 10.6, the chairperson is to give the mover an opportunity to clarify or amend the motion or amendment.
- 10.8 Any motion, amendment, or other matter that the chairperson has ruled out of order is taken to have been lost.

Motions requiring the expenditure of funds

- 10.9 A motion or an amendment to a motion which if passed would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the motion. If the motion does not identify a funding source, the council must defer consideration of the matter, pending a report from the general manager on the availability of funds for implementing the motion if adopted.

Amendments to motions

- 10.10 An amendment to a motion must be moved and seconded before it can be debated.
- 10.11 An amendment to a motion must relate to the matter being dealt with in the original motion before the council and must not be a direct negative of the original motion. An amendment to a motion which does not relate to the matter being dealt with in the original motion, or which is a direct negative of the original motion, must be ruled out of order by the chairperson.
- 10.12 The mover of an amendment is to be given the opportunity to explain any uncertainties in the proposed amendment before a seconder is called for.
- 10.13 If an amendment has been lost, a further amendment can be moved to the motion to which the lost amendment was moved, and so on, but no more than one (1) motion and one (1) proposed amendment can be before council at any one time.
- 10.14 While an amendment is being considered, debate must only occur in relation to the amendment and not the original motion. Debate on the original motion is to be suspended while the amendment to the original motion is being debated.
- 10.15 If the amendment is carried, it becomes the motion and is to be debated. If the amendment is lost, debate is to resume on the original motion.
- 10.16 An amendment may become the motion without debate or a vote where it is accepted by the councillor who moved the original motion.

Foreshadowed motions

- 10.17 A councillor may propose a foreshadowed motion in relation to the matter the subject of the original motion before the council, without a seconder during debate on the original motion. The foreshadowed motion is only to be considered if the original motion is lost or withdrawn and the foreshadowed motion is then moved and seconded. If the original motion is carried, the foreshadowed motion lapses.
- 10.18 Where an amendment has been moved and seconded, a councillor may, without a seconder, foreshadow a further amendment that they propose to move after the first amendment has been dealt with. There is no limit to the number of foreshadowed amendments that may be put before the council at

any time. However, no discussion can take place on foreshadowed amendments until the previous amendment has been dealt with and the foreshadowed amendment has been moved and seconded.

- 10.19 Foreshadowed motions and foreshadowed amendments are to be considered in the order in which they are proposed. However, foreshadowed motions cannot be considered until all foreshadowed amendments have been dealt with.

Limitations on the number and duration of speeches

- 10.20 A councillor who, during a debate at a meeting of the council, moves an original motion, has the right to speak on each amendment to the motion and a right of general reply to all observations that are made during the debate in relation to the motion, and any amendment to it at the conclusion of the debate before the motion (whether amended or not) is finally put.
- 10.21 A councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.
- 10.22 A councillor must not, without the consent of the council, speak more than once on a motion or an amendment, or for longer than five (5) minutes at any one time.
- 10.23 Despite clause 10.22, the chairperson may permit a councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than five (5) minutes on that motion or amendment to enable the councillor to make a statement limited to explaining the misrepresentation or misunderstanding.
- 10.24 Despite clause 10.22, the council may resolve to shorten the duration of speeches to expedite the consideration of business at a meeting.
- 10.25 Despite clauses 10.20 and 10.21, a councillor may move that a motion or an amendment be now put:
- (a) if the mover of the motion or amendment has spoken in favour of it and no councillor expresses an intention to speak against it, or
 - (b) if at least two (2) councillors have spoken in favour of the motion or amendment and at least two (2) councillors have spoken against it.
- 10.26 The chairperson must immediately put to the vote, without debate, a motion moved under clause 10.25. A seconder is not required for such a motion.
- 10.27 If a motion that the original motion or an amendment be now put is passed, the chairperson must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has exercised their right of reply under clause 10.20.
- 10.28 If a motion that the original motion or an amendment be now put is lost, the chairperson must allow the debate on the original motion or the amendment to be resumed.

- 10.29 All councillors must be heard without interruption and all other councillors must, unless otherwise permitted under this code, remain silent while another councillor is speaking.
- 10.30 Once the debate on a matter has concluded and a matter has been dealt with, the chairperson must not allow further debate on the matter.

11 VOTING

Voting entitlements of councillors

- 11.1 Each councillor is entitled to one (1) vote.

Note: Clause 11.1 reflects section 370(1) of the Act.

- 11.2 The person presiding at a meeting of the council has, in the event of an equality of votes, a second or casting vote.

Note: Clause 11.2 reflects section 370(2) of the Act.

- 11.3 Where the chairperson declines to exercise, or fails to exercise, their second or casting vote, in the event of an equality of votes, the motion being voted upon is lost.

Voting at council meetings

- 11.4 A councillor who is present at a meeting of the council but who fails to vote on a motion put to the meeting is taken to have voted against the motion.
- 11.5 If a councillor who has voted against a motion put at a council meeting so requests, the general manager must ensure that the councillor's dissenting vote is recorded in the council's minutes.
- 11.6 The decision of the chairperson as to the result of a vote is final unless the decision is immediately challenged and not fewer than two (2) councillors rise and call for a division.
- 11.7 When a division on a motion is called, the chairperson must ensure that the division takes place immediately. The general manager must ensure that the names of those who vote for the motion and those who vote against it are recorded in the council's minutes for the meeting.
- 11.8 When a division on a motion is called, any councillor who fails to vote will be recorded as having voted against the motion in accordance with clause 11.5 of this code.
- 11.9 Voting at a meeting, including voting in an election at a meeting, is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system). However, the council may resolve that the voting in any election by councillors for mayor or deputy mayor is to be by secret ballot.

Voting on planning decisions

- 11.10 The general manager must keep a register containing, for each planning decision made at a meeting of the council or a council committee (including, but not limited to a committee of the council), the names of the councillors who supported the decision and the names of any councillors who opposed (or are taken to have opposed) the decision.
- 11.11 For the purpose of maintaining the register, a division is taken to have been called whenever a motion for a planning decision is put at a meeting of the council or a council committee.
- 11.12 Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document.
- 11.13 Clauses 11.12–11.14 apply also to meetings that are closed to the public.

Note: Clauses 11.12–11.15 reflect section 375A of the Act.

Note: The requirements of clause 11.12 may be satisfied by maintaining a register of the minutes of each planning decision.

12 COMMITTEE OF THE WHOLE

- 12.1 The council may resolve itself into a committee to consider any matter before the council.

Note: Clause 12.1 reflects section 373 of the Act.

- 12.2 All the provisions of this code relating to meetings of the council, so far as they are applicable, extend to and govern the proceedings of the council when in committee of the whole, except the provisions limiting the number and duration of speeches.

Note: Clauses 10.20–10.30 limit the number and duration of speeches.

- 12.3 The general manager or, in the absence of the general manager, an employee of the council designated by the general manager, is responsible for reporting to the council the proceedings of the committee of the whole. It is not necessary to report the proceedings in full, but any recommendations of the committee must be reported.
- 12.4 The council must ensure that a report of the proceedings (including any recommendations of the committee) is recorded in the council's minutes. However, the council is not taken to have adopted the report until a motion for adoption has been made and passed.

13 DEALING WITH ITEMS BY EXCEPTION

- 13.1 The council or a committee of council may, at any time, resolve to adopt multiple items of business on the agenda together by way of a single resolution.

- 13.2 Before the council or committee resolves to adopt multiple items of business on the agenda together under clause 13.1, the chairperson must list the items of business to be adopted and ask councillors to identify any individual items of business listed by the chairperson that they intend to vote against the recommendation made in the business paper or that they wish to speak on.
- 13.3 The council or committee must not resolve to adopt any item of business under clause 13.1 that a councillor has identified as being one they intend to vote against the recommendation made in the business paper or to speak on.
- 13.4 Where the consideration of multiple items of business together under clause 13.1 involves a variation to the order of business for the meeting, the council or committee must resolve to alter the order of business in accordance with clause 8.3.
- 13.5 A motion to adopt multiple items of business together under clause 13.1 must identify each of the items of business to be adopted and state that they are to be adopted as recommended in the business paper.
- 13.6 Items of business adopted under clause 13.1 are to be taken to have been adopted unanimously.
- 13.7 Councillors must ensure that they declare and manage any conflicts of interest they may have in relation to items of business considered together under clause 13.1 in accordance with the requirements of the council's code of conduct.

14 CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC

Grounds on which meetings can be closed to the public

- 14.1 The council or a committee of the council may close to the public so much of its meeting as comprises the discussion or the receipt of any of the following types of matters:
- (a) personnel matters concerning particular individuals (other than councillors),
 - (b) the personal hardship of any resident or ratepayer,
 - (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,
 - (d) commercial information of a confidential nature that would, if disclosed:
 - (i) prejudice the commercial position of the person who supplied it, or
 - (ii) confer a commercial advantage on a competitor of the council, or
 - (iii) reveal a trade secret,
 - (e) information that would, if disclosed, prejudice the maintenance of law,
 - (f) matters affecting the security of the council, councillors, council staff or council property,
 - (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional

- privilege,
- (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land,
- (i) alleged contraventions of the council's code of conduct.

Note: Clause 14.1 reflects section 10A(1) and (2) of the Act.

- 14.2 The council or a committee of the council may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

Note: Clause 14.2 reflects section 10A(3) of the Act.

Matters to be considered when closing meetings to the public

- 14.3 A meeting is not to remain closed during the discussion of anything referred to in clause 14.1:
- (a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
 - (b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret – unless the council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

Note: Clause 14.3 reflects section 10B(1) of the Act.

- 14.4 A meeting is not to be closed during the receipt and consideration of information or advice referred to in clause 14.1(g) unless the advice concerns legal matters that:
- (a) are substantial issues relating to a matter in which the council or committee is involved, and
 - (b) are clearly identified in the advice, and
 - (c) are fully discussed in that advice.

Note: Clause 14.4 reflects section 10B(2) of the Act.

- 14.5 If a meeting is closed during the discussion of a motion to close another part of the meeting to the public (as referred to in clause 14.2), the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting other than consideration of whether the matter concerned is a matter referred to in clause 14.1.

Note: Clause 14.5 reflects section 10B(3) of the Act.

- 14.6 For the purpose of determining whether the discussion of a matter in an open

meeting would be contrary to the public interest, it is irrelevant that:

- (a) a person may misinterpret or misunderstand the discussion, or
- (b) the discussion of the matter may:
 - (i) cause embarrassment to the council or committee concerned, or to councillors or to employees of the council, or
 - (ii) cause a loss of confidence in the council or committee.

Note: Clause 14.6 reflects section 10B(4) of the Act.

- 14.7 In deciding whether part of a meeting is to be closed to the public, the council or committee concerned must consider any relevant guidelines issued by the Departmental Chief Executive of the Office of Local Government.

Note: Clause 14.7 reflects section 10B(5) of the Act.

Notice of likelihood of closure not required in urgent cases

- 14.8 Part of a meeting of the council, or of a committee of the council, may be closed to the public while the council or committee considers a matter that has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed, but only if:
- (a) it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in clause 14.1, and
 - (b) the council or committee, after considering any representations made under clause 14.9, resolves that further discussion of the matter:
 - (i) should not be deferred (because of the urgency of the matter), and
 - (ii) should take place in a part of the meeting that is closed to the public.

Note: Clause 14.8 reflects section 10C of the Act.

Representations by members of the public

- 14.9 The council, or a committee of the council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

Note: Clause 14.9 reflects section 10A(4) of the Act.

- 14.10 A representation under clause 14.9 is to be made after the motion to close the part of the meeting is moved and seconded.

- 14.11 Where the matter has been identified in the agenda of the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under clause 14.9, members of the public must first make an application to the council in the approved form. Applications must be received by the Monday before the meeting at which the matter is to be considered.

- 14.12 The general manager (or their delegate) may refuse an application made under clause 14.11. The general manager or their delegate must give reasons in

writing for a decision to refuse an application.

- 14.13 No more than two (2) speakers for the matter and two (2) speakers against the matter are to be permitted to make representations under clause 14.9.
- 14.14 If more than the permitted number of speakers apply to make representations under clause 14.9, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to make representations to the council. If the speakers are not able to agree on whom to nominate to make representations under clause 14.9, the general manager or their delegate is to determine who will make representations to the council.
- 14.15 The general manager (or their delegate) is to determine the order of speakers.
- 14.16 Where the council or a committee of the council proposes to close a meeting or part of a meeting to the public in circumstances where the matter has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, the chairperson is to invite representations from the public under clause 14.9 after the motion to close the part of the meeting is moved and seconded. The chairperson is to permit no more than two (2) speakers for the matter and two (2) speakers against the matter to make representations in such order as determined by the chairperson.
- 14.17 Each speaker will be allowed five (5) minutes to make representations, and this time limit is to be strictly enforced by the chairperson. Speakers must confine their representations to whether the meeting should be closed to the public. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

Expulsion of non-councillors from meetings closed to the public

- 14.18 If a meeting or part of a meeting of the council or a committee of the council is closed to the public in accordance with section 10A of the Act and this code, any person who is not a councillor and who fails to leave the meeting when requested, may be expelled from the meeting as provided by section 10(2)(a) or (b) of the Act.
- 14.19 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary restrain that person from re-entering that place for the remainder of the meeting.

Obligations of councillors attending meetings by audio-visual link

- 14.20 Councillors attending a meeting by audio-visual link must ensure that no other person is within sight or hearing of the meeting at any time that the meeting is closed to the public under section 10A of the Act.

Information to be disclosed in resolutions closing meetings to the public

14.21 The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting. The grounds must specify the following:

- (a) the relevant provision of section 10A(2) of the Act,
- (b) the matter that is to be discussed during the closed part of the meeting,
- (c) the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

Note: Clause 14.21 reflects section 10D of the Act.

Resolutions passed at closed meetings to be made public

14.22 If the council passes a resolution during a meeting, or a part of a meeting, that is closed to the public, the chairperson must make the resolution public as soon as practicable after the meeting, or the relevant part of the meeting, has ended, and the resolution must be recorded in the publicly available minutes of the meeting.

14.23 Resolutions passed during a meeting, or a part of a meeting, that is closed to the public must be made public by the chairperson under clause 14.22 during a part of the meeting that is webcast.

15 KEEPING ORDER AT MEETINGS

Points of order

15.1 A councillor may draw the attention of the chairperson to an alleged breach of this code by raising a point of order. A point of order does not require a seconder.

15.2 A point of order cannot be made with respect to adherence to the principles contained in clause 2.1.

15.3 A point of order must be taken immediately it is raised. The chairperson must suspend the business before the meeting and permit the councillor raising the point of order to state the provision of this code they believe has been breached. The chairperson must then rule on the point of order – either by upholding it or by overruling it.

Questions of order

15.4 The chairperson, without the intervention of any other councillor, may call any councillor to order whenever, in the opinion of the chairperson, it is necessary to do so.

- 15.5 A councillor who claims that another councillor has committed an act of disorder, or is out of order, may call the attention of the chairperson to the matter.
- 15.6 The chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the council.
- 15.7 The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

Motions of dissent

- 15.8 A councillor can, without notice, move to dissent from a ruling of the chairperson on a point of order or a question of order. If that happens, the chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.
- 15.9 If a motion of dissent is passed, the chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been rejected as out of order, the chairperson must restore the motion or business to the agenda and proceed with it in due course.
- 15.10 Despite any other provision of this code, only the mover of a motion of dissent and the chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

Acts of disorder

- 15.11 A councillor commits an act of disorder if the councillor, at a meeting of the council or a committee of the council:
- (a) contravenes the Act, the Regulation or this code, or
 - (b) assaults or threatens to assault another councillor or person present at the meeting, or
 - (c) moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the council or the committee, or addresses or attempts to address the council or the committee on such a motion, amendment or matter, or
 - (d) insults, makes unfavourable personal remarks about, or imputes improper motives to any other council official, or alleges a breach of the council's code of conduct, or
 - (e) says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the council or the committee into disrepute.

Note: Clause 15.11 reflects section 182 of the Regulation.

- 15.12 The chairperson may require a councillor:

- (a) to apologise without reservation for an act of disorder referred to in clauses 15.11(a), (b), or (e), or
- (b) to withdraw a motion or an amendment referred to in clause 15.11(c) and, where appropriate, to apologise without reservation, or
- (c) to retract and apologise without reservation for any statement that constitutes an act of disorder referred to in clauses 15.11(d) and (e).

Note: Clause 15.12 reflects section 233 of the Regulation.

How disorder at a meeting may be dealt with

15.13 If disorder occurs at a meeting of the council, the chairperson may adjourn the meeting for a period of not more than fifteen (15) minutes and leave the chair. The council, on reassembling, must, on a question put from the chairperson, decide without debate whether the business is to be proceeded with or not. This clause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of councillors.

Expulsion from meetings

15.14 All chairpersons of meetings of the council and committees of the council are authorised under this code to expel any person, including any councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act.

15.15 Clause 15.14 does not limit the ability of the council or a committee of the council to resolve to expel a person, including a councillor, from a council or committee meeting, under section 10(2)(a) of the Act.

15.16 A councillor may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for having failed to comply with a requirement under clause 15.12. The expulsion of a councillor from the meeting for that reason does not prevent any other action from being taken against the councillor for the act of disorder concerned.

Note: Clause 15.17 reflects section 233(2) of the Regulation.

15.17 A member of the public may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for engaging in or having engaged in disorderly conduct at the meeting.

15.18 Where a councillor or a member of the public is expelled from a meeting, the expulsion and the name of the person expelled, if known, are to be recorded in the minutes of the meeting.

15.19 If a councillor or a member of the public fails to leave the place where a meeting of the council is being held immediately after they have been expelled, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the councillor or member of the public from that place and, if necessary, restrain the councillor or member of the public from re-entering that place for the remainder of the meeting.

How disorder by councillors attending meetings by audio-visual link may be dealt with

- 15.20 Where a councillor is attending a meeting by audio-visual link, the chairperson or a person authorised by the chairperson may mute the councillor's audio link to the meeting for the purposes of enforcing compliance with this code.
- 15.21 If a councillor attending a meeting by audio-visual link is expelled from a meeting for an act of disorder, the chairperson of the meeting or a person authorised by the chairperson, may terminate the councillor's audio-visual link to the meeting.

Use of mobile phones and the unauthorised recording of meetings

- 15.22 Councillors, council staff and members of the public must ensure that mobile phones are turned to silent during meetings of the council and committees of the council.
- 15.23 A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting of the council or a committee of the council without the prior authorisation of the council or the committee.
- 15.24 Without limiting clause 15.18, a contravention of clause 15.23 or an attempt to contravene that clause, constitutes disorderly conduct for the purposes of clause 15.18. Any person who contravenes or attempts to contravene clause 15.23, may be expelled from the meeting as provided for under section 10(2) of the Act.
- 15.25 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.

16 CONFLICTS OF INTEREST

- 16.1 All councillors and, where applicable, all other persons, must declare and manage any conflicts of interest they may have in matters being considered at meetings of the council and committees of the council in accordance with the council's code of conduct. All declarations of conflicts of interest and how the conflict of interest was managed by the person who made the declaration must be recorded in the minutes of the meeting at which the declaration was made.
- 16.2 Councillors attending a meeting by audio-visual link must declare and manage any conflicts of interest they may have in matters being considered at the meeting in accordance with the council's code of conduct. Where a councillor has declared a pecuniary or significant non-pecuniary conflict of interest in a matter being discussed at the meeting, the councillor's audio-visual link to the meeting must be suspended or terminated and the councillor must not be in sight or hearing of the meeting at any time during which the matter is being considered or discussed by the council or committee, or at any time during

which the council or committee is voting on the matter.

17 DECISIONS OF THE COUNCIL

Council decisions

- 17.1 A decision supported by a majority of the votes at a meeting of the council at which a quorum is present is a decision of the council.

Note: Clause 17.1 reflects section 371 of the Act in the case of councils and section 400T(8) in the case of joint organisations.

- 17.2 Decisions made by the council must be accurately recorded in the minutes of the meeting at which the decision is made.

Rescinding or altering council decisions

- 17.3 A resolution passed by the council may not be altered or rescinded except by a motion to that effect of which notice has been given under clause 3.10.

Note: Clause 17.3 reflects section 372(1) of the Act.

- 17.4 If a notice of motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with.

Note: Clause 17.4 reflects section 372(2) of the Act.

- 17.5 If a motion has been lost, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with clause 3.9.

Note: Clause 17.5 reflects section 372(3) of the Act.

- 17.6 A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been lost, must be signed by three (3) councillors if less than three (3) months has elapsed since the resolution was passed, or the motion was lost.

Note: Clause 17.6 reflects section 372(4) of the Act.

- 17.7 If a motion to alter or rescind a resolution has been lost, or if a motion which has the same effect as a previously lost motion is lost, no similar motion may be brought forward within three (3) months of the meeting at which it was lost. This clause may not be evaded by substituting a motion differently worded, but in principle the same.

Note: Clause 17.7 reflects section 372(5) of the Act.

- 17.8 The provisions of clauses 17.5–17.7 concerning lost motions do not apply to motions of adjournment.

Note: Clause 17.8 reflects section 372(7) of the Act.

- 17.9 A notice of motion submitted in accordance with clause 17.6 may only be withdrawn under clause 3.10 with the consent of all signatories to the notice of motion.
- 17.10 A notice of motion to alter or rescind a resolution relating to a development application must be submitted to the general manager no later than three (3) months after the meeting at which the resolution was adopted.
- 17.11 A motion to alter or rescind a resolution of the council may be moved on the report of a committee of the council and any such report must be recorded in the minutes of the meeting of the council.

Note: Clause 17.11 reflects section 372(6) of the Act.

- 17.12 Subject to clause 17.7, in cases of urgency, a motion to alter or rescind a resolution of the council may be moved at the same meeting at which the resolution was adopted, where:
- (a) a notice of motion signed by three councillors is submitted to the chairperson, and
 - (b) a motion to have the motion considered at the meeting is passed, and
 - (c) the chairperson rules the business that is the subject of the motion is of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.
- 17.13 A motion moved under clause 17.12(b) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 17.12(b) can speak to the motion before it is put.
- 17.14 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.12(c).

Recommitting resolutions to correct an error

- 17.15 Despite the provisions of this Part, a councillor may, with the leave of the chairperson, move to recommit a resolution adopted at the same meeting:
- (a) to correct any error, ambiguity or imprecision in the council's resolution, or
 - (b) to confirm the voting on the resolution.
- 17.16 In seeking the leave of the chairperson to move to recommit a resolution for the purposes of clause 17.15(a), the councillor is to propose alternative wording for the resolution.
- 17.17 The chairperson must not grant leave to recommit a resolution for the purposes of clause 17.15(a), unless they are satisfied that the proposed alternative wording of the resolution would not alter the substance of the resolution previously adopted at the meeting.

- 17.18 A motion moved under clause 17.15 can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 17.15 can speak to the motion before it is put.
- 17.19 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.15.
- 17.20 A motion moved under clause 17.15 with the leave of the chairperson cannot be voted on unless or until it has been seconded.

18 TIME LIMITS ON COUNCIL MEETINGS

- 18.1 Meetings of the council and committees of the council are to conclude no later than 5pm.
- 18.2 If the business of the meeting is unfinished at 5pm, the council or the committee may, by resolution, extend the time of the meeting.
- 18.3 If the business of the meeting is unfinished at 5pm, and the council does not resolve to extend the meeting, the chairperson must either:
- (a) defer consideration of the remaining items of business on the agenda to the next ordinary meeting of the council, or
 - (b) adjourn the meeting to a time, date and place fixed by the chairperson.
- 18.4 Clause 18.3 does not limit the ability of the council or a committee of the council to resolve to adjourn a meeting at any time. The resolution adjourning the meeting must fix the time, date and place that the meeting is to be adjourned to.
- 18.5 Where a meeting is adjourned under clause 18.3 or 18.4, the general manager must:
- (a) individually notify each councillor of the time, date and place at which the meeting will reconvene, and
 - (b) publish the time, date and place at which the meeting will reconvene on the council's website and in such other manner that the general manager is satisfied is likely to bring notice of the time, date and place of the reconvened meeting to the attention of as many people as possible.

19 AFTER THE MEETING

Minutes of meetings

- 19.1 The council is to keep full and accurate minutes of the proceedings of meetings of the council.

Note: Clause 19.1 reflects section 375(1) of the Act.

- 19.2 At a minimum, the general manager must ensure that the following matters are recorded in the council's minutes:

- (a) the names of councillors attending a council meeting and whether they attended the meeting in person or by audio-visual link,
- (b) details of each motion moved at a council meeting and of any amendments moved to it,
- (c) the names of the mover and seconder of the motion or amendment,
- (d) whether the motion or amendment was passed or lost, and
- (e) such other matters specifically required under this code.

19.3 The minutes of a council meeting must be confirmed at a subsequent meeting of the council.

Note: Clause 19.3 reflects section 375(2) of the Act.

19.4 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

19.5 When the minutes have been confirmed, they are to be signed by the person presiding at the subsequent meeting.

Note: Clause 19.5 reflects section 375(2) of the Act.

19.6 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.

19.7 The confirmed minutes of a council meeting must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of its meetings on its website prior to their confirmation.

Access to correspondence and reports laid on the table at, or submitted to, a meeting

19.8 The council and committees of the council must, during or at the close of a meeting, or during the business day following the meeting, give reasonable access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting.

Note: Clause 19.8 reflects section 11(1) of the Act.

19.9 Clause 19.8 does not apply if the correspondence or reports relate to a matter that was received or discussed or laid on the table at, or submitted to, the meeting when the meeting was closed to the public.

Note: Clause 19.9 reflects section 11(2) of the Act.

19.10 Clause 19.8 does not apply if the council or the committee resolves at the meeting, when open to the public, that the correspondence or reports are to be treated as confidential because they relate to a matter specified in section 10A(2) of the Act.

Note: Clause 19.10 reflects section 11(3) of the Act.

- 19.11 Correspondence or reports to which clauses 19.9 and 19.10 apply are to be marked with the relevant provision of section 10A(2) of the Act that applies to the correspondence or report.

Implementation of decisions of the council

- 19.12 The general manager is to implement, without undue delay, lawful decisions of the council.

Note: Clause 19.12 reflects section 335(b) of the Act.

20 COUNCIL COMMITTEES

Application of this Part

- 20.1 This Part only applies to committees of the council whose members are all councillors.

Council committees whose members are all councillors

- 20.2 The council may, by resolution, establish such committees as it considers necessary.
- 20.3 A committee of the council is to consist of the mayor and such other councillors as are elected by the councillors or appointed by the council.
- 20.4 The quorum for a meeting of a committee of the council is to be:
- (a) such number of members as the council decides, or
 - (b) if the council has not decided a number – a majority of the members of the committee.

Functions of committees

- 20.5 The council must specify the functions of each of its committees when the committee is established but may from time to time amend those functions.

Notice of committee meetings

- 20.6 The general manager must send to each councillor, regardless of whether they are a committee member, at least three (3) days before each meeting of the committee, a notice specifying:
- (a) the time, date and place of the meeting, and
 - (b) the business proposed to be considered at the meeting.
- 20.7 Notice of less than three (3) days may be given of a committee meeting called in an emergency.

Attendance at committee meetings

- 20.8 A committee member (other than the mayor) ceases to be a member of a

committee if the committee member:

- (a) has been absent from three (3) consecutive meetings of the committee without having given reasons acceptable to the committee for the member's absences, or
- (b) has been absent from at least half of the meetings of the committee held during the immediately preceding year without having given to the committee acceptable reasons for the member's absences.

20.9 Clause 20.8 does not apply if all of the members of the council are members of the committee.

Non-members entitled to attend committee meetings

20.10 A councillor who is not a member of a committee of the council is entitled to attend, and to speak at a meeting of the committee. However, the councillor is not entitled:

- (a) to give notice of business for inclusion in the agenda for the meeting, or
- (b) to move or second a motion at the meeting, or
- (c) to vote at the meeting.

Chairperson and deputy chairperson of council committees

20.11 The chairperson of each committee of the council must be:

- (a) the mayor, or
- (b) if the mayor does not wish to be the chairperson of a committee, a member of the committee elected by the council, or
- (c) if the council does not elect such a member, a member of the committee elected by the committee.

20.12 The council may elect a member of a committee of the council as deputy chairperson of the committee. If the council does not elect a deputy chairperson of such a committee, the committee may elect a deputy chairperson.

20.13 If neither the chairperson nor the deputy chairperson of a committee of the council is able or willing to preside at a meeting of the committee, the committee must elect a member of the committee to be acting chairperson of the committee.

20.14 The chairperson is to preside at a meeting of a committee of the council. If the chairperson is unable or unwilling to preside, the deputy chairperson (if any) is to preside at the meeting, but if neither the chairperson nor the deputy chairperson is able or willing to preside, the acting chairperson is to preside at the meeting.

Procedure in committee meetings

20.15 Subject to any specific requirements of this code, each committee of the council may regulate its own procedure. The provisions of this code are to be taken to apply to all committees of the council unless the council or the

committee determines otherwise in accordance with this clause.

- 20.16 Whenever the voting on a motion put to a meeting of the committee is equal, the chairperson of the committee is to have a casting vote as well as an original vote unless the council or the committee determines otherwise in accordance with clause 20.15.
- 20.17 Voting at a council committee meeting is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system).

Closure of committee meetings to the public

- 20.18 The provisions of the Act and Part 14 of this code apply to the closure of meetings of committees of the council to the public in the same way they apply to the closure of meetings of the council to the public.
- 20.19 If a committee of the council passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting that is closed to the public, the chairperson must make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended, and report the resolution or recommendation to the next meeting of the council. The resolution or recommendation must also be recorded in the publicly available minutes of the meeting.
- 20.20 Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the chairperson under clause 20.20 during a part of the meeting that is webcast.

Disorder in committee meetings

- 20.21 The provisions of the Act and this code relating to the maintenance of order in council meetings apply to meetings of committees of the council in the same way as they apply to meetings of the council.

Minutes of council committee meetings

- 20.22 Each committee of the council is to keep full and accurate minutes of the proceedings of its meetings. At a minimum, a committee must ensure that the following matters are recorded in the committee's minutes:
- (a) the names of councillors attending a meeting and whether they attended the meeting in person or by audio-visual link,
 - (b) details of each motion moved at a meeting and of any amendments moved to it,
 - (c) the names of the mover and seconder of the motion or amendment,
 - (d) whether the motion or amendment was passed or lost, and
 - (e) such other matters specifically required under this code.
- 20.23 All voting at meetings of committees of the council (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.

- 20.24 The minutes of meetings of each committee of the council must be confirmed at a subsequent meeting of the committee.
- 20.25 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.
- 20.26 When the minutes have been confirmed, they are to be signed by the person presiding at that subsequent meeting.
- 20.27 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.
- 20.28 The confirmed minutes of a meeting of a committee of the council must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of meetings of committees of the council on its website prior to their confirmation.

21 IRREGULARITIES

- 21.1 Proceedings at a meeting of a council or a council committee are not invalidated because of:
- (a) a vacancy in a civic office, or
 - (b) a failure to give notice of the meeting to any councillor or committee member, or
 - (c) any defect in the election or appointment of a councillor or committee member, or
 - (d) a failure of a councillor or a committee member to declare a conflict of interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a council or committee meeting in accordance with the council's code of conduct, or
 - (e) a failure to comply with this code.

Note: Clause 21.1 reflects section 374 of the Act.

22 DEFINITIONS

the Act	means the <i>Local Government Act 1993</i>
act of disorder	means an act of disorder as defined in clause 15.11 of this code
amendment	in relation to an original motion, means a motion moving an amendment to that motion
audio recorder	any device capable of recording speech
audio-visual link	means a facility that enables audio and visual communication between persons at different places
business day	means any day except Saturday or Sunday or any other day the whole or part of which is observed as a public holiday throughout New South Wales
chairperson	in relation to a meeting of the council – means the person presiding at the meeting as provided by section 369 of the Act and clauses 6.1 and 6.2 of this code, and in relation to a meeting of a committee – means the person presiding at the meeting as provided by clause 20.11 of this code
this code	means the council's adopted code of meeting practice
committee of the council	means a committee established by the council in accordance with clause 20.2 of this code (being a committee consisting only of councillors) or the council when it has resolved itself into committee of the whole under clause 12.1
council official	has the same meaning it has in the Model Code of Conduct for Local Councils in NSW
day	means calendar day
division	means a request by two councillors under clause 11.7 of this code requiring the recording of the names of the councillors who voted both for and against a motion
foreshadowed amendment	means a proposed amendment foreshadowed by a councillor under clause 10.18 of this code during debate on the first amendment
foreshadowed motion	means a motion foreshadowed by a councillor under clause 10.17 of this code during debate on an original motion
open voting	means voting on the voices or by a show of hands or by a visible electronic voting system or similar means
planning decision	means a decision made in the exercise of a function of a council under the <i>Environmental Planning and Assessment Act 1979</i> including any decision relating to a development application, an environmental planning instrument, a development control plan or a development contribution plan under that Act, but not including

	the making of an order under Division 9.3 of Part 9 of that Act
performance improvement order	means an order issued under section 438A of the Act
quorum	means the minimum number of councillors or committee members necessary to conduct a meeting
the Regulation	means the <i>Local Government (General) Regulation 2021</i>
webcast	a video or audio broadcast of a meeting transmitted across the internet either concurrently with the meeting or at a later time
year	means the period beginning 1 July and ending the following 30 June

Department:	Office of the Director Corporate Services
Submitted by:	Lee Sisson, Governance Officer
Reference:	ITEM GOV79/24
Subject:	TENTERFIELD SHIRE COUNCIL STATE OF OUR SHIRE REPORT 2021 TO 2024

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK	
CSP Goal:	Leadership - Council is a transparent, financially-sustainable and high-performing organisation, delivering valued services to the Community.
CSP Strategy:	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.
CSP Delivery Program	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 present to Council the State of Our Shire Report (formerly called End of Term Report), from 2021 to 2024, which details the progress Council has made in the implementation of the Community Strategic Plan (CSP) and the Delivery Program (DP) in delivering the goals of the community over the past Council Term.

OFFICER'S RECOMMENDATION:

That Council receives and notes the State of our Shire Report for 2021 to 2024.

BACKGROUND

In accordance with section 428(2) of the *NSW Local Government Act 1993* and Essential Element 1.11 of the Integrated Planning & Reporting Guidelines, the State of our Shire Report 2021-2024 is prepared for the incoming Council in the year of the ordinary election. The State of our Shire Report is presented to the second meeting of a newly elected Council for noting. The report covers the previous Council term and will assess progress with respect to the implementation and effectiveness of the Community Strategic Plan.

The State of our Shire Report, once noted, will be appended to the Annual Report which will be reported to the November 2024 Ordinary Council Meeting.

REPORT:

Council has undertaken a wide range of initiatives, projects and programs during this term in order to deliver on the goals and aspirations of the community, as outlined in the Community Strategic Plan, detailed in the Delivery Program and delivered in the annual Operational Plans.

The Community Strategic Plan details five focus areas that have set the framework for Council during this period, which are:

- Community

Our Governance No. 79 Cont...

- Economy
- Environment
- Transport
- Leadership

The State of our Shire Report focuses on how effective Council has been in delivering social, environmental, economic and civic leadership objectives over the term of the previous Council. It reports against the high-level strategies and priorities of the Community Strategic Plan and has a community focus, rather than a Council one.

The State of our Shire Report must be produced in a format that is easy to read and understand, accessible and reports clearly on key elements of the Community Strategic Plan.

Council's Community Strategic Plan and Delivery Program will be reviewed and redeveloped with the incoming Council and the community between now and 30 June 2025 for implementation from 1 July 2025.

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)
Council meets its commitment to inform the community of the achievements in delivering the Community Strategic Program over the last term of Council.
2. Policy and Regulation
 - *NSW Local Government Act 1993*
 - *NSW Local Government (General) Regulation 2021*
3. Financial (Annual Budget & LTFFP)
Nil.
4. Asset Management (AMS)
Nil.
5. Workforce (WMS)
Nil.
6. Legal and Risk Management
The State of our Shire Report is a statutory requirement. Failure to deliver a Report would result in a significant risk to Council of being non-compliant under the *Local Government Act 1993*.
7. Performance Measures
Nil.
8. Project Management
Nil.

Hein Basson
General Manager

Our Governance No. 79 Cont...

Prepared by staff member:	Lee Sisson
Approved/Reviewed by Manager:	Hein Basson, General Manager
Department:	Office of the Director Corporate Services
Attachments:	1 Tenterfield Shire Council State of our Shire Report 2024 30 Pages

state of our shire report

2021 -2024

NOTED BY COUNCIL XX/XX 2024



State of our Shire Report

The State of our Shire Report 2021-2024 (formerly the End of Term Report) is part of the Integrated Planning and Reporting Framework, it is the final document in this term of Council and will be included with the Annual Report 2023/24.

This document shows our progress in implementing the 10-year Community Strategic Plan via our 4 year Delivery Program and Operational Plan.

You can view these documents on Council's website www.tenterfield.nsw.gov.au

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ACKNOWLEDGEMENT OF COUNTRY

“Tenterfield Shire Council would like to acknowledge the Ngarabal people, the traditional custodians of this land, and also pay our respect to the Jukemba, Bundjalung, Kamilaroi, Githabul and Wahlubul people of our Shire, and extend our respect to all people.”

Mayor's Message

Council is in a stronger financial position than at the start of this term two and a half years ago when Councillors were informed that an 86% rate rise was required. This was a huge shock even though we were the 18th lowest rated shire in the state. The Independent Pricing and Regulatory Tribunal approved a Special Rate Variation (SRV) increase of 43% for the 2023/2024 financial year, and while that was a blow to the community Councillors have deferred applying for a further SRV for the 2024/25 and 2025/26 financial years. Although council's financial situation remains challenging and Council has had to make some hard decisions, it has also been fortunate to have some funding increases that have reduced the immediate impact on ratepayers, and we have been able to reverse or alter some of those, continue to improve infrastructure and provide community services. We have a new General Manager and leadership team with a significantly reduced but dedicated staff.



Mayor Bronwyn Petrie

Council has been frustrated by slow government assessment and approvals of disaster claims from 2021 onwards, however with the tripartite agreement with the State and Federal governments for disaster funding in May 2024 disaster funding will be provided upfront in stages, dramatically improving council's cash flow, and assessments have been expedited.

Other highlights include: the full bitumen sealing of the Mt Lindesay Road; bitumen sealing of additional roads; bridge replacements; significant road works at Drake to enable disaster evacuation; completion of the new Tenterfield Water Treatment Plant; Urbenville Water Augmentation program; village bore program for Liston, Legume, Drake and Torrington; award winning Tenterfield Youth Activation Precinct including skate park, pump track and basketball court; opening of the Tenterfield Memorial Hall after refurbishment; heritage building restorations in Tenterfield and Urbenville; reopening the School of Arts Museum; contracting tourism promotion to the Tenterfield Chamber of Tourism, Industry and Business; lease of the Tenterfield airport to Friends of Tenterfield Aerodrome; assuming management of the Mt Mackenzie Lookout; removal of bushfire risk roadside vegetation; and establishment of a Council Facebook page.

I express my thanks and gratitude to the Councillor team, the staff and the community.

Tenterfield Shire Councillors 2021-2024



Councillors left to right - John Macnish (Deputy Mayor), Peter Petty, Tim Bonner, Tom Peters, Peter Murphy, Kim Rhodes, Greg Sauer, Geoff Nye, Giana Saccon (resigned)

Tenterfield National Monument
Recovery Project
Youth Precinct Bike pump track and
skatepark
Upgrading of disability access to
amenities blocks across the shire
Shire wide signage project
Mingoola Heritage Trail
Sporting & Playground facilities
across the shire



major achievements 2021-2024



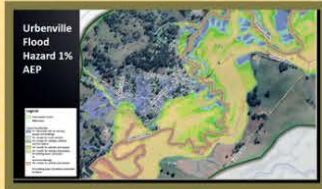
Winner of NSW government
"Most Innovative Youth Week
Program"
Library Refurbishment
Music Events
Food Events
Cultural & Theatre Events
Sports Events
Public Art
Seniors Week



Council has sealed and conducted pavement rehabilitation at various locations along the Mt Lindsay Hwy. With a full pavement reconstruction of 12 km between Legume and Woodenbong. Sealed sections of over 14 local roads. Replaced 5 timber bridges with concrete. Replaced footpaths in Tenterfield and Urbenville.



major achievements 2021-2024



- New Water Treatment Plant for Tenterfield
- Replacement of major water main Tenterfield
- Posi-shell unit deployed to Boonoo Boonoo landfill
- Megamuncher worm farms - Torrington waste station
- Urbenville, Muli Muli and Woodenbong Flood Study
- New weather stations deployed and online



People told us they wanted Tenterfield Shire to be a vibrant, inclusive and safe community where diverse backgrounds and cultures are respected and celebrated.
 People want the community to be supported by accessible and equitably distributed facilities and recreational opportunities for people of all ages.

Provide opportunities for residents to enjoy access to arts, festivals, sporting activities, recreation, community and cultural activities.

Council secured grant funding from Reconnecting Regional NSW, **Community Events Program Grant** to support a range of community events across the Tenterfield Shire, which included the **Tenterfield CBD, Drake, Urbenville, Mingoola** and **Legume**. The events that were held included:

- Music Events - **Beat the Bush concerts**, the **Bavarian Multicultural Music Festival and Markets, Summer under the Stars** - Bruxner Park.
- Food Events - **Eat Street Tenterfield** and the **Tenterfield Farmers & Makers Market**.
- Cultural and Theatre Events - **'The Night Sky Tour'** with an Indigenous astronomer as part of **NAIDOC week celebrations, Oracles of the Bush** (poetry and music), **School of Arts Theatre Program** and **Carnival of the Animals Village Tour**.
- Sports Events - **Gravel n Granite Mountain Bike ride**.
- Inspirational Events - **Tenterfield Wedding Expo** and **Live, Inspire, Lead** long lunch with keynote speaker, Sam Bloom, aiming to inspire the community to action.
- **Christmas Fairs** in Tenterfield, Sunnyside and Urbenville.
- **Australia Day Events** in Urbenville and Sunnyside, the **Tenterfield Volunteer Expo** and the **Sunnyside Sip and Shop Markets, Drake Community Markets, Back to Legume Picnic Day and Dance** and **Mingoola Bonfire Night**.
- Council supported **Senior's week** activities which included the **Art of Ageing** - photographic display, luncheon and entertainment at the Bowling Club and **Mystery Bus Tour**.
- Contribution to **Arts North West** provides arts and cultural development activities, grants and networking opportunities across the region for local artists and organisations.
- **Public Art** was installed throughout Tenterfield Parks, starting at the Youth Precinct and finishing at Millbrook Park.



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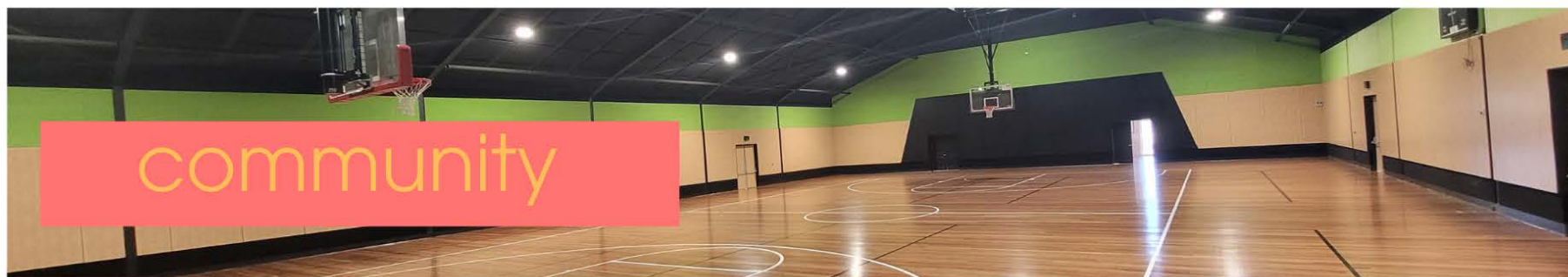
People want the community to be supported by accessible and equitably distributed facilities and recreational opportunities for people of all ages.

Provide opportunities for residents to enjoy access to arts, festivals, sporting activities, recreation, community and cultural activities.

In **2021/2022**, the **Sir Henry Parkes Memorial School of Arts** welcomed **6,531** visitors which constituted attendances for the Museum, live performances, bus tours and live events. Events that were held included; Cinema - screenings (most popular was 'Top Gun Maverick' and 'The Drovers Wife', Theatre (most popular were live performances of the 'Melbourne Comedy Festival' and the production of 'Mother and Son'). Funding was also secured for a series of special school holiday screenings in association with National Youth Week celebrations. The School of Arts (Cinema/Museum/Theatre) closed on 30 July 2023. It was later reopened on 4 February 2024 under a Section 355 Committee.

In **2022/2023** the following **community events** were held:

- **Tenterfield Autumn Festival.**
- **Youth week** - included an **outdoor cinema event** at Bad Manners cafe.
- **Free bike day** in partnership with the Saddlers Mountain Bike Club and Angry Bull Trails. The events were funded through the NSW Government Youth Week grants program.
- Establishment of **'Tenterfield Park Run'** with the Office of Sport & Recreation committing funding to support the initiative.
- **Youth after school music program** 'Get it Together' commenced in 2023 for the duration of 2 school terms. Funded by the NSW Government, Regional NSW Children and Youth People funding.



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Provide safe and accessible public spaces and places that are well maintained, clean and fun.

- **Mingoola Hall** Improvements to include installation of a disabled ramp and upgrades to include 2 ambulant toilets and 1 unisex disabled toilet and parent room.
- Construction of 2 village toilets at **Liston** and **Jennings**, gateway signage and village concept plans for all villages. **Urbenville** received an upgrade to Triangle park, **Drake** installation of safe crossing area, picnic/BBQ area within the playground, **Liston** received installation of a covered BBQ area.
- **Tenterfield Town Centre** revitalization - Phase 2 completed with paving to the footpath between High and Molesworth Streets, installation of planter boxes and street trees, and interpretative panels.
- Shade canopy installation - **Rotary Park**
- **Sunnyside Hall** Improvements included construction of an outdoor covered area overlooking the tennis courts, bathroom fit out and installation of baby change facilities and upgrade the of subfloor by replacing stump footings
- Upgrades to **Drake Hall** included external painting, floors sanded and polished, new roof, gutters and downpipes, upgrades to existing solar system.
- Extension to the **Urbenville** footpath from main street to the Urbenville Hospital.
- Repairs to the **Liston RFS Shed** and **Urbenville SES Shed**.
- **Memorial Hall** internal acoustic and insulation treatments with new fire system installed, fans and lighting. Sanding, recoating and installation of line marking for multi-function timber flooring of the recently refurbished complex.
- **Liston Community Hall** toilets and games room extension, including 5000 gallon tank.
- **Urbenville** beautification and **Pioneer Cottage** works include new footpath paving on the western side of Urban Street. Pioneer Cottage works included replacement of guttering, downpipes, veranda timbers, foundation works.
- **Bolivia Hall** upgrades included an addition of the History Museum, a unisex disability toilet and upgrade to standard disabled.
- **Tenterfield Library Refurbishment** - extensive refurbishment of Library space.



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Provide safe and accessible public spaces and places that are well maintained, clean and fun.

In **2021/2022** visitation at the **Tenterfield Public Library** totaled **11,580**. An increase in digital user activities were identified with statistics showing that 8,316 searches of the Tenterfield Star newspaper archive were sourced. Digitized Mayoral photographs were included in the **Tenterfield Sesquicentenary Commemorative Book**, managed by the Tenterfield Public Library which was completed and published in 2022.

In **2022/2023** the Tenterfield Public Library established a **self-service library resource hub** at **Urbenville** Community Hall. The Urbenville library resource hub is volunteer managed by the Urbenville Progress Association, operating 3 hours per week on Wednesday mornings. Visitation at the **Tenterfield Public Library** totaled **14,601** during this period. The Library closed from 3 June 2023 to 14 August 2023 to undergo its refurbishment project. Funded by State Library NSW, the funding provided updated visitor user experiences including new meeting and **study areas, activity spaces** and **circulation desk**. The Library project managed implementation activities for the refurbishment which included development of the space design plans, sourcing/selection of approved contractors and suppliers, selection and procurement of furnishings, equipment and flooring, collection management and safe removal and storage of the full collection of materials in preparation for works to commence. The new look library was inspired by the rich colours of Autumn in Tenterfield.

Library staff secured a State Library NSW grant to present **25 Tech Savvy Workshops** available free to the community in the library. The range of programs included introductory level workshops in using smart devices to more advanced workshops in email and cyber safety. The Tenterfield Public Library continues to support the community through ongoing weekly children's **Storytime** programs delivered by **'Make it' Tenterfield**.



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Provide safe and accessible public spaces and places that are well maintained, clean and fun.

In **2023/2024** The Tenterfield Public Library held the following events in Youth Week - National Youth Week Celebrations included:

Story Quest - a self directed activity to discover **digital stories** created by young people during 'storyteller workshops' which were held in the Tenterfield Library. The activity was a short walking trail adventure to find decorated rocks with QR codes attached. When you find the rocks, use a smart device to scan the QR codes to discover our young storyteller's tales.

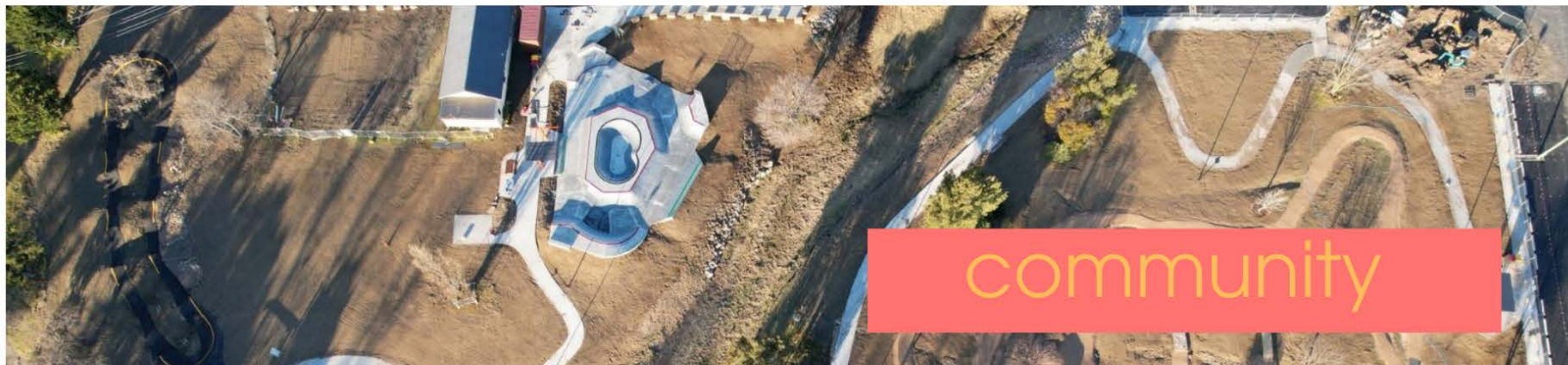
Crafty Party - **Arts and Craft** sessions for all ages. **Skateboard clinics** - Skate legends Isaac Roxburgh and Tony Chavez Jr from Truck Stop Sk8 offered a series of 4 x1 hour skate clinics to help hone tips and tricks like a pro. **Visual Storytelling Workshops, Stop Motion Workshop, Decorate your Winter Table Workshop,** and **Hardcover Book Binding Workshop.**

Council's NSW Youth Week program was awarded 'Finalist' in the NSW Youth Week 2024 'Best Small Council with Most Outstanding Youth Week Program' and 'Most Innovative Youth Week Program' by the NSW Government, winning the overall trophy for **'Most Innovative Youth Week Program'**.

Tenterfield Public Library played host to a special hands-on interactive **STEM** exhibition from **Questacon, Canberra's National Science and Technology Institute.** The exhibition of the 'Fascinating Science' travelling pop-up exhibition covered everyday scientific principles and problem-solving puzzles.

Visitation at the **Tenterfield Public Library** totaled **15,659** during this period.

Tenterfield Shire Council - state of our shire report 2024



People told us they wanted Tenterfield Shire to be a vibrant, inclusive and safe community where diverse backgrounds and cultures are respected and celebrated.
 People want the community to be supported by accessible and equitably distributed facilities and recreational opportunities for people of all ages.

Provide a choice of sporting facilities that cater for the diverse needs of the community.

- This term saw the completion of the **Tenterfield Youth Precinct** which included bike pump tracks, skills track and a contemporary concrete skatepark with bowl.
- **Jennings playground**, exercise area, BBQ area and sealed parking area.
- **Drake playground** with picnic and BBQ area.
- **Urbenville playground** and Liston received installation of a covered BBQ area.
- **Tenterfield War Memorial Baths** sourced a new defibrillator, pool painting and renewal. Increased attendances from 16,150 to 18,399.
- **Tenterfield Archery Shelter** Area received the construction of a covered BBQ Area with deck table and chairs.
- **Tenterfield Memorial Hall Sporting Complex** - construction of 2 sets of change rooms, strengthening of floor, installation of retractable seating which seats 400 people, addition of modular stage, and upgrades to the stormwater of the building.
- **Shirley Park Amenity Refurbishment** included upgraded canteen and change rooms, installation of 2 Cricket Nets and lighting.
- Installation of covered exercise area at **Hockey Fields**, 13 station all access gym with shade cover.
- **Tenterfield Rugby Park** had new fencing erected.
- Revitalization of **Tenterfield netball courts**, replaced with tiled courts.



People told us they wanted Tenterfield Shire to be a vibrant, inclusive and safe community where diverse backgrounds and cultures are respected and celebrated.

People want the community to be supported by accessible and equitably distributed facilities and recreational opportunities for people of all ages.

Promote and recognise the work of volunteers in the community.

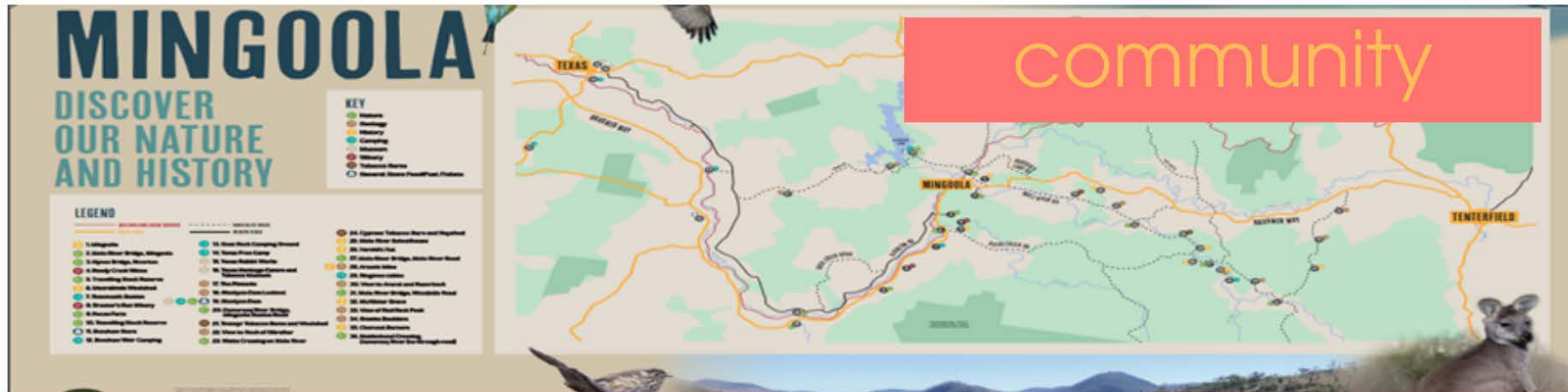
The Sir Henry Parkes Memorial School of Arts was supported by an active group of 14 volunteers participating in the **School of Arts Volunteer Program**. In recognition and acknowledgement of the value and commitment of the volunteer program, Council undertook two volunteer morning tea events and a Christmas party gathering held for volunteers.

The Sir Henry Parkes Memorial School of Arts staff provided ongoing support to the **Volunteer Program** for front of house operations. An extensive review of volunteer on-boarding was conducted which saw the development of the new volunteer on-boarding procedure, volunteer position description and volunteer's handbook. This was to ensure compliance requirements across multiple areas of legislation, including workplace health and safety, and the operational requirements of the School of Arts.

The Sir Henry Parkes Memorial School of Arts staff nominated School of Arts Cinema volunteer, Mr Nick Byrt for the **NSW Volunteer of the Year award** in recognition for this deep commitment to providing projectionist services for the venue and community. Mr Byrt and staff attended the Awards ceremony in Armidale to celebrate his achievements.

Continue to support and partner with the local Aboriginal communities for improved and inclusive outcomes.

In collaboration with the Aboriginal Advisory Committee and Moombeelene Land Council, Tenterfield Shire Council's **'Acknowledgement of Country'** was updated to reflect all aboriginal local groups in the local government area. Acknowledgement is on the opening page of this document.



People told us they wanted Tenterfield Shire to be a vibrant, inclusive and safe community where diverse backgrounds and cultures are respected and celebrated. People want the community to be supported by accessible and equitably distributed facilities and recreational opportunities for people of all ages.

The individual unique qualities and strong sense of local identity of Tenterfield Shires towns, villages and community groups is respected, recognised.

- **Shire Signage Project** - Village identity signage installed at Amosfield, Deepwater, Dumaresq, Jennings, Legume, Tabulam, Urbenville and Woodenbong.
- **Restoration to the Wilsons Downfall Restoration Project** - Historical research, installation of interpretive signs, clearing and grave identification and surveying of the area.
- **Northern Border Walk project** - create, design and installed a series of signs to enhance the walking/riding experience for the hikers/riders along the Northern Border Walking Track.
- **Tenterfield National Monument Recovery Project** - Funded through Council's drought recovery grant, works continued with verandah reconstructions and facade restorations at the Premier Bootmaker, 242 Rouse St, the National Buildings, 271-281 Rouse Street and the former bakery and commercial group, 148-150 High Street.
- **Mingoola Heritage Trail** - Council was successful in gaining a grant to develop a Heritage Trail for Mingoola. The working group of Julia Hapham, Janet White and Deborah Wray collaborated to carry out site visits, research, gather information from local community members and develop ideas for the trail over a two year period. The trail material took the form of four detailed fold out brochures with different routes and places of interest visible from public roads. These were produced in hard copy and electronic form for download on Councils website and two large interpretive sign boards installed near the Mingoola RFS. The major themes of the brochures were **Aboriginal Heritage**, **Our History** (pioneer and early settlement history), **Our Agricultural, Industrial Heritage**, and **Our Natural Heritage** (geology, flora and fauna).



economy



During our community engagement people told us they wanted development of Tenterfield Shire's economic base into a robust and growing economy that supports employment and business opportunities.

Develop and facilitate a diversified and growing economy that is a balance of all economic contributors.

Acknowledging its financial difficulties, Council has been positioning itself to work with and support **community initiatives** that are focused on the nurturing and augmenting of economic development projects, for example, the **Angry Bull Trails** developments. In the same vein, Council has partnered with the local **Tenterfield Chamber of Commerce** to provide exciting destination marketing and initiatives to further grow our visitor economy.

Towards the end of the term, Council has adopted a **renewed focus** on updating and refining its infrastructure **asset management plans**. This action will, over time, translate into Council being in a financial position to adequately maintain and renew its road infrastructure network to facilitate transport of produce and products, including first and last mile considerations.

Manage Council's Livestock Saleyards in a commercial manner.

Council supported the **Livestock Saleyards** with major works including the completion of a lighting upgrade, the installation of a double height loading ramp and the hard stand surfaces fronting the new ramp.

Cattle throughput numbers are slowly increasing income for this facility to hopefully operate on a financial breakeven basis or better into the future.



economy

During our community engagement people told us they wanted development of Tenterfield Shire's economic base into a robust and growing economy that supports employment and business opportunities.

Improve heavy vehicle access across the shire and improve links to regional transport infrastructure to facilitate and support regional development opportunities.

Council has **sealed** a section of Mt Lindesay Road and conducted **pavement rehabilitation** at various locations along Mt Lindesay Road, predominately between Legume and Woodenbong including **full pavement reconstruction** of 12 km of this road.

Council has also **replaced various timber bridges** with concrete structures at the following locations: Boonoo Boonoo Bridge (Mt Lindesay Road), Leeches Gully Bridge, Paddy's Flat Road South, Paddy's Flat Road North, Unnamed Creek and Graham's Creek Road Bridge.

Council has **replaced major timber components** on various bridges, including a new timber superstructure on Cheviot Hills Road, replacement of concrete abutments and construction of timber super structures at Boorook Road Bridge, Mole River Road (Tableland CK) and various others.

The work completed on the Mt Lindesay Road and bridge replacement has improved freight access and access to the **regional transport** infrastructure. These works in turn have linkages to the proposed **Heavy Vehicle Bypass** of Tenterfield.

Council responsible for

- 402 km** sealed rural roads
- 235.3 km** sealed regional roads
- 74 km** sealed Tenterfield & Village Streets
- 963.5 km** unsealed rural roads
- 152** Bridges
- 4,570** culverts and pipes



environment

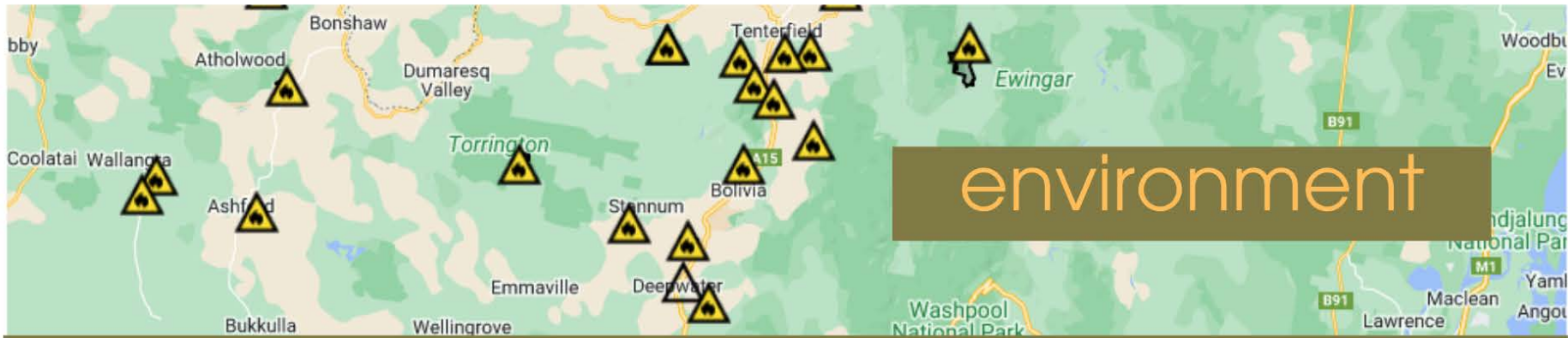
During our community engagement people told us that they wanted our natural environment to be protected, enhanced and promoted for future generations. Importantly people want Council to provide secure, sustainable and environmentally sound infrastructure and services that underpin Councils service delivery.

Town and village planning supports and enhances local place making principles to deliver sustainable land use management practices for our natural environment.

- **Shire Signage** installed at Amosfield, Deepwater, Dumaresq, Jennings, Legume, Tabulam, Urbenville and Woodenbong.
- Improvements to Drake Resource Centre included construction of an **emergency response shed** and improvements to gardens and signage.
- Restoration to the **Wilson's Downfall Restoration Project** - Historical research, installation of interpretive signs, clearing and grave identification, and surveying of the area.

We are prepared, resourced and educated as a community to deal with natural disasters such as bushfires, storm and flood events.

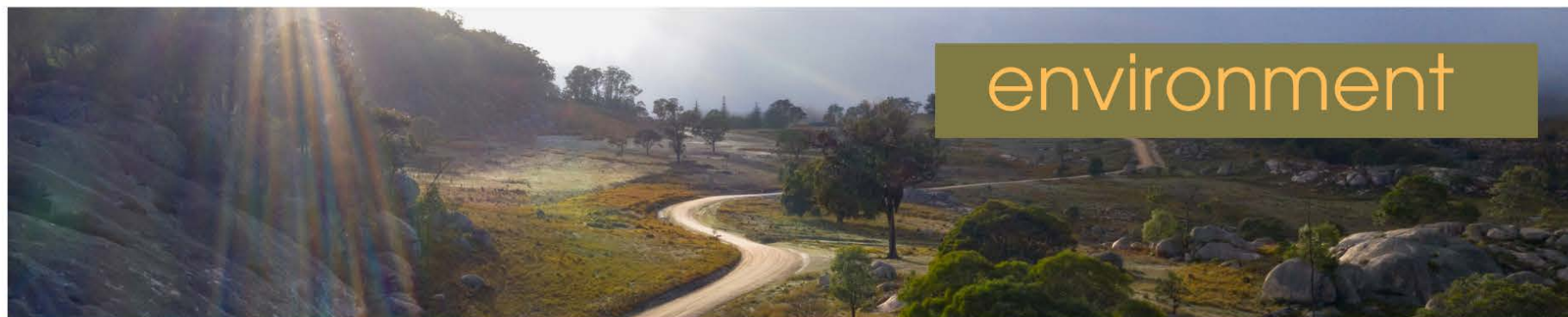
- **Drought Management Plan** reviewed and updated annually.
- Replacement of the **flood warning gauging system** completed and live online.
- Urbenville, Mulli Mulli and Woodenbong **Flood Study** provided by the DPI Grant Funds completed.
- **New weather stations** deployed and online.
- **Bore and storage tank** completed at Liston and Legume under the Tenterfield Sustainable and Disaster Resilient Communities program.
- **Bore** completed at Shirley Park Tenterfield.



During our community engagement people told us that they wanted our natural environment to be protected, enhanced and promoted for future generations. Importantly people want Council to provide secure, sustainable and environmentally sound infrastructure and services that underpin Councils service delivery.

We are prepared, resourced and educated as a community to deal with natural disasters such as bushfires, storm and flood events.

- **Local Emergency Mangement Committee** meetings were well attended over the term.
- **Mingoola Rural Fire Service Shed** project completed.
- Community Recovery Officer engaged October 2021 and worked with the community and relevant stakeholders with COVID and **Bushfire recovery initiatives** and support.
- **Local Emergency Management Plan** was reviewed and implemented in 2024.
- **Bush Fire Management Committee (BFMC)** meetings attended.
- Local Emergency Management Committee was invited to attend Southern Downs Regional Council's (QLD) Local Emergency Management Committee, providing a cross border network and collaboration on cross border emergencies.
- **NSW Reconstruction Authority** meeting held with Council staff to work on **Pre-event Recovery Plan**, which supports the Emergency Management Plan (EMPLAN) by identifying specific roles and responsibilities within recovery and is a sub-plan of the EMPLAN.
- Various **bushfire events** occurred in 2023 within the Tenterfield Local Government Area. A section 44 emergency was declared. Council provided initial response action to assist combat agencies, with Council Local Emergency Management Officer attending the Emergency Operations Centre (EOC) in Glenn Innes. Council worked closely with the community, various combat agencies and the NSW Reconstruction Authority to provide needed support and advice regarding recovery.
- Community Recovery Program was terminated in March 2024.



During our community engagement people told us that they wanted our natural environment to be protected, enhanced and promoted for future generations. Importantly people want Council to provide secure, sustainable and environmentally sound infrastructure and services that underpin Councils service delivery.

Our community is educated, encouraged and supported to implement sustainable strategies for the management and protection of our natural resources.

Weeds pose a serious threat to human and animal health, to primary production and our natural environment. They reduce farm productivity, displace native species, harbour pest animals and contribute to ongoing land degradation.

On going monitoring, surveillance and control of State and Regional priority weed species within the Tenterfield LGA has seen the containment and in some cases, the reduction of some of these weeds. **Black knapweed** was found in Tenterfield in 2019 and due to the ongoing treatments and surveillance of roadsides and private property in the area, a large reduction in plant numbers has been seen. Constant surveillance and control work on **Tropical Soda Apple** has been carried out yearly.

Education and awareness programs have been undertaken in high-risk areas and assistance has been provided to affected landholders through grant funding and some assistance with control work.

Gorse has been contained to a small section of roadside on the Mt Lindesay Highway and Boonoo Boonoo Falls Road, regular inspections on control work are carried out. Yearly inspections for Water Hyacinth on the Dumaresq River have found no evidence of re-emergence of the weed to date.

The roadsides within the Tenterfield LGA have improved with the yearly control work that has been undertaken each year for asset protection, targeting weeds such as **Blackberry, Lantana** and **Giant Parramatta Grass** to name a few.

environment


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Deliver a total water cycle management approach including water conservation and complying with relevant acts and legislation.

- **New Tenterfield Water Treatment Plant** completed.
- NSW Dam Safety regulation with compulsory **risk assessment** for the dam under NSW Dam Safety requirements completed. Inspection of Dam completed 2022.
- **Replacement of the major water main** for the new filtration plant in Tenterfield's East Street Reservoir.
- Clive Street Tenterfield, **water main replacement** completed.
- Apex Park **bore** dispenser completed.
- Mag-flow meter installed at East Street reservoir as part of the **leakage reduction pilot program**.
- Stage one of Cowper Street Tenterfield water main replacement is completed with stage two preparations pending.
- The new **Tenterfield Water Treatment Plant** has been put through its paces undertaking two rounds of proof of performance testing.

Deliver an affordable waste management solution for the community to best manage waste and recycling opportunities.

- **Recycling stations** installed at Liston, Drake and Torrington
- **Torrington waste transfer station** completed from conversion of unmanned landfill operation.
- Repair of fire damage to **Boonoo Boonoo Cells 1 and 2 completed**. Fencing of the damaged cells completed. New fluted compactor wheels delivered
- Alternative cover landfill (Posi-shell) spray unit completed and deployed to **Boonoo Boonoo landfill**. Boonoo Boonoo site offices completed. Installation of weighbridge, gates and remote security camera system completed and new leachate pond has commenced construction.
- Roll out of **Mega muncher**, Food Organics Green Organics (FOGO) - **worm farms** for Torrington.
- All **statutory waste reporting** completed.
- Due to Tenterfield Shire having an ageing population, **hydraulic bin lifters** have been deployed to waste transfer stations.



environment

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Deliver affordable and effective wastewater management solutions for the community.

- All **statutory reporting** completed.
- **Manhole refurbishment, replacement and relining** is a program requirement under Environmental Protection Agency (EPA) licensing. Assessment and completion has taken place in Tenterfield, with repairs completed for 37 of the highest risk assets. 25 manholes were relined completing all asset grade 4 and 5 repairs.
- **Network mapping** to ensure the accuracy of current geographical information services (GIS) is complete. The GIS survey was conducted alongside the **manhole asset inspections**.
- Tenterfield **sewer smoke testing** program commenced in 2022 with 17 issues being identified.
- To ensure best performance of the Tenterfield Sewerage Treatment Plant, contractors were engaged to clean the pump stations and de-sludge the Sewerage Treatment Plant sludge lagoons and finishing ponds. Pump station cleaning is complete.
- Pump station 2 at Urbenville, failure of duty and standby pumps installation complete.
- **Integrated Water Catchment Management** (Part 2), asset inspections completed 2024.



Our transport network is important to the Tenterfield Shire community, at our community engagement sessions the community told us that they wanted Tenterfield Shire to have an effective transport network that is safe, efficient and affordable.

Deliver a well-designed, safe road network, including carparking, footpaths and cycleways, that is suitable for all users now and take into consideration future network demand.

Council has sealed sections of **Mt Lindesay Road** - 5.5km section past Harrigan's Lane, 4.1km section south of Maryland Bridge and conducted pavement rehabilitation at various locations along Mt Lindesay Road, predominately between **Legume** and **Woodenbong** including **full pavement reconstruction** of 12km.

Council has **sealed local roads**, including sections on Black Swamp Road, Washpool Creek Road, Leeches Gully Road, Robinsons Lane, Paddy's Flat Road North, Homestead Road, Haddocks Road, Timbarra Sreet and Undercliffe Road.

Council has **replaced various timber bridges** with concrete structures at the following locations: Boonoo Boonoo Bridge (Mt Lindesay Road), Leeches Gully Bridge, Paddy's Flat Road South, Paddy's Flat Road North, Unnamed Creek and Graham's Creek Road Bridge.

Council has replaced major timber components on various bridges, including a **new timber superstructure** on Cheviot Hills Road. Replacement of concrete abutments and construction of timber super structures at Boorook Road Bridge, Mole River Road (Tableland Creek) and various others.

Council has replaced **footpath** on Miles Sreet between Scott Sreet and Rouse Sreet, **Tenterfield**, and Beary Sreet, **Urbenville**.

Deliver an adequate storm water and drainage infrastructure is provided, maintained and renewed.

Council has **replaced pipes and gully inlets** in Riley Sreet, Landers Sreet and Miles Street. **Earth drainage** works are ongoing in Tenterfield and surrounding villages.

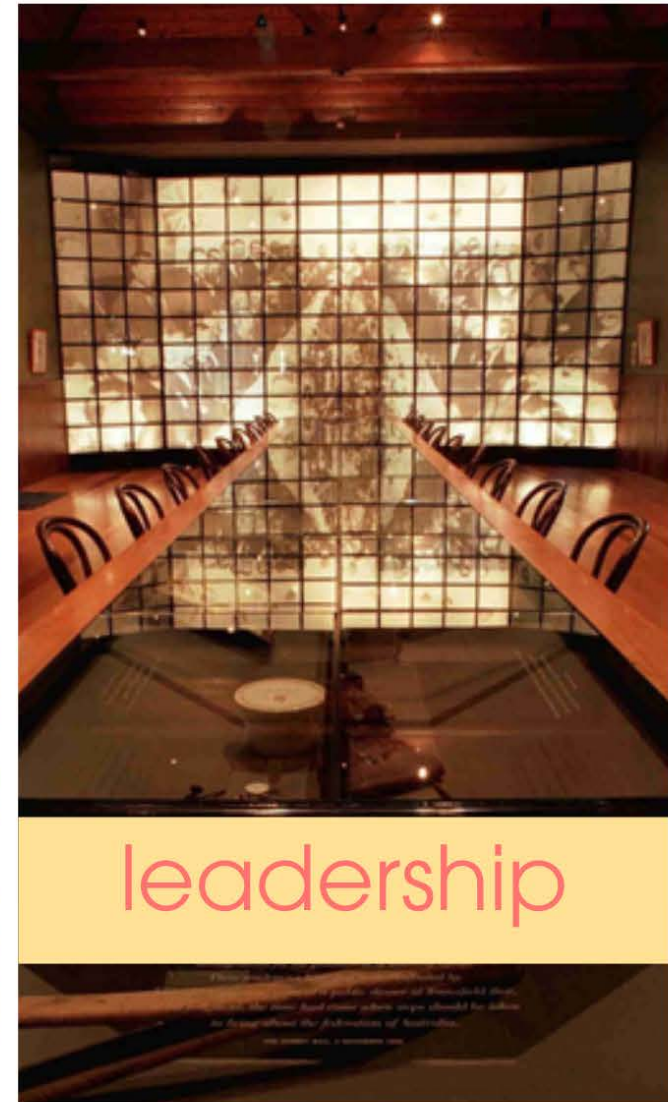
Our community told us that they wanted Council to be a transparent, financially sustainable and high performing organisation, delivering valued services to the community. People told us they wanted the resources and advocacy of Council aligned to support the delivery of the community vision outlined in the Community Strategic Plan.

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.

Council adopted the revised **Risk Framework** for risk management and improvement in local government during this term. This included adoption of legislated requirements for the Audit, Risk and Improvement Committee, as well as Council's **Internal Audit** requirements. Council undertook a **strategic assurance mapping** program, with the outcome identifying service areas where internal audits will be undertaken in the next term of Council, from September 2024 to June 2027. Council also adopted a range of statutory changes in policies. Examples include, but are not limited to, the Public Interest Disclosure Policy, based on the NSW Ombudsman's Office model policy, and Statement of Business Ethics, to include elements reflecting NSW and Commonwealth Modern Slavery legislation brought into effect during the term.

Tenterfield use the **Integrated Planning & Reporting (IPR)** framework to guide their planning and reporting activities. Beginning with **Community Engagement** which started in early 2022, we developed our **Community Strategic Plan, Resourcing Strategy**, which included 3 inter-related elements: Long-Term Financial Plan, Workforce Management Plan and Asset Management Plan, **Delivery Program** and yearly **Operational Plans**. Tenterfield Shire Council's decision making processes throughout the term have been linked back to IPR to support and deliver the communities needs and aspirations. All statutory reporting completed annually and as required.

Council has participated in the **Records Management Assessment Program** conducted by NSW State Records during this term of Council. The program reports back to State Records on Council's compliance with legislation and regulations around the handling, recording and storage of all official records managed and held by Council. Council has also progressed its **Digitisation Program**, with the bulk of records having been scanned. Categorisation of scanned documents is continuing, in line with the NSW Business Classification Scheme.



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leadership

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Workforce Development & Safety

2021/2022

- Consultation, communication and participation processes in line with legislative requirements relating to worker health and wellbeing. Training conducted in Mental Health First Aid for Managers and Mental Health Awareness for all staff.
- All staff were provided access to Council's Employee assistance Program (EAP). This program was ongoing throughout the term. Employee health checks provided.
- Staff were provided with recognition, incentive and succession planning programs.
- 2021 Workforce Development and Safety continued to assess evolving work practices and procedures in line with the changing COVID environment and NSW health mandates. COVID-19 vaccinations for staff were organised for those eligible. The management of the COVID-19 risk is conducted within council's existing risk management framework and the legislative requirements under the WHS Act and Regulation.
- Training and development funding was sourced to secure free training e.g First Aid.
- Through the supporting apprentices and trainees' retention wage subsidy program, 11 staff members enrolled in Certificate IV in Civil Construction and another in Certificate III in Civil Construction. This was finalised in December 2023.
- Strategic workforce planning occurred and a review of the organisation's structure occurred with a focus on casuals, trainees, contractors and outstanding recruitments.
- Challenges were faced aligning technical skill shortages with skill supply.
- Moratorium on positions was implemented. All vacancies were reviewed by the Chief Executive and recruitment was put on hold unless extenuating circumstances arose due to financial sustainability.
- **2021 Full-time equivalent (FTE) - 112**

2022/2023

- Organisational review of Council's enterprise risks and classifications occurred leading to improved reporting and risk maturity.
- Financial, operational and wellbeing concerns continued to be discussed with staff following the workplace environment of restricted resourcing and the effects on staff morale, output, health and wellbeing service level expectations. An increase to EAP services was obtained to include an outreach program each week.

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leadership

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Workforce Development & Safety

2022/2023 - Continued

- Skin checks were organised and provided to all staff that wished to participate in this initiative, meeting legislative requirements.
- Skill enhancement and career development training curtailed due to financial environment.
- Increase in staff turnover occurred. Recruitment moratorium continued. Some technical roles were being recruited approved by the Chief Executive.
- Implementation of Workforce Management Strategies were impeded by financial constraints.
- The repositioning of staff resourcing occurred to ensure, where possible the retention of valuable staff assets.
- **2022 Full-time equivalent (FTE) - 106**

2023/2024

- Senior staff resignations of Chief Corporate Officer, Chief Executive Officer, and Director of Infrastructure within a short period of time saw a further change in staff morale.
- Interim General Manager commenced October 2023 finalising his appointment in March 2024. During his tenure, the Director of Infrastructure and General Manager positions were recruited.
- **2023 Full-time equivalent (FTE) - 103**
- Recruitment of critical technical skilled positions advertised as approved by the General Manager. Challenges of economic and market climate facing local rural Council's impeding acquisition of quality talent.
- Position description reviews undertaken to provide clarity around roles and associated service delivery accountabilities and to assist in realigning business strategies with delivery and operational plans.
- Audiometric testing conducted 2024 following changes in the Workplace Health & safety legislation. Flu Vaccination program provided to staff.
- Statecover and Statewide Mutual reports undertaken and submitted.
- Extensive work was undertaken on Council's workforce review, Organisational Structure and payroll budget due to financial implications.
- **2024 Full-time equivalent (FTE) - 82**

Our community told us that they wanted Council to be a transparent, financially sustainable and high performing organisation, delivering valued services to the community. People told us they wanted the resources and advocacy of Council aligned to support the delivery of the community vision outlined in the Community Strategic Plan.

Deliver continuous improvements in Council's business, processes and systems.

Council's customers have **adapted to technology** over the term, with significant increases in telephone and email communication to service areas. The average number of telephone calls to customer service each month during the term was 500, with individual months often exceeding 650 calls alone to customer service.

There was a corresponding increase in email traffic to Council's email box, with commensurate increases in the use of **online applications** for Council services. The use of technology has partly assisted the ability of a greatly reduced customer service workforce to handle and process customer and stakeholder enquiries and requests.

Management of Council's assets will be long term and focused on meeting the needs of the community now, and into the future.

Council continues to develop **asset management plans** and maintain current **condition ratings** of assets by inspections of roads and bridges with **data** that will allow Council to have benchmarks for condition rating comparisons into the future.

Plant replacement and plant management is Council's focus by applying funding as available to fund plant replacement.

Asset sustainability is a focus of Council into the future.

Council operates in a financially responsible manner when doing **Commercial Works** by utilising Council's adopted Fees and Charges rates to do works. Council officers monitor that Council profits from these works.



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Work with key stakeholders and the community to lobby for adequate health services in our region.

The **Mayor** and **Deputy Mayor** through their **stakeholder engagement** with Regional, State and Federal bodies have advocated for the ongoing improvement of health services within our region. An example of this is the identification of Ambulance vehicles not being suitable to access all areas within the Local Government Area, hence the local State Member of Parliament supporting of Council's view that at least one **all terrain Ambulance** be provided.

Services to our community are provided in an equitable, safe, professional, friendly and timely manner consistent with our corporate values.

Council is in a **transitional period** where resources, both human and financial, have been severely restricted to accommodate the Council's financial reality - impacting on its ability to provide services to best practice levels and standards.

With reduced staffing numbers and access to financial resources, Council is pursuing innovative avenues to provide core services to the community in accordance with its **'ICARE' values of Integrity, Community Focus, Accountability, Respect and Excellence.**

Lobby and support government and local service providers to enhance communications infrastructure across the Tenterfield Shire.

Council has advocated on the behalf of Tenterfield Shire for **enhanced communications** infrastructure, stakeholder **nbn** has developed a Regional Upgrade Program which will benefit the Tenterfield Local Government Area. Many residents in Tenterfield serviced by the nbn network via a **Fibre to the Curb** (FTTC) can now upgrade to **Fibre to the Premises** (FTTP). nbn has also started work on upgrading the nbn **Fixed Wireless** network in the Shire to help those customers access faster speeds and once complete will also allow some customers within the nbn Sky Muster footprint to access the nbn Fixed Wireless network.



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Ensure Council operates in an effective and financially sustainable manner to deliver affordable services.

The former Council was elected in December 2021 and inducted in mid - January 2022 and initially conducted community consultation process as part of the Community Strategic Plan in late January 2022, to understand community needs and expectation of Council. Following this a second round of community consultation was held in April 2022 across the Shire with attendance at these events higher than at previous consultations due to the inclusion of the Special Rate variation scenario in the Long-Term Financial Plan to address community expectations.

Council on 25 May 2022 adopted its ten-year long term financial plan as part of the Integrated Planning and Reporting Framework (Resolution 98/22). The plan forecasts a 'Net Operating Result before Grants and Contributions provided for Capital purposes' deficit range between \$3.5 million and \$5.7 million in the general fund for the next ten years without a special rate variation.

Two scenarios were presented as part of the consultation process and form part of the Long-Term Financial plan and the Integrated Planning and Reporting Framework documents on public exhibition.

Scenario (a) - A Special Rate Variation (SRV) of 43% in FY 2023/2024 and a 43% Special Rate Variation in Financial Year 2024/2025, resulting in a compound (accumulative) impact of 104.49%.

Scenario (b) - A Special Rate Variation (SRV) of 28% in FY 2023/2024, 28% Special Rate Variation in Financial Year 2024/2025 and a Special Rate Variation of 28% in Financial Year 2025/2026, resulting in a compound (accumulative) impact of 109.715%.

Community consultations and information sessions were held between April 2022 to September 2022 where Council requested community feedback and provided face to face meetings with executive staff to go through concerns and/or comments regarding the Special Rate Variation.



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leadership

Ensure Council operates in an effective and financially sustainable manner to deliver affordable services. Continued.

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.

On 12 December 2022 Council had formally applied for a Special Rate Variation of 43% (including rate peg) in 2023/2024 and 43% (including rate peg) in 2024/2025.

IPART's decision on the Special Rate Variation

Council's application to IPART was not approved in full. Based on the assessment of Council's application against the OLG Guidelines and consideration of stakeholder submission Council was approved a one yer permanent Special Variation of 43%.

The one year SRV of 43% approved was consistent with the first year of the Council's proposed 2 year SRV of 104.49%. This resulted in Council raising an additional \$1.87 million in rates revenue (above the actual rate peg of 4.2%) in 2023/2024.

Council continued to improve its finances during the past two years of the Council term.

Investments - In 2022 Council had total investment balance of \$6 million. By the end of term, Council investment balances was \$13 million as at June 2024. Council continues to invest surplus funds in financial markets, in accordance with Council Investment Policy guidelines.

Loans - Since 2022, council borrowed \$2.604 million on 31 March 2022 and another loan of \$3.1 million on 29 March 2023 to keep itself financially viable and have sufficient funds to conduct capital works. Post IPART determination to increase rate revenue by \$1.87 million effective 2023/2024 Financial Year and a reduction on Employee costs by approximately \$1.5 million, Council did not borrow any new funds.

As of 30 June 2024, Council had Principal Loan balance of \$20.128 million compared to \$21.078 million in 2023.

Our community told us that they wanted Council to be a transparent, financially sustainable and high performing organisation, delivering valued services to the community. People told us they wanted the resources and advocacy of Council aligned to support the delivery of the community vision outlined in the Community Strategic Plan.

leadership

Ensure Council operates in an effective and financially sustainable manner to deliver affordable services. Continued.

Corporate Market Loan - In January 2022, Council approved the establishment of a Corporate Markets Loan with the National Australia Bank, with a drawdown facility limit of \$5.0 million to assist in working capital. As of 30 June 2024, Council did not use any amount from this facility. Considering councils improving financial situation, on July 2024 Council resolved to extend the facility for another 12 months but with a revised drawdown facility of \$2.67 million.

The strong financial management since 2022 has resulted in Council having a positive unrestricted cash since then and as part of the fiscal repair strategy key steps have been taken to maintain financial management.

Information Technology and Advancements - During the past two years Tenterfield Shire Council Finance and IT team has taken a proactive approach in reducing IT operating costs and risk, while advancing the technologies in use to ensure efficiency and productivity.

Primary areas of improvement focus around, Information Technology, telecommunications and digital Geographic Information Systems (GIS). IT Systems will see a better than 40% (approx. \$1.5 million over the next 5 years) operating cost reduction after the implementation projects have been completed, with a move to the cloud environment and current SaaS ERP solutions to drive advanced reporting for accurate operational and economic decision making. In this age of cyber security risk, these new solutions provide the highest level of security to protect Tenterfield Shire Council customer's data and privacy.

GIS systems have previously been outsourced to consulting companies at a high cost, Tenterfield Shire council is implementing solutions to bring most of this work in-house. Accurate and integrated GIS systems are a core functional requirement to drive much of the graphical information and historical records required for long term planning of asset management, prioritising maintenance works and financial management to ensure the ongoing improvement of Tenterfield Shire's infrastructure assets.

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Website: www.tenterfield.nsw.gov.au



Department:	Office of the Director Corporate Services
Submitted by:	Roy Jones, Manager Finance & Technology
Reference:	ITEM GOV80/24
Subject:	RETURNS DISCLOSING PECUNIARY INTEREST

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK	
CSP Goal:	Leadership - Council is a transparent, financially-sustainable and high-performing organisation, delivering valued services to the Community.
CSP Strategy:	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.
CSP Delivery Program	Promote and support community involvement in Council decision making process.

SUMMARY

The purpose of this report is to convey to Councillors and designated persons, the requirements to lodge disclosure of interest returns with the General Manager.

OFFICER'S RECOMMENDATION:

That all elected Councillors provide the General Manager with their duly completed primary disclosure of interest forms by Wednesday, 18 December 2024.

BACKGROUND

Clauses 4.21 and 4.22 set out below state: new Councillors are required to complete a Primary Return upon commencing their duties as Councillors. Therefore, the return for the is due to be lodged with the General Manager by December 2024.

Disclosure of interests in written returns

4.9 A councillor must make and lodge with the general manager a return in the form set out in schedule 2 to this code, disclosing the Councillor's interests as specified in schedule 1 to this code within 3 months after:

- (a) becoming a councillor, and*
- (b) 30 June of each year, and*
- (c) the councillor becoming aware of an interest they are required to disclose under schedule 1 that has not been previously disclosed in a return lodged under paragraphs (a) or (b).*

4.10 A councillor need not make and lodge a return under clause 4.9 paragraphs (a) and (b) if:

- (a) they made and lodged a return under that clause in the preceding 3 months, or*
- (b) they have ceased to be a councillor in the preceding 3 months.*

Our Governance No. 80 Cont...

Once completed these returns, in accordance with the provisions of the *Government Information (Public Access) Act 2009* (GIPA Act), constitute an open access document and is as such subject to mandatory proactive release. This will be achieved by the provision of copies **of these documents through Council's Website and a tabling of the** completed returns at the February 2024 Council meeting. In order to ensure that the disclosure of interest returns are received by the due date, a copy of the return form has been provided to Councillors as an attachment to this report.

A hard copy will also be provided separately for Councillors.

REPORT:

As summarised **above, Council's adopted Code of Conduct informs Councillors and** designated persons of their obligations regarding both the declaration of a pecuniary interest and the requirement to submit an annual return.

This information, in accordance with the provisions of the Code of Conduct and the GIPA Act is then made publicly available, in so doing it seeks to ensure the ongoing openness and transparency of Council in all its actions.

Given the nature of information disclosed in the return, Council acknowledges that the returns may contain personal information about the person concerned, and, potentially, about third parties such as family members. This is information which individuals may have concerns about disclosing publicly on a website and may object to publication following consultation under the GIPA Act.

Taking this into consideration, Councillors and designated persons should note that **contained within the GIPA Act is the provision for Council to protect such "personal information". Specifically, in accordance with Section 6(4) of the GIPA Act, in which agencies are required to "facilitate public access to open access information contained in a record by deleting matter from a copy of record to be made publicly available, if inclusion of the matter would otherwise result in there being an overriding public interest against disclosure of the record, and it is practicable to delete the matter".**

As such, once the completed returns are received by Council, prior to their publication, the information **contained within the returns will be displayed on Council's website in an** open and transparent manner.

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)
Nil.
2. Policy and Regulation
As detailed in the policy.
3. Financial (Annual Budget & LTFP)
There are no financial considerations for Council, however the required returns deal with the pecuniary interests of all Councillors and designated persons.
4. Asset Management (AMS)

Our Governance No. 80 Cont...

Nil.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

The requirement for Councillors and designated persons, to complete and lodge a disclosure of interests acts as an important risk mitigation strategy. It assists with the identification and management of potential conflicts of interest that may arise in the operations of Council.

7. Performance Measures

Nil.

8. Project Management

Nil.

Hein Basson
General Manager

Prepared by staff member:	Roy Jones
Approved/Reviewed by Manager:	Hein Basson, General Manager
Department:	Office of the Director Corporate Services
Attachments:	1 Disclosure of pecuniary interest form

Disclosures by councillors and designated persons
 Return



OFFICE USE ONLY
 Date received:
 Received by:

1. The pecuniary interests and other matters to be disclosed in this return are prescribed by Schedule 1 of the Model Code of Conduct for Local Councils in NSW (the Model Code of Conduct)
2. If this is the first return you have been required to lodge with the general manager after becoming a councillor or designated person, do not complete Parts C, D and I of the return. All other parts of the return should be completed with appropriate information based on your circumstances at the return date, that is, the date on which you became a councillor or designated person.
3. If you have previously lodged a return with the general manager and you are completing this return for the purposes of disclosing a new interest that was not disclosed in the last return you lodged with the general manager, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year or the date on which you became a councillor or designated person, (whichever is the later date), to the return date which is the date you became aware of the new interest to be disclosed in your updated return.
4. If you have previously lodged a return with the general manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12 month period commencing on 30 June of the previous year to 30 June this year.
5. This form must be completed using block letters or typed.
6. If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.
7. If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the **work "NIL" is to be placed in an appropriate space under that heading.**

Important information

This information is being collected for the purpose of complying with clause 4.21 of the Model Code of Conduct.

You must not lodge a return that you know or ought reasonably to know is false or misleading in a material particular (see clause 4.23 of the Model Code of Conduct). Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the council, the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

The information collected on this form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the Government Information (Public Access) Act 2009, the Government Information (Public Access) Regulation 2009 and any guidelines issued by the Information Commissioner.

You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest that you have previously failed to disclose, you must submit an updated return within three months of becoming aware of the previously undisclosed interest.

DISCLOSURE OF PECUNIARY INTERESTS AND OTHER MATTERS BY

_____ as at _____
full name of councillor or designated person *return date*

in respect of the period from _____ to _____

Councillor's or designated person's signature: _____ date: _____

A. REAL PROPERTY

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June <i>(address)</i>	Nature of Interest <i>(details)</i>

B. SOURCES OF INCOME

1. Sources of income I:

- reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June, and
- received from an occupation at any time since 30 June:

Description of occupation <i>(description)</i>	Name and address of employer or description of office held (if applicable) <i>(name and address)</i>	Name under which partnership conducted (if applicable) <i>(name)</i>

2. Sources of income I:

- reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June, and
- received from a trust since 30 June:

Name and address of settlor <i>(description)</i>	Name and address of trustee <i>(name and address)</i>

3. Sources of income I:

- reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June, and
- received at any time since 30 June:

Sources of other income <i>(include description sufficient to identify the person from whom, or the circumstances in which, that income was received)</i>

C. GIFTS

Description of each gift I received at any time since 30 June <i>(details)</i>	Name and address of donor <i>(name and address)</i>

D. CONTRIBUTIONS TO TRAVEL

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Names of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
<i>(name and address)</i>	<i>(dates)</i>	<i>(names)</i>

E. INTERESTS AND POSITIONS IN CORPORATIONS

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
<i>(name and address)</i>	<i>(details)</i>	<i>(details)</i>	<i>(details)</i>

F. PROPERTY DEVELOPMENT

Were you a property developer or a close associate of a property developer on the return date? [YES/NO]

G. POSITIONS IN TRADE UNIONS AND PROFESSIONAL OR BUSINESS ASSOCIATIONS

Name of each trade union and each professional or business trade	Name and address of donor
<i>(details)</i>	<i>(name and address)</i>

H. DEBTS

Name and address of each person to whom I was liable to pay any debts at the return date/at any time since 30 June
<i>(name)</i>

Department:	Office of the Director Corporate Services
Submitted by:	Roy Jones, Manager Finance & Technology
Reference:	ITEM GOV81/24
Subject:	RELATED PARTY DISCLOSURE POLICY

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK	
CSP Goal:	Leadership - Council is a transparent, financially-sustainable and high-performing organisation, delivering valued services to the Community.
CSP Strategy:	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.
CSP Delivery Program	Promote and support community involvement in Council decision making process.

SUMMARY

The purpose of this report is to convey to newly elected Councillors the requirements to lodge Disclosure by Key Management Personnel forms with the General Manager.

OFFICER'S RECOMMENDATION:

That all newly elected Councillors provide the General Manager with their duly completed Related Party Disclosure by Key Management Personnel forms by Thursday, 31 October 2024.

BACKGROUND

Council policies are instruments that communicate decisions and directions for pursuing **Council's specific goals. Regular reviews of Council policies are required to ensure these policies are current and fit for purpose.**

Under the *Local Government Act 1993* and *Local Government (General) Regulation 2021* all NSW local government bodies must produce Annual Financial Statements that comply with the Australian Accounting Standards.

Related parties include Council's Key Management Personnel (KMP), their close family members, and any entities that they or any of their close family members control or jointly control.

If there is a related party transaction with Council applicable to a reporting financial year, AASB 124 require Council to disclose in the financial statements the nature of the related party relationship and information about the transaction, including outstanding balances and commitments associated with the transition.

REPORT:

From 1 July 2016, the Australian Accounting Standard Board has determined that AASB 124 – Related Party Disclosures will apply to government entities, including local government. Council is required to disclose Related Party Relationships and Key Management Personnel (KMP) compensation in its annual financial statements.

Our Governance No. 81 Cont...

Council, in complying with disclosure requirements of AASB 124, will:

1. Identify related party relationships, related party transactions and ordinary citizen transactions;
2. Identify information about the related party transactions for disclosures;
3. Establish systems to capture and record the related party transactions and information about those transactions;
4. Identify the circumstances in which disclosure of the items in subparagraphs (1) and (2) are required; and
5. Determine the disclosures to be made about those items in the General Purpose Financial Statements for the purpose of complying with AASB 124.

1. Related Party Disclosure Policy

All Key Management Personnel (KMP) are responsible for identifying their close family members and entities they or close family members control for each financial year, using the KMP Related Party Notification forms.

The policy has been reviewed and updated for changes in the collection timeframe of completing the KMP forms.

The current policy adopted on 24 July 2024 – Minute number (117/24) – states under section 3.3.1 Related Party Disclosures: Key Management Personnel to provide a related party disclosure form (attached), notifying any existing or potential related party transactions between Council and either themselves, their close family members or entities controlled or jointly controlled by them or any of their close family members to Manager Finance and Technology as per specified notification period:

- a) *30 days after the commencement of the application of this Policy;*
- b) *30 days after a KMP commences or ceases their term of employment with Council; and*
- c) *30 June each year (unless in a year in which the KMP has commenced or ceased their term or employment with Council).*

The updated policy states that the Manager Finance and Technology will in future fulfill this function.

Please note that if a KMP identifies related parties at other times in the year, they are to submit an updated KMP Related Party Notification form to the Manager Finance & Technology.

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)
Nil.
2. Policy and Regulation
As detailed in the policy.

Our Governance No. 81 Cont...

3. Financial (Annual Budget & LTFP)

There are no direct financial considerations for Council, however, the policy and **subsequent declarations required are necessary to ensure Council's compliance** with the accounting standard AASB 124.

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

The obligation to submit returns is with Councillors and other Key Management **Personnel. It is known that the annual audit of Council's financial statements will** include an audit of Councillors compliance with this requirement.

The requirement for Councillors and other Key Management Personnel to complete and lodge a disclosure assists as an important risk mitigation strategy. It assists with the identification and management of potential conflicts of interest that may arise in the operation of Council.

7. Performance Measures

Nil.

8. Project Management

Nil.

Hein Basson
General Manager

Prepared by staff member: Roy Jones
Approved/Reviewed by Manager: Hein Basson, General Manager
Department: Office of the Director Corporate Services
Attachments: 1 RELATED PARTY DISCLOSURE POLICY



RELATED PARTY DISCLOSURE POLICY

Summary:

This Policy has been developed to provide guidance in complying with the Local Government Act, section 413(3), which requires Council to prepare its General Purpose Financial Statements in compliance with Australian Accounting Standards. The relevant standard for the purpose of this Policy is AASB 124 Related Party Disclosures, July 2015 (AASB 124).

Policy Number	1.189
File Number	CM/54
Document version	V4.0
Adoption Date	24 July 2024
Approved By	Council
Endorsed By	General Manager
Minute Number	117/24
Consultation Period	N/A
Review Due Date	May 2026 – 2 years
Department	Director Corporate Services
Policy Custodian	Manager Finance & Technology
Superseded Documents	N/A
Related Document	1.160 - Payment of Expenses and Provision of Facilities to Councillors Policy (V13.0) Code of Conduct Procedures for Council's Administration of the Code of Conduct Privacy Management Plan
Delegations of Authority	General Manager, Director Corporate Services, Manager Finance and Technology (Responsible Accounting Officer)

1. Policy Objectives

The objective of the Policy is to ensure that the existence of certain related party relationships, related party transactions and information about the transactions, necessary for users to understand the potential effects on the Financial Statements **are properly identified, recorded in Council's systems, and disclosed in Council's** General Purpose Financial Statements in compliance with AASB 124, the Privacy and Personal Information Protection Act 1998 [PPIPA] and the Government Information (Public Access) Act 2009 [GIPAA].

2. Policy Statement

Council in complying with disclosure requirements in AASB 124, will;

- (1) Identify related party relationships, related party transactions and ordinary citizen transactions;
- (2) Identify information about the related party transactions for disclosure;
- (3) Establish systems to capture and record the related party transactions and information about those transactions;
- (4) Identify the circumstances in which disclosure of the items in subparagraphs (1) and (2) are required; and
- (5) Determine the disclosures to be made about those items in the General Purpose Financial Statements for the purpose of complying with AASB 124.

3. Scope / AASB 124 Disclosure Requirements

3.1.1 Disclosures

To comply with AASB 124, for annual periods beginning on or after 1 July 2016, Council will make the following disclosures in its General Purpose Financial Statements:

- (a) Relationships between Council and its subsidiaries, irrespective of whether there have been transactions between them.¹
- (b) Key management personnel (KMP) compensation in total and for each of the following categories: ^{2 3}
 - (i) short-term employee benefits;
 - (ii) post-employment benefits;
 - (iii) other long term benefits; and
 - (iv) termination benefits.
- (c) Amounts incurred by Council for the provision of KMP services that are provided by a separate management entity.⁴
- (d) The information specified in Section 3 . 1 . 2 for related party transactions with the following persons during the periods covered by the Financial Statement:⁵
 - (i) Council subsidiaries;
 - (ii) entities who are associates of Council or of a Council subsidiary;
 - (iii) joint ventures in which Council or a Council subsidiary is a joint venturer;
 - (iv) **Council's** KMP;
 - (v) other related parties, comprising:
 - (a) a close family member of a KMP of Council;
 - (b) entities controlled or jointly controlled by a KMP of Council;
 - (c) entities controlled or jointly controlled by a close family member of a KMP of Council;
 - (d) other entities as specified in AASB 124, paragraph 9(b)(iii), (iv), (v) and (viii),

3.1.2 Disclosed Information

For each category of related party transactions specified in Section 3.1.1 (d), Council will disclose the following **information in Council's General Purpose Financial Statements**:

- (a) the nature of the related party relationship;
- (b) the amount of the transactions;
- (c) the amount of outstanding balances, including commitments, and:
 - (i) their terms and conditions, including whether they are secured, and the nature of the consideration to be provided in settlement; and
 - (ii) details of any guarantees given or received;
- (d) provisions for doubtful debts related to the amount of outstanding balances; and
- (e) the expense recognised during the period in respect of bad or doubtful debts due from related parties.

3.1.3 Disclosed in Aggregate or Separate

For each related party category specified in Section 3.1.1 (d), Council will disclose information specified in Section 3.1.2 for related party transactions of a similar nature in aggregate except when separate disclosure is necessary for an understanding of the effects of related party transactions on the Financial Statements of Council, having regard to the following criteria:

- (a) the nature of the related party relationship;
- (b) the significance of the transaction (individually or collectively) in terms of size or value (including where the materiality arises due to the fact that no consideration for the transaction is given or received by Council);
- (c) whether the transaction is carried out on non-**arm's** length terms;
- (d) whether the nature of the transaction is outside normal day-to-day business operations, based on the factors and thresholds under the direction of the Manager Finance & Technology **in consultation with Council's external auditor**.

¹ See AASB 124, paragraphs 13, Aus13.1, 14, 15, and 16.

² See AASB 124, paragraphs 17 and 17A.

³ Note: This requirement is in addition and separate to the disclosure of senior management **remuneration in Council's annual report**, pursuant to the *Local Government (General) Regulation 2005*, clause 217.

⁴ See AASB 124, paragraph 18A.

⁵ See AASB 124, paragraphs 18 to 24.

3.2. IDENTIFYING COUNCIL RELATED PARTY RELATIONSHIPS AND TRANSACTIONS

3.2.1 Identification

The Manager Finance & Technology is responsible for identifying Council subsidiaries, associates and joint ventures (incorporated and unincorporated) from the Related Entities Register, a document which is prepared to substantiate Note 19 of the **Financial Statements "Interests in Other Entities"**.

3.2.2 Control or Joint Control

To determine whether Council has control or joint control of an entity, the Manager Finance & Technology is responsible for applying Australian Accounting Standards AASB 10 Consolidated Financial Statements and AASB 11 Joint Arrangements.

3.2.3 Associate or Joint Venture

To determine whether an entity is an associate of, or in a joint venture with, Council or a Council subsidiary the Manager Finance & Technology is responsible for applying AASB 128 investments in associates and joint ventures.

3.2.4 Electronic Investigation

The Manager Finance & Technology is responsible for investigating through **Council's** business system whether any identified Council subsidiaries, associates or joint ventures have an existing related party transaction with Council.

3.2.5 Information Extraction

The Manager Finance & Technology is responsible for identifying and extracting information specified in Section 3.1.2 against each existing related party transaction **in Council's business systems for the purpose of recording the** related party transactions and associated information in a register of related party transactions.

3.2.6 Manual Investigation and Recording of Information

For related party transactions that are not captured by **Council's business** systems, the Manager Finance & Technology is responsible for manually reviewing the transactional documentation and record the information specified in Section 3.1.2 for the subject transaction in the register of related party transactions.

3.3 IDENTIFYING RELATED PARTY TRANSACTIONS WITH KMP AND THEIR CLOSE FAMILY MEMBERS

3.3.1 Related Party Disclosures

KMP must provide a related party disclosure in the form set out in Attachment A, notifying any existing or potential related party transactions between Council and either themselves, their close family members or entities controlled or jointly controlled by them or any of their close family members, subject to Section 3.5, to the Manager Finance & Technology by no later than the following periods during a financial year. The collection of this information will be coordinated by the Manager Finance & Technology. (*specified notification period*):

- a) No later than thirty (30) days after a KMP commences or ceases their term or employment with Council.
- b) No later than thirty (30) days after the commencement of the Financial Year effective 1 July 2024 onwards.

3.3.2 Related Party Disclosure Form

At least 30 days before a specified notification period, the Manager Finance and Technology will provide KMP with a Related Party Disclosure Form (Attachment A) and a Privacy Collection Notice (Attachment B).

3.3.3 Suspected Related Party Transaction

If a KMP suspects that a transaction may constitute a related party transaction, the KMP should provide a related party in the Related Party Disclosure Form. Regardless of whether a KMP suspects that a transaction may constitute a related party transactions, **all forms should be returned with a "nil return" being recorded if applicable.**

3.3.4 Other Notifications

The notification requirements in Section 3 are in addition to the notifications a KMP must make to comply with:

- (a) **council's, Code of Conduct; and**
- (b) the disclosure of interests in a written return pursuant to section 450A of the *Local Government Act 1993 and Local Government (General) Regulation 2005*.

3.3.5 Exclusions

The notification requirements in Section 3 do not apply to:

- (a) related party transactions that are ordinary citizen transactions as determined under Section 3.4; and
- (b) the Mayor and Councillors expenses incurred and facilities provided during the financial year under **Council's Payment of Expenses and Provision of Facilities to Councillors' Policy**, the particulars of which are contained in **Council's Annual Report pursuant to the Local Government (General) Regulation 2005**, clause 217.

3.3.6 Information Extraction

The Manager Finance & Technology is responsible for identifying information specified in Section 3.1.2 against each notified related party transaction in **Council's business systems for the purpose of recording the related party transactions** and associated information in the register of related party transactions.

3.3.7 Other Sources of Information

To ensure all related party transactions are captured and recorded, the Manager Finance & Technology is responsible for reviewing, if required, other sources of information held by Council including, without limitation:

- (a) a register of interests of a KMP and of persons related to the KMP;
- (b) minutes of Council and committee meetings;
- (c) **Council's Contracts'** Register.

3.3.8 Manual Investigation and Recording of Information

For notified related party transactions that are not captured by Council's business systems, the Manager Finance & Technology is responsible for manually reviewing the transactional documentation and record the information specified in Section 3.1.2 for the subject transaction in the register of related party transactions.

3.4 ORDINARY CITIZEN TRANSACTIONS

A KMP is not required to notify in a related party disclosure and Council will not disclose in its Financial Statements, related party transactions that are ordinary citizen transactions.

3.5 REGISTER OF RELATED PARTY TRANSACTIONS

3.5.1 Maintain a Register

The Manager Finance & Technology is responsible for maintaining and keeping up to date a register of related party transactions that captures and records the information specified in Section 3.1.2 for each existing or potential related party transaction during a financial year. The Manager Finance & Technology will liaise with Director Corporate Services and other relevant staff to who are responsible for ensuring **KMP's** are provided with the Related Party Disclosure Form in a timely manner.

3.5.2 Contents of Register

The contents of the register of related party transactions must detail for each related party transaction:

- (a) the description of the related party transaction;
- (b) the name of the related party;
- (c) the nature of the related **party's** relationship with Council;
- (d) whether the notified related party transaction is existing or potential;
- (e) a description of the transactional documents the subject of the related party transaction;
- (f) the information specified in Section 3.1.2.

The Manager Finance & Technology is responsible for ensuring that the information **specified in Section 3.1.2 is disclosed in Council's Financial Statements to the extent, and in the manner stipulated by AASB 124, subject to Section 3.1.3.**

3.6 INFORMATION PRIVACY

3.6.1 Confidential

The following information is classified as confidential and is not available for inspection by or disclosure to the public, including through a GIPAA application:

- (a) information (including personal information) provided by a KMP in a related party disclosure; and
- (b) personal information contained in a register of related party transactions.

3.6.2 When Consent is Required

Except as specified in this Policy, Council and other permitted recipients will not use or disclose personal information provided in a related party disclosure by a KMP or contained in a register of related party transactions for any other purpose or to any other person except with the prior written consent of the subject KMP.

3.6.3 Permitted Recipients

The following persons are permitted to access, use and disclose the information (including personal information) provided in a related party disclosure or contained in a register of related party transactions for the purposes specified in Section 3.6.4:

- (a) the General Manager;
- (b) the Manager Finance & Technology, Director Corporate Services;
- (c) an Auditor of Council (including a Contract Audit Agent appointed by the Audit Office of NSW on behalf of the NSW Auditor General);
- (d) Other Officers as delegated by the General Manager.

3.6.4 Permitted Purposes

A person specified in Section 3.6.3 may access, use and disclose information (including personal information) in a related party disclosure or contained in a register of related party transactions for the following purposes:

- (a) to assess and verify a notified related party transaction;
- (b) to reconcile identified related party transactions against those notified in a related party disclosure or contained in a register of related party transactions;
- (c) to comply with the disclosure requirements of AASB 124;
- (d) to verify compliance with the disclosure requirements of AASB 124.

An individual may access their personal information provided by a KMP in a related party disclosure or contained in a register of related party transactions in accordance with ***Council's Privacy Management Plan***.

3.7 GOVERNMENT INFORMATION (PUBLIC ACCESS) [GIPAA] STATUS

3.7.1 No Public Inspection

The following documents are not open to or available for inspection by the public:

- (a) related party disclosures provided by a KMP; and
- (b) a register of related party transactions.

3.7.2 Not GIPAA – Accessible

A GIPAA application seeking access to:

- (a) a document or information (including personal information) provided by a KMP in a related party disclosure; or
- (b) personal information contained in a register of related party transactions; will be refused on the grounds the document or information comprises information for which there is an overriding public interest against disclosure pursuant to Section 14 of GIPAA.

3.7.3 Transactional Documentation

A GIPAA application seeking access to and release of transactional information and documentation the subject of a related party transaction with Council will be considered, assessed and decided in accordance with **Council's** usual procedures regarding applications made under GIPAA.

4. Accountability, Roles & Responsibility

Policy Custodian

The Director Corporate services is the custodian for this policy. As the custodian he/she is responsible for managing policy compliance and initiating the policy review process as well as having responsibility for policy implementation.

Jurisdiction

No authority to depart from this policy is granted to any person. All actions and decisions must be in accordance with this policy and this policy can only be varied by Council.

5. Definitions

Each of the following expressions in bold bears the meaning shown below:

Arm's length terms

Terms between parties that are reasonable in the circumstances of the transaction that would result from:

- (a) neither party bearing the other any special duty or obligation; and
- (b) the parties being unrelated and uninfluenced by the other; and each party having acted in its own interest.

Associate

In relation to an entity (*the first entity*), an entity over which the first entity has significant influence.

Close family members or close members of the family

In relation to a KMP, family members who may be expected to influence, or be influenced by that KMP in their dealings with Council will include:

- (a) that **person's** children and spouse or domestic partner;
- (b) children of that **person's** spouse or domestic partner; and
- (c) dependants of that person or that **person's** spouse or domestic partner.

For the purpose of AASB 124, close family members could include extended members of a family (such as, without limitation, parents, siblings, grandparents, uncles/aunts or cousins) *if* they could be expected to influence, or be influenced by, the KMP in their dealings with Council.

Control

Control of an entity is present when there is:

- (a) power over the entity; and
- (b) exposure or rights to variable returns from involvement with the entity; and
- (c) the ability to use power over the entity to affect the amount of returns received as determined in accordance with AASB 10 *Consolidated Financial Statements, Paragraphs 5 to 18, Appendices A (Defined Terms) and B (Application Guidance)*.

Joint control

The contractually agreed sharing of control of an arrangement, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.

Joint venture

An arrangement of which two or more parties have joint control and have right to the net assets of the arrangement.

Joint venturer

A party to a joint venture that has joint control of that joint venture.

KMP

Person(s) having authority and responsibility for planning, directing and controlling the activities of Council. Specifically, KMP of Council are the:

- (a) Mayor;
- (b) Councillors;
- (c) General Manager;
- (d) Directors;
- (e) Manager Finance & Technology
- (f) Manager Planning & Regulation

Ordinary citizen transactions

Transactions that an ordinary citizen would undertake with Council, which is **undertaken on arm's length terms and** in the ordinary course of carrying out **Council's functions and activities**.

Examples of ordinary citizen transactions are:

- (a) paying rates and utility charges;
- (b) using **Council's** public facilities after paying the corresponding fees.

Related party

A person or entity that is related to Council pursuant to the definition contained in AASB 124, Paragraph 9. Examples of related parties of Council are:

- (a) Council subsidiaries;
- (b) KMP;
- (c) close family members of KMP;
- (d) entities that are controlled or jointly controlled by KMP or their close family members.

Related party transaction

A transfer of resources, services or obligations between the Council and a related party, regardless of whether a price is charged. Examples of related party transactions are:

- (a) purchases or sales of goods;
- (b) purchases or sales of property and other assets;
- (c) rendering or receiving of services;
- (d) rendering or receiving of goods;
- (e) leases;
- (f) transfers under licence agreements;

- (g) transfers under finance arrangements (example: loans);
- (h) provision of guarantees (given or received);
- (i) commitments to do something if a particular event occurs or does not occur in the future;
- (j) settlement of liabilities on behalf of Council or by Council on behalf of that related party.

Related party disclosure

A document entitled *Related Party Disclosure by Key Management Personnel* in the form set out in Attachment A.

6. Related Documents, Standards & Guidelines

LEGISLATIVE REFERENCES

Local Government Act 1993 and Local Government (General) Regulation 2005, Accounting Standard AASB 124 July 2015 Related Party Disclosures Privacy and Personal Information Protection Act 1998 [PPIPA] Government Information (Public Access) Act 2009 [GIPAA].

RELATED POLICIES / PROCEDURES

Code of Conduct

Procedures for Council’s Administration of the Code of Conduct

Payment of Expenses and Provision of Facilities to **Councillor’s** Policy

Privacy Management Plan

7. Version Control & Change History

Version	Date	Modified by	Details
V1.0	22/03/2017	Council	Adoption of Original Policy
V1.0	04/07/2017	Council	Policy out on Public Exhibition 4 July to 17 July 2017
V2.0	26/07/2017	Council	Adoption of Policy (Res No. 134/17)
V3.0	23/05/2018	Council	Revision of Policy. (Res No. 98/17)
V4.0	21/12/2022	Council	Readoption of Policy (Res No. 248/22)
V5.0	24/07/2024	Council	Revision of Policy (Res No. 117/24)



Attachment A

Related Party Disclosure by Key Management Personnel

[Note: This document is confidential and is not GIPAA-accessible. See Council's Related Party Disclosure Policy]

Name of Key Management Personnel: _____

Position of Key Management Personnel: _____

Please read the Privacy Collection Notice provided with this notification, which explains what is a related party transaction and the purposes for which Council is collecting and will use and disclose, the related party information provided by you in this notification.

Please complete the table below **for each related party transaction with Council** that you, or a close member of your family, or an entity related to you or a close member of your family:

- (a) has previously entered into **and** which will continue in the _____ financial year; or
- (b) has entered into, or is reasonably likely to enter into, in the _____ financial year.

Description of Related Party Transaction	Is transaction existing/potential?	Related Party's Name (Individual's or entity's name)	Related Party's Relationship/ Reasons why related	Description of Transaction Documents or Changes to the Related Party

Description of Related Party Transaction	Is transaction existing/potential?	Related Party's Name (Individual's or entity's name)	Related Party's Relationship/ Reasons why related	Description of Transaction Documents or Changes to the Related Party

Notification

I _____ notify that, to the best of my knowledge, information and belief,

(Full name)

(Position)

as at the date of this notification, the above list includes all existing and potential related party transactions with Council involving myself, close members of my family, or entities controlled or jointly controlled by me or close members of my family, relevant to the _____ financial year.

I make this notification after reading the Privacy Collection Notice provided by Tenterfield Shire Council, which details the meaning of the words "related party", "related party transaction", "close members of the family of a person" and, in relation to an entity, "control" or "joint control", and the purposes for which this information will be used and disclosed.

I permit the Manager Finance & Technology and the other permitted recipients specified in Council's Related Party Disclosure Policy to access the register of interests of me and persons related to me and to use the information for the purposes specified in that policy.

Signature of named Key Management Personnel: _____

PRIVACY COLLECTION NOTICE
RELATED PARTY DISCLOSURES BY KEY MANAGEMENT PERSONNEL

Purpose of Collection, Use and Disclosure

Effective for annual periods beginning on or after 1 July 2016, Council must disclose certain related party relationships and related party transactions together with information associated with those transactions in its general purpose financial statements, in order to comply with *Australian Accounting Standard AASB 124 Related Party Disclosures July 2015 (AASB 124)*.

Related parties include Council's key management personnel (KMP), their close family members, and any entities that they or any of their close family members control or jointly control.

A related party transaction is any transaction (whether a transfer of resources, services or obligations) between the reporting local government and any of the related parties, whether monetary or not.

If there is a related party transaction with Council applicable to a reporting financial year, AASB 124 requires Council to disclose in the financial statements the nature of the related party relationship and information about the transaction, including outstanding balances and commitments associated with the transaction. Disclosure in the financial statements may be in the aggregate and/or made separately, depending on the materiality of the transaction.

For more information about Council's disclosure requirements under AASB 124, please refer to Council's Related Party Disclosure Policy.

Notifications by Key Management Personnel

In order to comply with AASB 124, Council has adopted a policy that requires all members of its KMP to periodically provide notifications to the Manager Finance & Technology of any existing or potential related party transactions between Council and any of their related parties during a financial year, and any changes to previously notified related party relationships and transactions relevant to the subject financial year.

To this end, each KMP must provide a Related Party Disclosure, in the approved form, notifying any existing or potential related party transactions between Council and any related parties of the KMP, to the Manager Finance & Technology by no later than the following periods during a financial year:

- a) No later than thirty (30) days after a KMP commences or ceases their term or employment with Council.
- b) No later than thirty (30) days after the commencement of the Financial Year effective 1 July 2024 onwards.

Note, these related party disclosure requirements are in addition to the notifications KMPs are required to make to comply with Council's Code of Conduct.

This includes disclosures relating to Conflicts of Interest (Pecuniary and Non Pecuniary) and Gifts and Benefits.

Council's Auditors may audit related party information as part of the annual external audit.

For privacy and right to information status of this information, please refer to Council's Related Party Disclosure Policy.

Who are KMPs?

KMPs are persons having authority and responsibility for planning, directing and controlling the activities of Council, directly or indirectly.

For Council, KMPs include the:

- Mayor;
- Councillors;
- General Manager;
- Directors;
- Manager Finance & Technology
- Manager Planning & Regulation
- Any Staff Member acting in the position of a KMP – to be determined by General Manager.

Who are close family members of a KMP Person?

Close family members, or close members of the family, of a KMP are family members who may be expected to influence, or be influenced by, that person in their dealings with Council and include:

- (a) that person’s children and spouse or domestic partner;
- (b) children of that person’s spouse or domestic partner; and
- (c) dependants of that person or that person’s spouse or domestic partner.

Under AASB 124, close family members could include extended members of a family (such as, without limitation, a parent, grandparent, siblings, etc) *if* they could be expected to influence, or be influenced by, the KMP in their dealings with Council.

The following table may assist you in identifying your close family members:

Definitely a close family member	Maybe a close family member
Your spouse/domestic partner	Your brothers and sisters, if they could be expected to influence, or be influenced by, you in their dealings with Council
Your children	Your aunts, uncles and cousins, if they could be expected to influence, or be influenced by, you in their dealings with Council
Your dependants	Your parents and grandparents, if they could be expected to influence, or be influenced by, you in their dealings with Council
Children of your spouse/domestic partner	Your nieces and nephews, if they could be expected to influence, or be influenced by, you in their dealings with Council
Dependants of your spouse/domestic partner	Any other member of your family if they could be expected to influence, or be influenced, by you in their dealings with Council

What is an entity that I, or my close family member, control or jointly control?

Entities include companies, trusts, incorporated and unincorporated associations such as clubs and charities, joint ventures and partnerships.

Control

You control an entity if you have:

- (a) power over the entity;
- (b) exposure, or rights, to variable returns from your involvement with the entity; and
- (c) the ability to use your power over the entity to affect the amount of your returns.¹

Example of control

Fred is the Mayor of Sunny Shire Council and owns 100% of the ordinary shares in Sunny Development Company Pty Ltd (the company). The ordinary shares are the only shares in the company that have voting rights.

Fred controls the company because he has the power to affect the company's decisions and the return that he will get from the company.

Fred will need to include the company on his related party disclosure.

Joint control

To jointly control an entity there must be contractually agreed sharing of control of the entity, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.

Example of joint control

Fred is the Mayor of Sunny Shire Council and owns 50% of the ordinary shares in Sunny Development Company Pty Ltd (the company). Fred's brother Stan owns the other 50% of the ordinary shares. Fred and Stan are the only Directors of the company and have equal voting rights on the board.

Fred and Stan have joint control of the company because any decisions require the unanimous consent of them both.

Fred will need to include the company on his related party disclosure and the entity's related party relationship with Fred and Stan.

In some cases, it will be obvious that you or a family member control or have joint control over an entity. In other cases it will be less clear.

If you are unsure whether you, or a close family member, has control or joint control of an entity then you should contact the Manager Finance & Technology for a confidential discussion.

[End of Privacy Collection Notice]

Department:	Office of the Director Corporate Services
Submitted by:	Lee Sisson, Governance Officer
Reference:	ITEM GOV82/24
Subject:	APPOINTMENT OF COUNCIL DELEGATES TO COMMITTEES AND EXTERNAL ORGANISATIONS

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK	
CSP Goal:	Leadership - Resources and advocacy of Council are aligned to support the delivery of the community vision outlined in the Community Strategic Plan.
CSP Strategy:	Services to our community are provided in an equitable, safe, professional, friendly and timely manner consistent with our corporate values.
Delivery Plan Action:	Provide sound and inclusive decisions using the Community Engagement Strategy to guide our interactions.
Operational Plan Action:	Comply with the regulatory and legislative requirements of Councils as outlined by the Office of Local Government and other bodies.

SUMMARY

The purpose of this report is for Council to nominate Councillors as its official delegates to priority Council and Community Committees for the period October 2024 to September 2026.

OFFICER'S RECOMMENDATION:

That Council determines its delegates to Specific Purpose Committees and other External Committees and Organisation as per the table below for the proceeding two-year period, i.e. October 2024 to September 2026.

Our Governance No. 82 Cont...

Specific Purpose Committees	Traditional Representation	Delegate/s	Meeting Frequency	Responsibility
Audit, Risk & Improvement Committee	One Councillor		Quarterly	Governance Officer
Australia Day Awards Committee	Mayor Three Councillors One reserve Councillor		Annually following closure of Australia Day nominations - dependent on nomination numbers	Executive Assistant
Sir Henry Parkes Memorial School of Arts Joint Management Committee	Mayor One Councillor		When required however at least six monthly	Executive Assistant General Manager
Tenterfield Chamber of Commerce – Tourism Committee	Two Councillors		As required	TCTIB
General Manager's Performance Evaluation Committee	Mayor Deputy Mayor One Councillor Another Councillor nominated by GM General Manager		At least annually but preferably six monthly.	Executive Assistant General Manager
External Committees & Organisations	Representation	Delegate/s	Meeting Frequency	Responsibility
Country Mayors Association	Mayor		Quarterly	Executive Assistant (Travel & Accommodation)
Tenterfield Shire Local Traffic Committee	Mayor Two Councillors		Bi-monthly, or as needed	Manager Works
Local Emergency Management Committee	Mayor One Councillor Manager Property & Development		Quarterly	LEMO
Bushfire Management Committee	One Councillor Manager Workforce, Safety, Risk & Records		Quarterly	BMC
Local Health Advisory Committee	Mayor		Monthly	LHAC
Border Region Organisation of Councils (BROC)	Mayor One Councillor		Quarterly	Executive Assistant (Travel & Accommodation)
Joint Regional Planning Panels	Mayor One Councillor as an alternate		As Required	JRP
Murray Darling Association	Mayor and/or Deputy Mayor		Quarterly	MDA
National Timber Councils'	One Councillor		As Required	NTC

Our Governance No. 82 Cont...

BACKGROUND

It has been Council's custom to annually in September determine its delegates to Special Purpose Committees and representation on other external bodies.

Council has had a significant number of Committees in the past, which number has dwindled because of a lack of interest, the Covid-pandemic, and a lack of funding and resources to keep on pursuing this commitment.

REPORT:

For purposes of this Council Meeting, the General Manager, in consultation with some other staff, has reviewed the list of Committees and identified the following as being of high priority:

Specific Purpose Committees

- Audit, Risk and Improvement Committee
- Australia Day Awards Committee
- Sir Henry Parkes Memorial School of Arts Joint Management Committee
- Tenterfield Chamber of Commerce – Tourism Committee
- General Manager Performance Evaluation Committee

External Committees and Organisations

- Country Mayors Association
- Tenterfield Shire Local Traffic Committee
- Local Emergency Management Committee
- Bushfire Management Committee
- Local Health Advisory Committee
- Border Region Organisation of Councils (BROC)
- Joint Regional Planning Panels
- Murray Darling Association
- National Timber **Councils'**

Council is in the process of working towards determining its core functions. Therefore, it could be deemed unwise to appoint delegates to Committees that are not forming a part of these core functions moving forward.

Once Council has worked through the exercise of determining its core functions, it may choose to revisit its list of delegates to Committees and External Organisations.

Mayoral elections used to be held every year in September. This annual timeframe provided for the custom to develop in local government for not only Mayoral and Deputy Mayoral elections to occur in September – but also the consecutive appointment of delegates onto Council Committees and External Organisations.

This scenario has now changed, with Mayoral elections occurring bi-annually. Council has also resolved to have a two-year Deputy Mayoral term. It is therefore deemed appropriate for the appointment of delegates onto Committees to also in future coincide with this timeframe, unless Council wants to pursue a different approach.

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)
Community committees could be seen as forming a part of Council's community engagement and communication actions.

Our Governance No. 82 Cont...

2. Policy and Regulation
 - *NSW Local Government Act 1993*;
 - *NSW Local Government (General) Regulations 2021*; and
 - Tenterfield Shire Council Code of Meeting Practice 2020.
3. Financial (Annual Budget & LTFFP)
No additional "sittings fees" are applicable for delegates to Committees or External organisations. Travelling and accommodation costs may be applicable to delegates attending meetings elsewhere, and Council has made provision for such expenses in its 2024/2025 Operational Plan and Budget.
4. Asset Management (AMS)
Nil.
5. Workforce (WMS)
Typically, Council Committees need to be "serviced" by staff; developing and sending out agendas, doing and distributing minutes, and following up on decisions and actions emanating from those meetings and minutes. Council is currently not in a position to provide administrative support to any additional Committees.
6. Legal and Risk Management
Nil.
7. Performance Measures
Nil.
8. Project Management
Nil.

Hein Basson
General Manager

Prepared by staff member: Lee Sisson; Hein Basson
Approved/Reviewed by Manager: Hein Basson, General Manager
Department: Office of the Director Corporate Services
Attachments: There are no attachments for this report.

Department:	Office of the Director Corporate Services
Submitted by:	Roy Jones, Manager Finance & Technology
Reference:	ITEM GOV83/24
Subject:	FINANCE & ACCOUNTS - PERIOD ENDED 31 AUGUST 2024

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK	
CSP Goal:	Leadership - Council is a transparent, financially-sustainable and high-performing organisation, delivering valued services to the Community.
CSP Strategy:	Ensure Council operates in an effective and financially sustainable manner to deliver affordable services.
CSP Delivery Program	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.

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

OFFICER'S RECOMMENDATION:

That Council notes the Finance and Accounts Report for the period ended 31 August 2024.

BACKGROUND

In accordance with Clause 212 of the *Local Government (General) Regulation 2021* 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.

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

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 of 31 August 2024.

Cash Book Balances on this date were as follows: -

Our Governance No. 83 Cont...

General (Consolidated)	\$ 51,902,207.00	Credit
General Trust	\$69,074.00	Credit

(b) Summary of Investments

Attachment to this report is a certified schedule of all Council's investments as of 31 August 2024 showing the various invested amounts and applicable interest rates.

Concealed Water Leakage Concession Policy Update

For the month of August, 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 20 applications for 603 Certificates in August 2024.

In the calendar year to date, there have been 197 applications compared to 149 applications for the same period last year.

Cash and Investments – Detailed Analysis of External Restrictions

Please note: Council is currently undertaking its Annual Financial Statements and Audit reporting requirements for 30 June 2024. Detailed analysis will be presented after the completion of Audit process.

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.

Our Governance No. 83 Cont...

7. Performance Measures
Nil.

8. Project Management
Nil.

Hein Basson
General Manager

Prepared by staff member: Roy Jones, Manager Finance & Technology

Approved/Reviewed by
Manager: Hein Basson, General Manager

Department: Office of the Director Corporate Services

Attachments: 1 Investment Report - As at 31 August 2024 1 Page

TENTERFIELD SHIRE COUNCIL - SUMMARY OF INVESTMENTS 31 AUGUST 2024

Financial Institution	Issuer Rating	Investment Term	Maturity Date	Interest Rate	Amount	Percentage Exposure
NAB	AA-	91 Days	21/Oct/24	5.15%	1,500,000.00	8.57%
NAB	AA-	181 Days	25/Nov/24	5.10%	1,000,000.00	5.71%
NAB	AA-	90 Days	09/Sep/24	5.00%	2,000,000.00	11.43%
NAB	AA-	90 Days	27/Nov/24	4.95%	3,000,000.00	17.14%
TOTAL NAB INVESTMENTS					7,500,000.00	42.86%
Commonwealth Bank	AA-	3 Months	16/Sep/24	4.69%	3,000,000.00	17.14%
TOTAL CBA INVESTMENTS					3,000,000.00	17.14%
Westpac	AA-	3 Months	30/Oct/24	4.99%	1,500,000.00	8.57%
Westpac	AA-	3 Months	29/Nov/24	4.89%	2,000,000.00	11.43%
Westpac	AA-	3 Months	12/Sep/24	4.91%	2,000,000.00	11.43%
Westpac	AA-	3 Months	29/Nov/24	4.89%	1,500,000.00	8.57%
TOTAL WESTPAC INVESTMENTS					7,000,000.00	40.00%
INVESTMENTS TOTAL					17,500,000.00	100.00%

Summary

I hereby certify that the investments as shown herein, have been invested in accordance with Section 625 of the Local Government Act 1993, and associated Regulations, and in accordance with Council policy and procedures.

Responsible Accounting Officer

By:

 R.Jones

* Except as highlighted in the associated Council Report.

Department:	Office of the Director Corporate Services
Submitted by:	Roy Jones, Manager Finance & Technology
Reference:	ITEM GOV84/24
Subject:	FINANCE & ACCOUNTS - PERIOD ENDED 30 SEPTEMBER 2024

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK	
CSP Goal:	Leadership - Council is a transparent, financially-sustainable and high-performing organisation, delivering valued services to the Community.
CSP Strategy:	Ensure Council operates in an effective and financially sustainable manner to deliver affordable services.
CSP Delivery Program	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 2021* 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.

OFFICER'S RECOMMENDATION:

That Council notes the Finance and Accounts Report for the period ended 30 September 2024.

BACKGROUND

In accordance with Clause 212 of the *Local Government (General) Regulation 2021* 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.

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

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 of 30 September 2024.

Cash Book Balances on this date were as follows: -

Our Governance No. 84 Cont...

General (Consolidated)	\$ 50,628,361.00	Credit
General Trust	\$69,074.00	Credit

(b) Summary of Investments

Attachment to this report is a certified schedule of all Council's investments as of 30 September 2024 showing the various invested amounts and applicable interest rates.

Concealed Water Leakage Concession Policy Update

For the month of September, one (1) concession was granted for \$3,129.45 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 31 applications for 603 Certificates in September 2024.

In the calendar year to date, there have been 228 applications compared to 169 applications for the same period last year.

Cash and Investments – Detailed Analysis of External Restrictions

Please note: Council is currently undertaking its Annual Financial Statements and Audit reporting requirements for 30 June 2024. Detailed analysis will be presented after the completion of Audit process.

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.

Our Governance No. 84 Cont...

7. Performance Measures

Nil.

8. Project Management

Nil.

Hein Basson
General Manager

Prepared by staff member:

Roy Jones, Manager Finance & Technology

Approved/Reviewed by
Manager:

Hein Basson, General Manager

Department:

Office of the Director Corporate Services

Attachments:

1 Investment Report as at 30 September
2024

TENTERFIELD SHIRE COUNCIL - SUMMARY OF INVESTMENTS 30 SEPTEMBER 2024

Financial Institution	Issuer Rating	Investment Term	Maturity Date	Interest Rate	Amount	Percentage Exposure
NAB	AA-	91 Days	21/Oct/24	5.15%	1,500,000.00	8.57%
NAB	AA-	181 Days	25/Nov/24	5.10%	1,000,000.00	5.71%
NAB	AA-	91 Days	09/Dec/24	4.95%	2,000,000.00	11.43%
NAB	AA-	90 Days	27/Nov/24	4.95%	3,000,000.00	17.14%
TOTAL NAB INVESTMENTS					7,500,000.00	42.86%
Commonwealth Bank	AA-	3 Months	16/Dec/24	4.82%	3,000,000.00	17.14%
TOTAL CBA INVESTMENTS					3,000,000.00	17.14%
Westpac	AA-	3 Months	30/Oct/24	4.99%	1,500,000.00	8.57%
Westpac	AA-	3 Months	29/Nov/24	4.89%	2,000,000.00	11.43%
Westpac	AA-	3 Months	12/Dec/24	4.92%	2,000,000.00	11.43%
Westpac	AA-	3 Months	29/Nov/24	4.89%	1,500,000.00	8.57%
TOTAL WESTPAC INVESTMENTS					7,000,000.00	40.00%
INVESTMENTS TOTAL					17,500,000.00	100.00%

Summary

I hereby certify that the investments as shown herein, have been invested in accordance with Section 625 of the Local Government Act 1993, and associated Regulations, and in accordance with Council policy and procedures.

Responsible Accounting Officer

By:

 R.Jones

* Except as highlighted in the associated Council Report.

Department:	Office of the Director Corporate Services
Submitted by:	Lee Sisson, Governance Officer
Reference:	ITEM GOV85/24
Subject:	MONTHLY OPERATIONAL REPORT FOR AUGUST/SEPTEMBER 2024

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK	
CSP Goal:	Leadership - Council is a transparent, financially-sustainable and high-performing organisation, delivering valued services to the Community.
CSP Strategy:	Ensure the performance of Council as an organisation complies with all statutory Guidelines, supported by effective corporate management, sound integrated planning and open, transparent and informed decision making.

SUMMARY

The purpose of this Report is to 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**.

OFFICER'S RECOMMENDATION:

That Council:

Notes the status of the Monthly Operational Report for August/September 2024.

Commentary: General Manager

As far as my knowledge goes, we are one of two Councils in NSW who produce a monthly report of this nature. The statutory requirement is for it to be presented to Council – as a progress report on the implementation of and progress with the Annual Operational Plan.

It is a cumbersome process to update a document of this extent on a monthly basis, and the value of assessing it on such a regular basis is, with respect, questionable. This situation is exacerbated by scarce human resources.

I understand that Councillors would like to have access to relevant information on a regular basis, and it is my vision to implement departmental reports from the Director Infrastructure Services and Director Corporate Services as part of the monthly Council Meeting Business Papers. Over time, such reports can be fine-tuned and will provide Councillors with adequate information to feel comfortable with.

Hein Basson
General Manager

Prepared by staff member: Lee Sisson, Governance Officer

Our Governance No. 85 Cont...

Approved/Reviewed by
Manager:

Hein Basson, General Manager

Department:

Office of the Director Corporate Services

Attachments:

1	MONTHLY OPERATIONAL REPORT AUGUST/SEPTEMBER 2024	46 Pages
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Monthly Operational Report

Tenterfield Shire Council July 2024

Council Meeting 28 August 2024



TENTERFIELD

Monthly Operational Report – August/September 2024

1. CIVIC OFFICE

Delivery Program: 1.1.1 The individual unique qualities and strong sense of local identity of Tenterfield Shires towns, villages and community groups is respected, recognised and promoted.		
Action	Responsibility	Progress Comment
1.1.1.1 Improve and maintain communication methods in accordance with the Community Engagement Strategy.	General Manager	Bi-monthly Your Local Newsletter has been reinstated.
1.1.1.2 Provide opportunities for the community to participate in decision making.	General Manager	The Integrated Planning & Reporting Framework provides for community engagement and consultation. During the caretaker period of August and September, council staff in conjunction with Centium have been planning and preparation for the community engagement which will take place over the November/December period to formulate the next iteration of the Community Strategic Plan.
Delivery Program: 1.1.2 Continue to support and partner with the local Aboriginal communities for improved and inclusive outcomes.		
Action	Responsibility	Progress Comment
1.1.2.1 Support and contribute to NAIDOC week.	General Manager	Council provided in-kind support to Reconstruction NSW officer with promotional materials for the NAIDOC Ball 2023. Completed. Staff are currently considering having a NAIDOC week theme in the Library in the future.

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Delivery Program:		
1.1.4		
Promote and recognise the work of volunteers in the community.		
Action	Responsibility	Progress Comment
1.2.4.1 Promote and recognise the work of volunteers in the community.	General Manager	Possible establishment of an Incorporated not-for-profit association for the Sir Henry Parkes School of Arts – promoting and recognising the role of volunteers.
Delivery Program:		
2.1.3		
Improve heavy vehicle access across the shire and improve links to regional transport infrastructure to facilitate and support regional development opportunities.		
Action	Responsibility	Progress Comment
2.1.3.1 Investigate, advocate for, and source funding to improve transport infrastructure access across the shire.	General Manager	Ongoing, with various grant funding opportunities and Council’s own works program.
Delivery Program:		
5.1.1		
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.		
Action	Responsibility	Progress Comment
5.1.1.9 Influence and advocate support from Federal and State government in	General Manager (Mayor)	Ongoing – for example, the identification of Ambulance vehicles not being suitable to access all areas within the local government area, hence the local State Member of Parliament supporting Council’s view that at least one all-terrain Ambulance be provided.

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relation to promotion of Tenterfield community objectives.		
5.1.1.10 Advocate to hand back Bruxner Way and Mt Lindesay Road to State Government.	General Manager	Lobbying of State Government regarding the handing back of the Bruxner Way and Mt Lindesay Road is ongoing.
5.1.1.11 Develop and maintain communications, media and information channels and ensure that all channels are fit for purpose with as broad reach as is sustainably possible.	Executive Assistant (Economic Development Officer)	There are current resourcing difficulties achieving this action.
5.1.1.12 Deliver councillor services and provide support to all councillors in a transparent and non-discriminatory manner including training, research, legislative and evidence-based advice.	General Manager	Various induction, refresher and professional development opportunities will be provided after the elections.

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Delivery Program:

5.2.2

Work with key stakeholders and the community to lobby for adequate health services in our region.

Action	Responsibility	Progress Comment
5.2.2.1 Advocate for health services throughout the Region and ensure future government planning aligns with community needs.	General Manager	Ongoing – Council representation on the Local Health Advisory Committee.

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2. ORGANISATION LEADERSHIP

Delivery Program: 1.2.3 Recognise and plan for the accessibility needs of our community.		
Action	Responsibility	Progress Comment
1.2.3.1 Deliver and report to the OLG on the Council's Disability Inclusion Action Plan.	General Manager	Council's Disability Inclusion Action Plan (DIAP) 2022/2023 was submitted to NSW Department of Communities and Justice in November 2023. Completed.
Delivery Program: 5.1.2 Ensure Council operates in an effective and financially sustainable manner to deliver affordable services.		
Action	Responsibility	Progress Comment
5.1.2.4 Implement the long-term financial strategy, aligning the Long-Term Financial Plan with the Asset Management Plan and importantly councils sustainable, financial and resource capability.	General Manager	Ongoing – Asset management plans are currently under increased focus, which will flow on to the Long-Term Financial Plan and eventually to Council making informed decisions about its long-term financial sustainability.
5.1.2.5 Ensure the continued review of council's	General Manager	A revised Organisation Structure has been developed and largely implemented. Ongoing focus on possible internal savings and efficiencies will be pursued.

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operations to ensure financial sustainability.		
5.1.2.6 Council will divest itself of underperforming assets.	(Director Corporate Services) in consultation with Director Infrastructure.	One Council owned property at Clarence Street, Tenterfield (2.19ha block opposite TAFE) remains on the market. Council will have to develop a particular focus on potentially divesting itself from other properties which add to Council’s annual depreciation cost, and maintenance and renewal burden.

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3. ECONOMIC GROWTH

Delivery Program:		
2.1.1		
Develop and facilitate a diversified and growing economy that is a balance of all economic contributors.		
Action	Responsibility	Progress Comment
2.1.1.1 Seek opportunities that aligns with the Regional Economic Development Strategy (REDS). Actively encourage and support increased activation of the Memorandum of Understanding between Tenterfield Shire Council and Southern Downs Regional Council (Queensland). Continue to lobby for major public investment for the shire/region including New England Highway upgrades, and the planned Tenterfield Heavy Vehicle Bypass.	General Manager (Economic Development Officer)	The Senior Advisor Economic Development and Communications has since left Council’s service. The Regional Drought Resilience Plan is nearing completion. Council does not have the resources to allocate for the implementation thereof.
Delivery Program:		
5.2.3		
Lobby and support government and local service providers to enhance communications infrastructure across the Tenterfield Shire.		
Action	Responsibility	Progress Comment
5.2.3.1 Engage with Federal government representatives, and elected local member, on telecommunications issues in Tenterfield Shire and lobby for upgrades.	General Manager (Economic Development Officer)	Council has advocated on the behalf of Tenterfield Shire for enhanced communications infrastructure, stakeholder nbn has developed a Regional Upgrade Program which will benefit the Tenterfield Local Government Area. Many residents in Tenterfield serviced by the nbn network via a Fibre to the Curb (FTTC) can now upgrade to Fibre to the Premises (FTTP), nbn has also

Monthly Operational Report – August/September 2024

<p>Engage with representatives of telecommunications service providers on Tenterfield Shire transmission and reception issues, including planned upgrades to improve services.</p>		<p>started work on upgrading the nbn Fixed Wireless network in the Shire to help those customers access faster speeds and once complete will also allow some customers within the nbn Sky Muster footprint to access the nbn Fixed Wireless network.</p>
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4. ARTS, CULTURE & LIBRARY SERVICES

Delivery Program: 1.1.3 Provide opportunities for residents to enjoy access to arts, festivals, sporting activities, recreation, community and cultural activities.		
Action	Responsibility	Progress Comment
1.1.3.1 Provide and support access to arts and culture activities and opportunities that are inclusive and for all age groups such as National Youth Week activities, Arts North West opportunities and the Museums & Galleries NSW Museum Advisor Program.	Manager Workforce, Safety, Risk & Records (Director Corporate Services)	For the reporting period of August/September 2024, the Museum Advisor was due to visit Tenterfield in September but had to re-schedule the visit for October 2024. The visit provides professional advisory services and support to the Tenterfield Shire. Itinerary provided for professional advisory services and support for the October meeting includes: - <ul style="list-style-type: none"> • Reporting of the Museum Advisor Program and potential projects for the 2024/2025 Program (Tenterfield Shire Council) • Conservation and cleaning discussion of ‘Anniversary Quilt’ (Tenterfield Shire Council) • Meeting with Centenary Cottage • Tenterfield Railway Museum Exhibition Committee Meeting – Review draft text for Interpretative Panels – Station Entrance Upgrade • Future of Isolation Block – Meeting with Ian Unsworth <p>Council’s NSW Youth Week program was awarded ‘Finalists’ in the NSW Youth Week 2024 ‘Best Small Council with Most Outstanding Youth Week Program’ and ‘Most Innovative Youth Week Program’ by the NSW Government, winning the overall trophy for ‘Most Innovative Youth Week Program’. These trophies were obtained in mid-August 2024 and are on display in the Council Administration Building’s front foyer. Congratulations to all involved.</p>
1.1.3.2 Provide inclusive library services and programs that reflect contemporary needs for all age groups.	Manager Workforce, Safety, Risk & Records (Director Corporate Services)	During the August/September reporting period the library recorded 1509 visitors in August and 1408 visitors through the doors in September. During this period, the library services provided included 1339 physical loans and 336 digital items borrowed in August and 1241 physical loan and 364 digital items in September with 204 individuals spending 241.75 hours using the public computers in August and 232 individuals spending 239 hours in September. The home Library service delivered 46 items to 14 home Library members in August and 40 items to 13 borrowers in September. Storytime was

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		<p>attended by 34 children and 25 parents across 5 sessions in August, and 12 children and 10 parents across 4 sessions in September. Storytime continues to be presented in partnership with Make-It Tenterfield who develop exciting new creative activities for each session.</p> <p>In September 2024 the Library Subsidy Application/Local Priority Grant Application was submitted to NSW State Library. The Online Data Collection – NSW Public Library Statistics for 2024 were found to be overdue, with a reporting deadline provided for 9 August 2024. The Manager Workforce, Safety, Risk & Records has been working with Library staff to complete the compulsory reporting statistics and has now been submitted to the NSW State Library following an extension.</p>
<p>1.1.3.4 Undertake a service review of arts, culture and library services in alignment with Councils Workforce Management Strategy and Long-Term Financial Plan.</p>	<p>Manager Workforce, Safety, Risk & Records (Director Corporate Services)</p>	<p>Service Review of the Arts, Culture & Library Services has been completed. Implementation of recruitment strategies are underway following Council’s organisational restructure. The Librarian position has been advertised with finalisation to occur mid-late October 2024.</p>

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5. WORKFORCE DEVELOPMENT

Delivery Program: 5.1.1 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.		
Action	Responsibility	Progress Comment
5.1.1.4 Develop, manage and deliver the Workforce Management Strategy.	Manager Human Resources, Workforce Development & Safety	<p>The recruitment process for the Director of Corporate has been completed, with the incumbent to commence on 28 October 2024. The Manager Asset & Program Planning is in the final stages of recruitment.</p> <p>Statistics for Council’s organisational re-structure following recent workforce change undertaken in July – Full Time Equivalent (FTE) 82. (Organisational change is subject to the required Award instrument processes).</p> <p>The current head count - 80 (Note: this count has not been finalised due to the continued workforce review, organisational change and the required Award instrument processes).</p> <p>Current Casual count - 5 (Note: casuals are not included in the head count and work is varied).</p> <p>Position description reviews have been finalised following Council’s recent re-structure. Some position classifications are under review in line with ‘Award’ requirements and best practice.</p> <p>The NSW Government is providing \$252.2 million over 6 years to directly support and assist local Councils to develop sustainable workforces through their ‘Apprentice and Traineeship Program’. Council is awaiting the release of the NSW Government’s Guidelines, which will be released next year. These guidelines will assist us in the planning, placement and evaluation of trainees/apprentices within the organisation.</p> <p>Implementation of some specific Workforce Management Strategies are being impeded by current financial constraints.</p>
5.1.1.5 Facilitate worker health and wellbeing consultation, communication, and participation processes.	Manager Human Resources, Workforce Development & Safety	<p>Management and supervisors are providing regular onsite workplace health and safety discussions/meetings with staff/crews adhering to their responsibilities under the Workplace Health & Safety legislation and Council Policy.</p> <p>Meetings held with StateCover relating to workers compensation and insurance.</p> <p>Meetings held with StateWide Mutual relating to Public Liability and Business Continuity Planning.</p> <p>Council’s employee assistance program (EAP) continues with ongoing onsite counselling sessions being provided monthly, provided to all employees and is available to Councillors.</p>

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<p>5.1.1.6 Develop, manage and deliver skills targeted training plans.</p>	<p>Manager Human Resources, Workforce Development & Safety</p>	<p>Health and Wellbeing initiatives continue to being sought for 2024/2025. Certificate III in Civil Construction Plant Operations ongoing. Diploma in Facilities Management ongoing. Traineeship – Certificate IV in Library & Information Services ongoing. Readytech Innovate Conference (technology) organised for attendance in October 2024. Public Interest Disclosure (PID) training being organised for November for PID disclosure officer. Code of Conduct & Dignity & Respect Training is being organised for all employees in 2024. Regulatory training is being reviewed with various training being organised in 2024. Government incentives and initiatives are being investigated for future learning and development programs which include traineeship and apprenticeships and is ongoing.</p>
<p>5.1.1.7 Develop, manage and deliver Employer of choice recruitment and retention services.</p>	<p>Manager Human Resources, Workforce Development & Safety</p>	<p>The recruitment process for the Director of Corporate has been completed. Incumbent to commence 28 October 2024. Final stages of recruitment are underway for the Manager Asset & Program Planning. Following the actions from Council’s restructure, recruitment commenced for the positions of Librarian, Team Leader (Grader), Plant Operator (Water Cart) x2, with the Library & Information Services Assistant to commence following finalisation of the Librarian. Workforce, Safety, Risk & Records Manager has been working with staff on phased retirement plans, ensuring the ‘Award’ instrument and areas of the workforce, incumbent needs/requirements are being met. The phased retirement option not only assists the incumbent, but also assists the organisation in retention strategies and retaining the incumbent’s knowledge, skills and expertise until their retirement, without the risk of losing a significant amount of knowledge and expertise. Implementation of some specific Workforce Management Strategies are being impeded by budgetary and organisational financial constraints.</p>
<p>5.1.1.8 Manage and report on Council’s Enterprise Risk Management Framework and Risk Register.</p>	<p>Manager Human Resources, Workforce Development & Safety</p>	<p>Council's risk register continues to be monitored, reviewed and updated. Audit and Risk Committee meeting is scheduled to be held in December 2024. Council's Risk Management Framework is underway. Further development to ensue following the 2024 Council elections. Conversations held with Statewide Mutual regarding the updating of Council’s Business Continuity Plan, with plans underway for a workshop to be held in May 2025. Public Liability Claims continue to be managed in conjunction with Statewide Mutual. Northern Inland Risk Management Group meeting scheduled for December 2024.</p>

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6. EMERGENCY SERVICES

Delivery Program: 3.1.6 We are prepared, resourced and educated as a community to deal with natural disasters such as bushfires, storm and flood events.		
Action	Responsibility	Progress Comment
3.1.6.1 Develop, manage and deliver Emergency Management functions and facilities.	Manager Workforce, Safety, Risk & Records	Local Emergency Management Committee (LEMC) meeting is scheduled to be held in December 2024. RFS Service Level Agreement (SLA) meeting to be held in October 2024. Scheduled work is being undertaken to maintain emergency services assets/buildings. Northern Inland Bushfire Management Committee Meeting is scheduled for October 2024. A new Service Level Agreement with the RFS will not be reviewed until there is an outcome of the Inquiry with the NSW Government 'Assets, premises and funding of the NSW Rural Fire Service' link . The inquiry is looking at the funding, maintenance, accounting and operational management of NSW Rural Fire Service assets and premises. The inquiry will consider arrangements between the NSW Rural Fire Service and Councils. It will also consider the appropriate role of local authorities in providing emergency services and the sustainability of contributions to emergency service provision.

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7. FINANCE & TECHNOLOGY

Delivery Program: 5.1.2 Ensure Council operates in an effective and financially sustainable manner to deliver affordable services.		
Action	Responsibility	Progress Comment
5.1.2.1 Manage and deliver finance services.	Manager Finance & Technology	<p>Council continues to seek to provide affordable services and delivery whilst ensuring finances are operated effectively.</p> <p>Financial Management</p> <p>The Budget for Financial Year 2024/2025 has been adopted by Council in June 2024. The additional \$1.8 Million in ordinary rates revenue forms part of Council revenue into the future. Council continues to work on the recommendations set out by IPART as part of its SRV determination for Councils earlier SRV application.</p> <p>Council has received a higher interest on investment income compared to previous years which is attributed to increase in interest rates by Reserve Bank. This is assisting Council finances and cash flow.</p> <p>On 28 June 2024, Council received 85% of Financial Assistance Grants (FAG) for 2024/2025 as an advance payment. This equated to \$5,724,438 deposited in Council Bank account on 28 June. The remaining 15% of Financial Assistance Grant is to distributed quarterly through the Financial Year 2024-2025 commencing mid – August 2024, November 2024, February 2025, and May 2025.</p> <p>Special Rate Variation FY 2025/2026</p> <p>On 24 July 2024 Council altered and rescinded parts of motion 96/24 which was adopted on 26 June 2024. In moving the rescission and alternation motion, Council agreed to not proceed with a Special Rate Variation application for FY 2025/2026.</p> <p>Corporate Market Loan</p>

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		<p>Councils Corporate Market Loan facility remains in place to assist in working capital. During the month of August and September 2024, the Corporate Market Loan was not drawn down.</p> <p>Effective August, the Corporate Market Loan facility has been reduced from \$5,000,000 to \$2,670,000 as per resolution 124/24.</p> <p>Unrestricted Cash Position Council was positive unrestricted cash as at end August and September 2024.</p> <p>Financial Statements Update Council external auditors Forsyth’s were in-house from 25 September to 27 September to audit Councils Annual Financial Statements. The draft set of statements were presented to auditors on time. The audit is currently being finalised to comply with the due date of 31 October submission to Office of Local Government.</p>
<p>5.1.2.2 Manage and report on Council’s Long-Term Financial Plan and facilitate and support internal and external audits.</p>	<p>Manager Finance & Technology</p>	<p>Council Long Term Financial Plan has been updated and presented to Council as part of the Integrated Planning and Reporting documents. The recommendation of IPART has resulted in Council executive presenting a new service level framework to Council with specific reduction in service level across Council.</p> <p>As Council continuously works toward a Fiscal Repair Strategy and an updated Asset Management Plan the decisions Council makes will be reflected in the LTFP.</p> <p>As part of the preparation of the Budget 2024/2025 Long term financial plan several cost reductions have been presented. The LTFP also incorporates realistic inflation figures and the impact of inflation to council budget. The preliminary finding of the revaluation of infrastructure assets has been considered with realistic depreciation rates and asset useful life.</p> <p>The Final Long Term Financial Plan has been adopted as part of the adopted Budget 2024/2025.</p>

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<p>5.1.2.3 Manage investments – Plan develop and manage Council’s investment portfolio.</p>	<p>Manager Finance & Technology</p>	<p>Investments are managed within Council’s Investment Policy guidelines. Investments are reported to Council every month as part of the Finance and Accounts report, with the latest update being provided for August and September 2024.</p> <p>Council staff aim to invest more liquid funds for short time periods to gain maximum investment return without compromising working capital.</p> <p>Total Investment Balance as at 30 September 2024 was \$17.5 Million.</p>
<p>Delivery Program: 5.1.4 Deliver continuous improvements in Council’s business, processes and systems.</p>		
<p>Action</p>	<p>Responsibility</p>	<p>Progress Comment</p>
<p>5.1.4.1 Develop, manage and deliver Council’s Technology Strategic Plan.</p>	<p>Manager Finance & Technology</p>	<p>Council’s Technology Strategic Plan is a work in progress, documents are being updated on a regular basis in conjunction with requirements associated with hardware and cyber security. The focus is Cybersecurity and threats originating from external sources. Council IT staff are in continuous training and development with NSW Cybersecurity.</p> <p>Council IT staff are currently at planning stage with its ERP System provider – IT Vision to move towards a cloud-based solution. The purpose of this transition is to release pressure from Council’s server which are approaching its useful life and present a high risk to Council IT infrastructure and business continuance if encountered by hardware issues.</p> <p>No IT related issues or breach were reported in August or September 2024</p>

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8. CORPORATE & GOVERNANCE

Delivery Program: 1.1.3 Provide opportunities for residents to enjoy access to arts, festivals, sporting activities, recreation, community and cultural activities.		
Action	Responsibility	Progress Comment
1.1.3.3 Manage all corporate art, artefacts, honour boards and memorabilia (including audit and security).	Manager Workforce, Safety, Risk & Records	Civic artefacts continue to be stored in Council's main administration building and Records House in Manners Street. Council does not have a designated budget for management and protection of civic artefacts and memorabilia. A meeting is scheduled in October with the Manager Workforce, Safety, Risk & Records, Museum Advisor and Records Coordinator to discuss the conservation and cleaning of the 'Anniversary Quilt'.
Delivery Program: 5.1.1 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.		
Action	Responsibility	Progress Comment
5.1.1.1 Develop, manage and deliver Customer Services, in accordance with the Customer Service Charter.	Manager Finance	Compliments for August/September 2024 - 12 Complaints for August/September 2024 - 0
5.1.1.2 Develop, manage and deliver Governance Services, in accordance with OLG Compliance Guide, IP&R Framework and Reporting including	General Manager (Director Corporate Services)	No Public Interest Disclosures were made during August/September 2024. Audit, Risk and Improvement Committee meeting was held on the 25 September 2024, for the purpose of reviewing Council's financial statements. Council awaits finalisation of the Financial Statements from Council's Auditors, Forsyth. Other Council 'Officers' provided further reporting on their related risks, management and areas for continuous improvement.

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<p>the Monthly Operational Report, GIPA and PIDS and facilitate and support the ARIC.</p>		
<p>5.1.1.3 Develop, manage and deliver Records Management Services, in accordance with legislation.</p>	<p>Manager Workforce, Safety, Risk & Records</p>	<p>Records staff continue to deliver compliant records management in line with legislative requirements. Council’s digitisation program continues for the accurate storage and compliance of Council records. The following has been achieved:</p> <ul style="list-style-type: none"> • School of Arts, Museum and Library Historical Records • Various Committees including Joint Committee, Friends of School of Arts and Local Management Committee, Board of Management for the School of Arts. • Historical Property Cards • Historical Rates records • Historical Roads and Bridges • Public gates • Parish Maps • Bridge Plans • Other miscellaneous historical records including Memorial Hall, Aboriginal Land Claims, Timbarra Gold Mine. • Historical Mayoral Photographs <p>Other areas of records compliance are:</p> <ul style="list-style-type: none"> • Destruction of annual records program • Registration of Council emails and distribution to Council officer’s • Records compliance reporting • Records security profiling • Museums of History – Transfer of Records planning <p>Over recent months, Council’s Inbox has seen an increase in email traffic, reporting high levels in the beginning of a week. Monday’s activities seem to be the highest due to the weekend’s worth of traffic to be processed, which also includes the processing of Monday’s records.</p>

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		Human Resource Database of historical Personnel Files has been completed and records transferred to the Council’s secure storage area.
Delivery Program: 5.2.1 Services to our community are provided in an equitable, safe, professional, friendly and timely manner consistent with our corporate values.		
Action	Responsibility	Progress Comment
5.2.1.1 Deliver independent bi-annual Customer Satisfaction Survey.	General Manager (Director Corporate Services)	Customer Satisfaction Survey is undertaken every two years as required by the NSW Office of Local Government Integrated Planning and Reporting Guidelines. The next survey will be undertaken as part of Council’s Community Engagement beginning in November 2024.

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9. ENVIRONMENTAL MANAGEMENT

Delivery Program: 3.1.2 Our community is educated, encouraged and supported to implement sustainable strategies for the management and protection of our natural resources.		
Action	Responsibility	Progress Comment
3.1.2.1 Enforce Companion Animals, Illegal Dumping and Parking Control regulations.	Manager Parks, Gardens & Open Spaces	3 x stray roaming dogs seized and impounded, both released to owners' same day. 5 x Barking dog complaints 5 x Untidy/overgrown premises complaints 1 x Straying stock on roads complaints 3 x Roaming dog complaints in Urbenville & Tenterfield 2 x Straying stock on roads complaints Parking infringements... 7 x Park continuously for longer than indicated 1 x stop in taxi zone 1 x Disobey No Stopping Sign Daily/Weekly patrols done in Tenterfield, Urbenville, Drake, Liston, Legume and surrounding areas for roaming stray animals/stock and parking.
3.1.2.2 Manage and deliver the Weeds Management Program, Council's Weeds Action Plan and regional weeds management plans.	Manager Parks, Gardens & Open Spaces	<u>Weed officer Report for August 2024</u> <ul style="list-style-type: none"> • <u>Black Knapweed</u> – Inspections and control works on Private properties and along Bellevue and Aldershot Rds. • <u>Tropical Soda Apple</u> – Tabulam and Urbenville. • <u>Giant Rats Tail Grass</u> – Cyril Sith Circuit Tabulam • <u>Giant Reed Grass</u> – Paddy's Flat Rd • <u>Council Lands</u> – New Water Treatment plant and Tenterfield Shire Depot. • <u>Property inspections and High-Risk site Inspections</u> – 20 inspections done; no compliance letters sent.

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		<ul style="list-style-type: none"> • <u>High Risk Pathway inspections</u> - completed along the New England Highway, Mt Lindsey Highway, Tooloom Rd., Bruxner Way, Bruxner Highway. No new incursions found. • <u>Meetings</u> – Attended the Regional Inspection plan workshop in Glen Innes and the Regional Weeds Committee Meeting/weed Officer Meeting at Tenterfield. • <u>Training</u> – Attended a Recognizing Water Weeds and Recognizing Cactus Identification course in Armidale. • Attended a Rapid Response surveillance exercise at Croppa Creek for Parthenium weed. <p><u>Weed officer Report for September 2024</u></p> <ul style="list-style-type: none"> • <u>Black Knapweed</u> – Inspections and control works on Private properties and along Bellevue and Aldershot Rds. • <u>Tropical Soda Apple</u> – Tabulam and Urbenville. • <u>Gorse</u> – Mt Lindsey Highway at Boonoo Boonoo and Boonoo Boonoo Falls rd. • <u>Serrated Tussock</u> - New England Highway Deepwater. • <u>Hemlock</u> – Tarban Loop Rd. • <u>Council Lands</u> – Water & Sewage pumpstations, Sewage Treatment Plant and Ponds, Water Reservoirs, Old water treatment plant, Water Bore sites, Swimming Pool, Federation Park, Shirley Park, Bruxner Park, Hockey fields, Rugby League Park and Tenterfield Cemetery. • <u>High Risk Sites and Property Inspections</u> – 41 for the month. These include Private Property, Border Crossings, Truck Stops/pull off bays, Quarries, National Parks, Wetlands, Nurseries, Rural outlets, Saleyards, Show Grounds, Camp draft arenas, Landfill sites • Attended a Rapid response surveillance exercise at Inverell for Hudson pear.
<p>3.1.2.3 Notices and Orders to be issued or served where necessary as per the Local Government Act, EPA Act and POEO Act and Associated Regulations.</p>	<p>Manager Parks, Gardens & Open Spaces</p>	<p>5 x Barking dog warning letters sent 5 x Untidy/overgrown premises letters sent 2 x Notice of Intention to issue an order under LGA 1993</p>

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10. LIVESTOCK SALEYARD

Delivery Program:		
2.1.2		
Manage Council's Livestock Saleyards in a commercial manner.		
Action	Responsibility	Progress Comment
2.1.2.1 Manage and deliver commercial Saleyard Services, including improving hard standing surface at double height ramp.	Manager Parks, Gardens & Open Spaces	Sale Totals August / September 2024 Prime Sales 1,242 - Head \$1,299,692.56 Private Weighing 91 - Head \$ 95,146.50 Two slabs have now been completed in front of the new double height ramp. Continuing to look into implement the locking of the yards as lots of the public are using them as they like to avoid paying fees.

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11. PLANNING & REGULATION

Delivery Program: 3.1.1 – Town and Village planning supports and enhances local place making principles to deliver sustainable land use management practices for our natural environment.

Action	Responsibility	Progress Comment
3.1.1.1 Monitor and deliver the Tenterfield Local Environmental Plan 2013 and Development Control Plan 2014 (as amended).	Manager Planning & Regulation	Aug/Sep All applications assessed in accordance with Tenterfield LEP and DCP. Thirty (30) Development Applications lodged, twenty seven (27) approved. Seventy three (73) 10.7 certificates, six (6) 735A certificates issued.
3.1.1.2 Manage and deliver heritage advisory services.	Manager Planning & Regulation	Aug/Sep Local Heritage Fund applications advertised with six (6) applications received. To be considered by Council at October ordinary meeting.
3.1.1.3 Manage and deliver development, building and construction regulatory services.	Manager Planning & Regulation	Aug/Sep Construction certificates, S68 on site sewage management approvals and inspections, mandatory inspections for construction work. Complaints being dealt with on basis of potential impact - priority given to any public health or environmental matters.

Applications Lodged September 2024

DA Number	Applicant	Address	Description of Work
2024.083	C. Summerville	147 Beaury Creek Road Urbenville	Shed
2024.084	CMC Constructions	56 East Street Tenterfield	Shed
2024.085	W. Filietta	192 East Street Tenterfield	Shed
2024.086	J. Stanford	Fairfield Street, Drake	Shed
2024.087	CMC Constructions	14 Parkes Drive Tenterfield	Carport
2024.088	Tenterfield Surveys	1225 Kildare Road Tenterfield	Subdivision (6 lot rural residential)
2024.089	C. Welman	51a Molesworth Street Tenterfield	Shed
2024.090	A. Light	54 Bald Rock Road Sandy Flat	Dwelling
2024.091	J. Bolger	102 Rouse Street Tenterfield	Redevelopment of Caravan Park
2024.092	T. Eggleston	112 Black Swamp Road Tenterfield	Relocatable Dwelling
2024.093	Manfate Pty Ltd	153 Petre St Tenterfield	Shed & Carport
2024.094	S. & C. Crawford	Mole River Road Mole River	Temporary Use - Events & Camping Ground
2024.095	J. Coram	359 Rouse Street Tenterfield	Carport
2024.096	B. Knusten	7063 New England Highway	Relocatable Dwelling
2024.097	M. Davidson	152 Cowper Street Tenterfield	Shed
2021.128/2	Schroder	65 Kochs Road, Tenterfield	Dwelling - Modification

Applications Determined September 2024

DA Number	Applicant	Address	Description of Work
2024.083	C. Summerville	147 Beaury Creek Road Urbenville	Shed
2024.084	CMC Constructions	56 East Street Tentefield	Shed
2024.085	W. Filietta	192 East Street Tenterfield	Shed
2024.086	J. Stanford	Fairfield Street, Drake	Shed
2024.087	CMC Constructions	14 Parkes Drive Tenterfield	Carport
2024.065	Tenterfield Surveys	1027 Bruxner Way, Tenterfield	Subdivision-5 lot boundary adjustment
2024.075	CMC Constructions	34 Wood Street Tenterfield	Shed
2024.076	S. Sanford	656 Sunnyside Loop Road Tenterfield	Dwelling & Shed
2024.078	CMC Constructions	180 Logan Street Tenterfield	Dwelling
2024.079	B. Smith	664C Talmoi Road Boonoo Boonoo	Studio – deck and ensuite
2024.082	Tenterfield Surveys	1013 Rockdale Road Bolivia	Subdivision - boundary adjustment
2024.089	C. Welman	51a Molesworth Street Tenterfield	Shed
2021.128/2	Schroder	65 Kochs Road, Tenterfield	Dwelling - Modification
2019.055	Rawnsley & Paine	632 Sugarbag Road, Drake	Tourist & Visitor Accommodation – DA Withdrawn by applicant

Applications Outstanding –September 2024

DA Number	Applicant	Property Address	Description of Work	Status of Application/Comment
2019.104	Wilshire & Co Superannuation Fund	1-9 Manners Street, Tenterfield	New Shed & Extension to Existing Shed (Awning)	Insufficient Information provided to complete assessment Sep 24 -Applicant & new owner have indicated they wish to pursue DA.
2021.012	Corbett	Bluff River Road, Tenterfield	Primitive Camp Ground	Insufficient Information provided to complete assessment Sep 24 -Awaiting response from applicant to determine if they wish to proceed
2022.043	Tenterfield Surveys	60 Derby Street, Tenterfield	Five (5) Lot Staged Urban Subdivision	Information required from applicant Sep 24 -Application negotiating with adjoining owner for easement
2022.068	Tenterfield Surveys	531A Long Gully Road, Drake	Two (2) Lot Subdivision	Information required from applicant Sep 24 -Applicant addressing RFS requirements for compliance
2024.057	Ford	Fairfield Street Drake	Dwelling	Awaiting additional information from applicant
2024.067	C. Groszek	35 Snake Creek Road, Sandy Hill	Dwelling	Under Assessment/RFS
2024.077	Tenterfield Surveys	564B Bryans Gap road Tenterfield	Five (5) lot subdivision	Under Assessment/RFS
2024.080	M. Barry	Bruxner Highway Drake	Camping ground	Under Assessment/RFS
2024.081	Tenterfield Surveys	Bruxner Highway Tenterfield	Two (2) Lot Subdivision	Under Assessment/RFS
2024.088	Tenterfield Surveys	1225 Kildare Road Tenterfield	Subdivision (6 lot rural residential)	Under Assessment/RFS

2024.090	A. Light	54 Bald Rock Road Sandy Flat	Dwelling	Under Assessment/RFS
2024.091	J. Bolger	102 Rouse Street Tenterfield	Redevelopment of Caravan Park	Advertising/Neighbour Notification
2024.092	T. Eggleston	112 Black Swamp Road Tenterfield	Relocatable Dwelling	Under Assessment/RFS
2024.093	Manfate Pty Ltd	153 Petre St Tentefield	Shed & Carport	Under Assessment
2024.094	S. & C. Crawford	Mole River Road Mole River	Temporary Use - Events & Camping Ground	Under Assessment/RFS/To be advertised & notified
2024.095	J. Coram	359 Rouse Street Tenterfield	Carport	Under Assessment
2024.096	B. Knusten	7063 New England Highway	Relocatable Dwelling	Under Assessment/RFS
2024.097	M. Davidson	152 Cowper Street Tenterfield	Shed	Under Assessment

FY 24/25 Development Statistics									
		Dwellings	Additions/ Renovations to Existing Dwellings	Garages, Carports & Sheds	Commercial or Industrial Works	Subdivision	Recreation/ Tourism	FY 24/25 Monthly Total	FY 23/24 Monthly Total
Jul-23	No.	3	0	2	1	1	0	7	7
	Value	\$1,023,429.00	\$0.00	\$60,036.00	\$150,000.00	\$0.00	\$0.00	\$1,233,465.00	\$482,000.00
Aug-23	No.	3	1	4	1	3	1	13	11
	Value	\$1,083,500.00	\$10,000.00	\$161,457.00	\$25,000.00	\$0.00	\$35,000.00	\$1,314,957.00	\$1,597,830.00
Sep-23	No.	3	0	9	0	1	2	15	11
	Value	\$850,000.00	\$0.00	\$379,755.00	\$0.00	\$0.00	\$1,634,320.00	\$2,864,075.00	\$2,131,381.37
Oct-23	No.								7
	Value								\$1,394,000.00
Nov-23	No.								6
	Value								\$285,070.00
Dec-23	No.								7
	Value								\$2,845,023.00
Jan-24	No.								13
	Value								\$677,000.00
Feb-24	No.								9
	Value								\$533,115.00
Mar-24	No.								13
	Value								\$628,290.00
Apr-24	No.								10
	Value								\$2,196,670.00
May-24	No.								11
	Value								\$610,971.00
Jun-24	No.								8
	Value								\$863,000.00
No. (Year to Date)		9	1	15	2	5	3	35	113
FY 24/25 Total Value (Year to Date)		\$2,956,929.00	\$10,000.00	\$601,248.00	\$175,000.00	\$0.00	\$1,669,320.00	\$5,412,497.00	
FY 23/24 Total Value		\$10,640,140.00	\$329,930.00	\$1,179,810.37	\$1,227,790.00	\$0.00	\$866,680.00		\$14,244,350.37

Monthly Operational Report – August/September

12. BUILDINGS & AMENITIES

Delivery Program:		
1.2.1		
Provide safe and accessible public spaces and places that are well maintained, clean and fun.		
Action	Responsibility	Progress Comment
1.2.1.4 Develop and deliver the Property Management Strategy.	Manager Planning & Development	<p>Property Strategy - Under review – review will be finalised following appointment of the Asset Manager.</p> <p><u>Council Buildings</u></p> <ul style="list-style-type: none"> Repairs are currently being carried out on a number of Council properties to ensure maintenance schedules of Council buildings are kept up to date. Visitor information centre building has been cleaned and had the air conditioner, cracked windows, plumbing issues and electrical repaired for new tenant. Electrical Audit was completed for 157 Rouse Street, Tenterfield to install safety switches and review lighting and emergency exit lighting. Urbenville Medical Centre - additional maintenance items and replacement of fire system was completed in August 2024. Purchase order has been raised for the RFS Shed in Liston to repair roof and water damage – to be completed in October. Draft scope of work is being completed to replace Federation Park building’s roof to be sent out towards the end of the year – Currently looking for options for tiles disposal. Work completed on the bathroom repairs and flooring to the Welburn Lane house. Aerodrome Waste Vouchers have been approved to issue 12 for 24/25

Monthly Operational Report – August/September

		<ul style="list-style-type: none">• Further Repairs to Air Conditioning System at the Museum.• Expressions of for the Memorial Hall Stage was advertised in August and was awarded in September.• Urbenville SES Shed repairs completed in September to include repairs to roofing, window and door frames. Insurance work can now commence in October.• School of Arts Curtains have been cleaned and treated with Fire Retardant in the month of August.• School of Arts lights have been repaired in August• Draft scope of work has been completed for Building Condition Assessment to be sent out to Suppliers in October for quotation.• Investigations are being conducted to repair water damage at the back of the hall and how the bats are able to be removed from the Liston Hall. Council will need to replace insulation where the bats have damaged. Quotes being sorted in October.• Inquiries relating to using the Container café during school holidays were approved, however the initial enquiry did not progress to a lease.• State of the Shire report was completed for Property and Buildings in September• Drake Public Toilets Septic system is starting to fail and Council has arranged for new pits to be installed <p><u>Current Capital Works</u></p> <ul style="list-style-type: none">• Band Hall scope of work is being drafted in line with the Council Resolution - Ongoing.• Mt McKenzie digital tower Access Road – fencing has been completed in August.
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Monthly Operational Report – August/September

<p>1.2.1.5 Manage and update Land and Property Register.</p>	<p>Manager Planning & Development</p>	<ul style="list-style-type: none"> Land and Property register is currently being managed as required. Spreadsheets are being updated as needed. Meeting held with Crown Lands - Plans of Management (PoMs) are to be completed, endorsed by Council, exhibited, and approved by the Crown – extension of time granted.
<p>1.2.1.6 Develop and deliver the Buildings and Amenities Asset Management Plan.</p>	<p>Manager Planning & Development</p>	<p><u>Licences & Agreements on Council owned/managed Land</u></p> <ul style="list-style-type: none"> Tenterfield Total Care draft lease for 136-138 Manners Street, Tenterfield – is still being reviewed by Tenterfield Total Care Committee will sign once the plan has been registered –Surveyor is currently working on the survey in October as per DA consent once signed Lease should be finalised. <p><u>GRANT FUNDING</u></p> <p><u>Stronger Country Communities Programs</u></p> <ul style="list-style-type: none"> Memorial Hall floor – Final floor upgrades have been completed looking at finalising project to be able to acquit funding. <p><u>Black Summer Funding</u></p> <ul style="list-style-type: none"> Memorial Hall installation of Emergency lighting and ceiling fans – remainder of lights have been installed in August/September, investigations are being had in October/November for possibilities of installation of Solar Panels to the hall.
<p>1.2.1.7 Manage Crown Lands and prepare designated Native Title Advice.</p>	<p>Manager Planning & Development</p>	<p>Aboriginal Land Claims – all requests for response have been completed.</p>

Monthly Operational Report – August/September 2024

13. PARKS, GARDENS & OPEN SPACE

Delivery Program:		
1.2.1		
Provide safe and accessible public spaces and places that are well maintained, clean and fun.		
Action	Responsibility	Progress Comment
1.2.1.1 Implement and deliver maintenance programs for Parks, Gardens and Open Spaces.	Manager Parks, Gardens & Open Space	Daily duties include Public toilet cleaning, park/street bins, BBQ cleaning, playground inspecting Mowing Brush cutting Spraying of town streets and footpaths Tree pruning/limb pick up Graffiti removal Cemetery maintenance Garden maintenance, repairs, planting and re mulched 2 x Rouse Street gardens had to be shortened due the power poles in the gardens now completed Assist in event coordination setup Netball / Basketball court line marking now corrected Cleaning tables and benches in parks Aluminum slats installed on 1 picnic table in Bruxner Park replacing timber. Preparations for the opening of the swimming pool. Removal of 13 Tree stumps from town streets. Repairs to the Shirley Park lights.
1.2.1.2 Work with the Tenterfield Shire Village Progress Associations and the Parks, Gardens and Open Space Committee to support individual town and village themes.	Manager Parks, Gardens & Open Space	Limited active representatives Any project undertaken within budget

Monthly Operational Report – August/September 2024

1.2.1.3 Implement the tree management plan.	Manager Parks, Gardens & Open Space	Ongoing
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Monthly Operational Report – August/September 2024

14. SWIMMING COMPLEX

Delivery Program: 1.2.2 Provide a choice of sporting facilities that cater for the diverse needs of the community.		
Action	Responsibility	Progress Comment
1.2.2.1 Manage the Tenterfield War Memorial Baths (TWMB) Management Plan and contribute to service delivery.	Manager Planning & Development	<p><u>Management Plan</u></p> <ul style="list-style-type: none"> Updated Management Plan has been completed and implemented in the 2024-25 summer season to reflect Council retaining the entry fees. Will look to review in 25-26 season when the new contract is up for review. Due to the age of the pool and water leaking, investigation has commenced for an engineering report to be completed to determine future actions for the pool - Ongoing Staff are pursuing opportunities for Grant Funding to upgrade the facility. Purchase of a new Pool Vacuum cleaner for the 24/25 season, the new vacuum cleaner will save Council approx. \$8000 a year as the water doesn't need to be drained for cleaning. Pailintest has been recalibrated for the new pool season. Toddler pool shade cover has been sent away for repairs and will be installed in October. Parks and Garden Staff and Pool Contractors have been very busy preparing the grounds and buildings for the opening in October. <p><u>Month Review</u></p> <p>Tenterfield War Memorial Baths is ready for the new 24/25 season to be opened again in October 2024.</p>

Monthly Operational Report – August/September 2024

Season Pass Purchases for the 23/24 season

	24/25	23/24	22/23	21/22	20/21	19/20	18/19
Full Season Family		30	26	27	26	49	39
Half Season Family		15	12	5	9	9	13
Full Season Single		29	16	14	17	25	10
Half Season Single		29	18	3	9	7	13
Total		103	72	49	61	90	75

Total Attendances for the 23/24 season

	October	November	December	January	February	March	YTD
2018/19	1,037	2,372	2,972	4,196	2,904	1,275	14,756
2019/20	732	3,984	1,318	5,006	2,560	930	14,530
2020/21	1,459	4,144	2,568	4,383	2,759	1,064	16,377
2021/22	1,684	1,456	2,673	3,291	2,523	1,779	13,406
2022/23	1,573	2,770	2,693	3,366	3,577	2,171	16,150
2023/24	2,007	2,916	3,916	3,493	3,819	2,248	18,399
2024/25							

Monthly Operational Report – August/September 2024

15. ASSET MANAGEMENT & RESOURCING

Delivery Program:		
5.1.3		
Management of Council’s assets will be long term and focused on meeting the needs of the community now, and into the future.		
Action	Responsibility	Progress Comment
5.1.3.1 Develop and implement the Asset Management Strategy and associated systems.	Manager Asset & Program Planning	Transport asset revaluation is completed. Condition rating data is underway. Council officers will analyse and conduct calculations for LTFP in the coming six months.
5.1.3.2 Deliver and manage the Pedestrian Access and Mobility Plan (incorporating the Disability Action Plan) and Bike Plan.	Manager Asset & Program Planning	The PAMP is under review for generic information within the document and a review of action list priorities – awaiting resourcing.
5.1.3.3 Infrastructure and assets inspections.	Manager Asset & Program Planning	Routine asset inspections are impacted by the vacancy of the Asset Inspector (AI) position. The AI position will be advertised following the appointment of an Asset Manager. Council is conducting limited/ reactive inspections as required. Inspections on the sealed road network and some bridges are being carried out by specialist contractors.
5.1.3.4 Review and update Council’s Risk Register and Intervention programs on an ongoing basis in accordance with inspection schedules.	Manager Asset & Program Planning	Risk Register will be updated to reflect the key risk of limited technical support and supervision of major construction works is reduced due to the appointment of a Project Manager, Project Engineer, Project Officer and a Surveillance Officer via Professional Services Contract that reported to Council.

Monthly Operational Report – August/September 2024

16. COMMERCIAL WORKS

Delivery Program:

5.1.3

Management of Council's assets will be long term and focused on meeting the needs of the community now, and into the future.

Action	Responsibility	Progress Comment
5.1.3.7 Commercial Works undertaken in accordance with demand.	Manager Works	Council continues to undertake commercial works in a financially responsible manner, within the limitations of Council's resource pool. Most private works is sealing driveways while adhering to Council's adopted fees and charges rates.

Monthly Operational Report – August/September 2024

17. STORMWATER DRAINAGE

Delivery Program:		
4.1.2		
Deliver an adequate storm water and drainage, infrastructure is provided, maintained and renewed.		
Action	Responsibility	Progress Comment
4.1.2.1 Implement the Stormwater Asset Management Plan.	Manager Asset & Program Planning	Further detail and planning required for stormwater infrastructure - awaiting resource allocation. The Asset Manager's position is advertised.

Monthly Operational Report – August/September 2024

18. TRANSPORT NETWORK

Delivery Program:		
4.1.1		
Deliver a well-designed, safe road network, including carparking, footpaths and cycleways, that is suitable for all users now and take into consideration future network demand.		
Action	Responsibility	Progress Comment
4.1.1.1 Manage and deliver construction services for transport infrastructure, including footpaths, pavements and cycleways.	Manager Asset & Program Planning	Works programmed to include grant funded projects for Transport infrastructure. Dumaresq (Black Creek) Bridge is being delivered by TfNSW, construction is progressing well expecting to be opened to traffic prior to Christmas. Works are scheduled to commence on the five small bridges to be delivered by TfNSW, all designs are complete. Molesworth Street Bridge is currently being developed with the geotechnical investigation complete. TfNSW are tendering for a designer.
4.1.1.2 Manage and deliver maintenance services for transport infrastructure.	Manager Works	<p><u>September Grading & Works Report</u> Grading Schedule</p> <p>Northern Area: Grading shoulders on Mt Lindesay Rd between Liston and Legume and reseal preparation on Mt Lindesay as well as pavement repairs to the intersection of Mt Lindesay and Vinegar Hill Rd.</p> <p>Central Area: : Graded Branch Ck Rd, Bald Rock Rd, Grading Pyes Ck Rd.</p> <p>Western Area: Shoulder grading, drainage restoration, pavement repairs with reseal preparation on Bruxner Way, Woodside Rd, Mole Station Rd, Back Creek Rd, Tarban Rd and Tarban Loop Rd. Reseals should commence December 2024.</p> <p>Eastern Area: Graded Tabulam Loop Rd. Drainage is almost complete on Koch’s Rd.</p> <p>Plains Stn Rd remains under signage through Fraser’s Cutting.</p>

Monthly Operational Report – August/September 2024

	<p>Works on Paddy's Flat Rd South between Bruxner Highway and Hootons Rd have commenced, with drainage and cross pipes completed. Pavement designs are complete, road survey is underway, resources should be on the ground for construction in the coming weeks.</p> <p>Council's 25t excavator: The excavator is doing drainage on Koch's Rd while the mulching head is under repair. This excavator will return to Timbarra Rd to complete Black Summer funding works with the contract excavator. Works will be completed by the end of October.</p> <p>Bridges: Dumaresq Bridge on Bruxner Way is well under way with approaches to be reconstructed in the coming month.</p>
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Monthly Operational Report – August/September 2024

19. PLANT, FLEET & EQUIPMENT

Delivery Program:		
5.1.3		
Management of Council's assets will be long term and focused on meeting the needs of the community now, and into the future.		
Action	Responsibility	Progress Comment
5.1.3.5 Implementation and delivery of the Fleet Asset Management Plan and the Plant Replacement Program.	Manager Asset & Program Planning	Council is reviewing the plant replacement budget as part of the budget process. Plant replacement will be on a priority basis, according to available funds. The plant replacement budget will be revised following the appointment of the Asset Manager.
5.1.3.6 Develop and implement the Depot Master Plan.	Manager Asset & Program Planning	Draft Depot Master Plan under review, the Asset Manager position is currently vacant. The master plan will be delayed until the Asset Manager is appointed and settled in.

Monthly Operational Report – August to September 2024

20. WASTE MANAGEMENT

Delivery Program:		
3.1.4		
Deliver an affordable waste management solution for the community to best manage waste and recycling opportunities.		
Action	Responsibility	Progress Comment
3.1.4.1 Deliver and manage Waste and Recycling services.	Manager Water & Waste	<p>The Torrington Waste Transfer Station is awaiting final fencing installation, contractor engaged. Fencing expected to commence in October 2024.</p> <p>Cell 5, RFT and RFQ awarded with weekly progress meetings with Council’s QA consultants Tonkin and Councils construction contractor Towns Contracting Commenced this month. Monthly EPA progress reports continue. Soiltech Testing services have been engaged carry out level 1 GITA requirements during construction of cell 5. EPA approval granted for the use of explosives to fracture granite rocks which were too large for machinery. Townes Contracting has completed tree clearing for the hard stand which is now constructed. Material for lining was delivered in September, the liners are stored on the hardstand. Areas have been identified for use to store machinery and equipment with Townes Contracting utilising Council facilities as a site office. New leachate pond has commenced construction in September 2024.</p> <p>Council to received \$773,692 for improvements, from EPA and Heritage Trust at Boonoo Boonoo and Torrington. New fluted compactor wheels delivered August 2024. Compulsory acquisition progressed with minister approval in and, gazettal notices provided in August. Finalization expected in late September early October with valuation report pending.</p> <p>Replacement side loader reported to Council’s February 2023 meeting STG delivered August 2024.</p> <p>Truck rollover occurred in March 2024, insurance investigations/negotiations completed, expected settlement in September, RFT for replacement truck underway expected release October 2024.</p>

Monthly Operational Report – August to September 2024

21. WATER SUPPLY

Delivery Program: 3.1.3 Deliver total water cycle management approach including water conservation and complying with relevant acts and legislation.		
Action	Responsibility	Progress Comment
3.1.3.1 Implement Water Service Strategic Plan in accordance with NSW Office of Water Guidelines.	Manager Water & Waste	<p>Bore at Shirley Park completed in June 2024, drawdown water quality 24-hour testing completed in July 2024. Reinstallation of bore and flood tower expected October 2024.</p> <p>Works for the New Water Filtration Plant on Scrub Road are completed, first round of POP (proof of performance testing) completed in April 2024. Tenterfield town began receiving potable in May 2024. Noting second POP testing scheduled for winter conditions completed in August 2024.</p> <p>Urbenville -new grid grant lagoon RFT award completed June 2024. New track and pad, to lift structure completed in June 2024. Cage completed in August with installation pending removal of old cage scheduled October 2024. Lagoon construction commenced in August 2024.</p> <p>Highway main replacement, (Cowper Street) commenced in February 2024 and continues, potential delays may be encountered, Council wishes to extend our thanks for the continued patience of our Tenterfield residents.</p> <p>Water supply is provided to the community under Australian Drinking Water Guidelines (ADWG), current usage at Tenterfield’s new Water Filtration Plant is currently 798.5KL/day increasing by 57.1KL/day. Current usage at Urbenville is 239KL/day providing an increase in consumption of 98.5KL/day for the 3 communities.</p> <p>Tenterfield Dam Level is 97%-new data loggers place level at 100% receiving 85mm for the months of August to September 2024; Urbenville Tooloom Creek Level is 100% receiving 53mm for the month of August 2024.</p> <p>Meter Reading commenced in April completed June.</p> <p>Tenterfield</p> <p>0 major main; 0 main; 0 new meter; 2 new service connections; 0 water limiters installed; 0 water limiters removed/disconnection; 0 disconnection, 8 broken services repaired/replaced; 0 services leaks repaired;</p>

Monthly Operational Report – August to September 2024

		<p>0 valve replacements; mains flushing occurred in 8 location and 0 hydrant replacements. Note. 0 section 67 private works jobs completed. 0 interim meter reads/testing. Operator training continuing at New WTP. Hydrant and service valve raising along Pelham Street. Scour valve operated. Dam Safety NSW, legislative requirement with a 5 year live scenario held in Tenterfield in April 2024. Major reservoir new pipe-work extension 1.5m.</p> <p>Jennings</p> <p>0 including meter; 0 meter replacements; 0 broken services repaired; 0 Major main break. New main installed 120m Carpenter Lane.</p> <p>Urbenville</p> <p>0 major main broken main repairs, mains flushing occurred in 8 location, 0 new meter, 0 meter repair/replacements, 0 water limiters installed and 0 broken service repaired 0, SCADA Requires upgrade-Note Failure of telemetry (radio equipment) requiring replacement in December 2023 and January 2024. Hydrants marked and painted. Water quality information is also available in monthly water health cards available at Water Health Cards Tenterfield Shire Council (nsw.gov.au)</p>
<p>3.1.3.2 Deliver and manage the Water and Drought Management Plans and Flood Study.</p>	<p>Manager Water & Waste</p>	<p>Tenterfield update of the flood risk study awarded in March 2024. Initial meetings completed. Consultation undertaken on May 20 2024, data handover completed.</p> <p>Council was awarded \$92,522 DPE-Water Regional Leakage Reduction Program, installation completed final reports expected October 2024.</p> <p>The Integrated water catchment management grant (IWCM) engagement of consultants completed in June 2024, data handover completed including asset inspection component completed in September 2024.</p> <p>The Tenterfield Sustainable and Disaster Resilient Communities program, for the villages of Drake, Liston, Legume, and Torrington. Note waiting for approvals to drill from NRAR (over 22 months) Legume licence obtained. Council’s contractors Slade Drilling have completed drilling for water at Legume in water has been found at 0.5L/s. Bore fit out expected to be completed in October 2024. Approval has been granted in September 2024 to drill Council’s primary site at Liston, drillers advised and expected to commence in October 2024.</p>

Monthly Operational Report – August to September 2024

22. SEWERAGE SERVICES

Delivery Program: 3.1.5 Deliver affordable and effective wastewater management solution for the community.		
Action	Responsibility	Progress Comment
3.1.5.1 Maintain and operate the sewerage network, in line with the Asset Management Strategy.	Manager Water & Waste	<p>Molesworth/Miles Street pumping station review and design amendment under development.</p> <p>RFQ's for sewer relining and manhole relining 2024 under development.</p> <p>Refurbishment program for the Tenterfield STP, handrails (measured and orders pending) and cable trays scheduled.</p> <p>PS2 at Urbenville, failure of duty and standby pumps, installation completed in June 2024. Refurbishment specifications under development July expected completion October 2024.</p> <p>Urbenville and Tenterfield, SCADA development planning for upgrades quotations and assessments received under review September 2024.</p> <p>IWCM (Part 2) underway, asset inspections completed September 2024.</p> <p>Tenterfield</p> <p>Sewer connections 0; Major pump station clearing 3; Blockages were reported and cleared at 7 locations; 0 broken main repair; with 0 mains visually checked with new CCTV, 0 major manhole repair, 0 broken main repairs 0 manholes raised, and 0 section 67 private works jobs completed in this reporting period. Pump refurbishment/repair 0 at STP, Major pumpstation maintenance 5. Surcharge event 0. STP Repairs 1.</p> <p>Urbenville</p> <p>Sewer connections 0; Major pump station clearing 0; Major pump station repair/maintenance 2; Blockages were reported and cleared at 0 locations; 0 broken main repair; with 0 mains visually, 0 major manhole repair, 0 broken main repairs, 0 effluent line repair, 1 effluent pump repair and 0 section 67 private works jobs completed, in this reporting period. Storm flow at STP 0 hrs. Installed padlocks on Historical Park toilets due to vandalism ongoing, open at 07:30 close toilets at 15:30.</p> <p>Average time for response to sewer chokes remained at 30 minutes while the median response time is at 25 minutes.</p>

Department:	Office of the Director Corporate Services
Submitted by:	Roy Jones, Manager Finance & Technology
Reference:	ITEM GOV86/24
Subject:	INFORMATION ON - FINANCIAL ASSISTANCE GRANT 2024-2025

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK	
CSP Goal:	Economy - Develop Tenterfield Shire's economic base into a robust and growing economy that supports employment and business opportunities.
CSP Strategy:	Develop and facilitate a diversified and growing economy that is a balance of all economic contributors.

SUMMARY

The purpose of this report is to table the letter dated 23 August 2024 from NSW Local Government Grants Commission.

OFFICER'S RECOMMENDATION:

That Council:

Receives and notes the letter dated 23 August 2024 from the NSW Local Government Grant Commission.

BACKGROUND

Local Government Financial Assistance Grants are paid to local councils to help them deliver services to their communities. The funds are paid annually by the Australian Government. Councils are free to use these funds at their discretion and are accountable to their communities. The Australian Government paid approximately 85% of the 2024-25 grants in advance. The remainder of the grant allocation will be paid in quarterly instalments.

REPORT:

The Commonwealth Government decided to make an early payment of the 2024-25 estimated Financial Assistance Grant entitlement to help manage the cumulative impacts of the floods and the pandemic. In June 2024, all councils were paid 85% of the estimated entitlement in advance.

On 28 June 2024, Council received 85% of Financial Assistance Grants (FAG) for 2024/2025 as an advance payment. This equated to \$5,724,438.00

The remaining 15% of Financial Assistance Grant is to distributed quarterly through the Financial Year 2024-2025, commencing mid – August 2024, November 2024, February 2025, and May 2025.

It is estimated Council will receive a total of \$6,761,684.00 in Financial Assistance Grant for 2024-2025.

COUNCIL IMPLICATIONS:

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

Our Governance No. 86 Cont...

2. Policy and Regulation
Nil.

3. Financial (Annual Budget & LTFP)
The advance payment of the FAG Grant skews the total income received for the financial year. The income is recognized in the year it is received for the Grants. Adjustments changes will be made in the September Quarterly Budget Review to reflect actual income received vs Budgeted income for the Financial Assistance Grant.

The advance payment assists Council in its cash flow challenges and improves unrestricted money availability.

4. Asset Management (AMS)
Nil.

5. Workforce (WMS)
Nil.

6. Legal and Risk Management
Nil.

7. Performance Measures
Nil.

8. Project Management
Nil.

Hein Basson
General Manager

Prepared by staff member: Roy Jones, Manager Finance & Technology

Approved/Reviewed by
Manager: Hein Basson, General Manager

Department: Office of the Director Corporate Services

Attachments:

- 1 NSW Local Government Grant Commission's Letter dated 23 August 2024
- 2 Fact Sheet - Financial Assistance Grants 2024-25 NSW Government



NSW Local Government Grants Commission
5 O'Keefe Avenue NOWRA NSW 2541
Locked Bag 3015 NOWRA NSW 2541

OUR REFERENCE: A908329
CONTACT: Helen Pearce
(02) 4428 4131
helen.pearce@olg.nsw.gov.au

Mr Hein Basson
General Manager
Tenterfield Shire Council

By email: h.basson@tenterfield.nsw.gov.au
cc: council@tenterfield.nsw.gov.au

23 August 2024

Dear Mr Basson

In accordance with the NSW Local Government Grants Commission's (Commission) policy of providing information to councils about the way the financial assistance grants (FA Grants) are calculated, please find attached a summary of Council's 2024-25 estimated FA Grants entitlement (**Appendix A**).

2024-25 ESTIMATED ENTITLEMENTS

The national FA Grants total estimated entitlement for 2024-25 is \$3.27 billion and is made up of \$2.27 billion for the general purpose component (GPC) and \$1 billion for the local roads component (LRC). The national estimated entitlement for 2024-25 increased by \$161 million to account for final adjustments to the Consumer Price Index (CPI) and population shares for the year.

The Commonwealth Treasury's estimate of the CPI for 2024-25 was adjusted up in July 2024. When compared to the 2023-24 final adjusted amount, the total national estimated FA Grants for 2024-25 increased by almost 5%. Accordingly, the State's FA Grants allocation for 2024-25 is slightly higher than last year, however the ongoing economic impact of the pandemic and other external factors are difficult to predict.

The national GPC was distributed across the states and territories on a population basis. NSW received 31.29% or \$710,159,793 in the GPC, which represents a 4.6% increase on last year's final figure. The LRC is based on a historical formula. NSW's share of the total national road funding is a fixed 29% share, or \$292.2 million, which represents a 4.96% increase. The total estimated entitlement for 2024-25 FA Grants NSW is just over \$1 billion.

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W <http://www.olg.nsw.gov.au>
(follow the "Commissions & Tribunals" links)



EXTERNAL FACTORS IMPACTING THE GPC POOL OF FUNDS IN NSW

The Commonwealth decided to pause indexation for three years from 2014-15 to 2016-17 due to budget constraints. In 2021, the impact of the global economic downturn was closely followed by the Covid-19 pandemic. NSW also experienced devastating natural disasters, including bushfires and floods. During recent years, the Commission has been faced with these challenges, including a substantially reduced CPI in 2021. The CPI is trending upwards to 4.6% in 2024-25. But further fluctuations cannot be ruled out.

Change of Annual Grant Entitlements	CPI % Change GPC	# of LGAs on 0% or <0%
2012-13 Final and 2013-14 Estimated	3.4	22
2013-14 Final and 2014-15 Estimated no CPI	-0.2	72
2014-15 Final and 2015-16 Estimated no CPI	-0.2	75
2015-16 Final and 2016-17 Estimated no CPI	0.1	56
2016-17 Final and 2017-18 Estimated	3.6	10
2017-18 Final and 2018-19 Estimated	3.6	12
2018-19 Final and 2019-20 Estimated	4.0	10
2019-20 Final and 2020-21 Estimated GED	0.9	33
2020-21 Final and 2021-22 Estimated Covid	1.7	29
2021-22 Final and 2022-23 Estimated Covid	3.3	9
2022-23 Final and 2023-24 Estimated Covid	4.0	*18
2023-24 Final and 2024-25 Estimated	4.6	9

KEY
<i>Three years of paused CPI (only change applied was national movements in jurisdictional population shares)</i>
<i>Transition entered: # of LGAs on 0% or less had the -5% floor been retained</i>
<i>*8 metropolitan councils moved to the negative floor following unprecedented population decline as applying the per capita minimum produced a lower result than the negative floor. In 2024-25 metropolitan growth resumed</i>

Following the pandemic, population data flowed through particularly the 2023-24 grant calculations showing unprecedented population decline in some metropolitan areas. This resulted in eight metropolitan councils moving off the per capita minimum grant and instead, benefiting from the 0% floor, as councils cannot breach below 0% floor until the negative floor is resumed. This further demonstrates the need to expedite the pathway out of transition. This year, the same metropolitan councils resumed population growth and returned to the per capita minimum grant.

Council's 2024-25 FA Grants estimated entitlement, compared to the 2023-24 final entitlement is as follows:

Tenterfield Shire Council				
Year	General Purpose	Local Roads	Total	Change
2023-24 final	\$4,272,166	\$2,084,208	\$6,356,374	
2024-25 est.	\$4,578,189	\$2,183,495	\$6,761,684	6.4%

To assist councils with budgets and bank reconciliations, a breakdown of the 2024-25 quarterly instalments is attached (**Appendix A**). The NSW Schedule of Payments is also attached (**Appendix B**).

IMPACT OF THE ADVANCE PAYMENTS

The Commonwealth Government decided to make an early payment of approximately 100% of the 2023-24 estimated FA Grant entitlement to help manage the cumulative impacts of the floods and the pandemic. The remainder of the funding (final adjustments for CPI and population shares from 2022-23) was paid to councils in 2023-24. As the funding was paid early, it was based on the prior year's FA Grant recommendations. Two metropolitan councils received LRC overpayments (refer to 2023-24 letter of advice). Adjustments were made to balance the payments, slightly underpaying other councils' LRCs in 2023-24.

That adjustment has been reversed in 2024-25 to ensure the over and under payments reconcile with actual recommended entitlements over the two-year period.

However, the Commission is concerned about the unpredictability the practice of advance payments creates. Councils' long-term and annual budgeting forecasts are subject to changes, and annual financial statement results can often be skewed. The latest development of overpayments is also beginning to impede the Commission's ability to make annual recommendations.

CHALLENGES IN FAIRLY DISTRIBUTING THE GPC FUNDS

As councils will be aware, the Commission is required to adhere to the National Principles which mandate a per capita grant based on population growth/decline. This inhibits the full application of the Horizontal Fiscal Equalisation Principle, to distribute the grants on the basis of greatest relative need. It is also the policy of the NSW Government to explore opportunities to direct grants to communities with the greatest relative need. The Commission has had regard to these policies in allocating the grants. The map contained in the 2024-25 Factsheet (**Appendix F**) identifies the rate of population change in NSW from 2001 to 2023.

Appendix E lists the revised expenditure categories, disadvantage factors and data sources used in calculating the expenditure allowance and the relative disadvantage allowance.

RESUMING THE ANNUAL NEGATIVE FLOOR ON THE GPC IN 2025-26

The Commission has been investigating ways to direct funds to councils with greatest relative need. Information about the methodology review and subsequent transition has been provided to councils, including about the recommendations for model refinements. The Commission will commence the pathway out of transition, resuming the negative floor in 2025-26. Further information about the transition and general information about the FA Grants can be found on the Commission's webpage:

<https://www.olg.nsw.gov.au/commissions-and-tribunals/#lggc>.

SPECIAL SUBMISSIONS 2024-25

Special submissions from councils are invited for consideration by the Commission. The purpose of a submission is to give councils the opportunity to present information on the financial impact of inherent expenditure disadvantages beyond councils' control that are not generally recognised in the current methodology. Please refer to the expenditure functions and Council's disadvantage factors listed in **Appendix A** and the proposed Isolation Allowance disadvantage factors in **Appendix D**. This process allows the Commission to adequately consider all legitimate factors that affect councils' capacity to deliver services.

Appendix C, titled **Guidelines for Special Submissions**, contains guidance for preparing submissions – please read the guidelines carefully.

Submissions should be e-mailed to the Commission at olg@olg.nsw.gov.au by **30 November 2024**.

ISOLATION ALLOWANCE REVIEW

The Commission is in the final stages of the Isolation Allowance review. The allowance needs modernising to keep pace with the current and future needs of the sector. To achieve this, the Commission has reviewed a broader range of cost drivers to funding needs for remote communities and those with greater distances between major regional centres and capital cities. The Commission has attached a list of proposed measures and is consulting with councils on its proposal prior to implementing any changes.

A MESSAGE OF CAUTION

There is no guarantee that a council will receive an increased FA Grant each year. There are many of changing and sometimes unpredictable variables, including a council's changing measure of relative disadvantage compared to the state average measure and the size of the total FA Grant pool.

The Commission has been advising councils of the need to return the GPC to a negative floor. This will result in some councils receiving less in the 2025-26 than they did in 2024-25. Given the impacts of unpredicted events since commencing the transition, including natural disasters and the pandemic, the Commission delayed resuming the negative floor to help temporarily stabilise the FA Grants. Councils have been consulted and have now been given seven years to prepare. It is no longer sustainable to protect those councils with greatest relative advantage. The pathway out of transition is essential to distribute the GPC more fairly, allowing greater application of the HFE, consistent with the National Principles and NSW policy.

I would ask that this letter please be tabled at the next Council meeting.

If you have any questions concerning these matters, please contact me on (02) 4428 4131.

Yours sincerely



Helen Pearce
Executive Officer



Financial Assistance Grants 2024-25

Fact Sheet 2024-25

Photo: Linda Fury Photography

Local Government Financial Assistance Grants are paid to local councils to help them deliver services to their communities. The funds are paid annually by the Australian Government. Councils are free to use these funds at their discretion and are accountable to their communities. The Australian Government paid approximately 85% of the 2024-25 grants in advance. The remainder of the grant allocations are being paid in quarterly instalments.

2024-25 Update

In 2013 the Independent Local Government Review Panel recommended, "Subject to any legal constraints, seek to redistribute Federal Financial Assistance Grants and some State grants in order to channel additional support to councils and communities with the greatest needs." Following an extensive review of the financial assistance grant model 2013 to 2016, recommendations were made to refine and improve parts of the expenditure allowance under the General Purpose Component (GPC). In 2018 the Commission (Commission) began transitioning to refinements consistent with the National Principles and the NSW Government policy to allocate grants, as far as possible, to councils with the greatest relative disadvantage. In 2023, the NSW Government re-affirmed its support to target grants to the most disadvantaged councils and the need to implement the revised model.

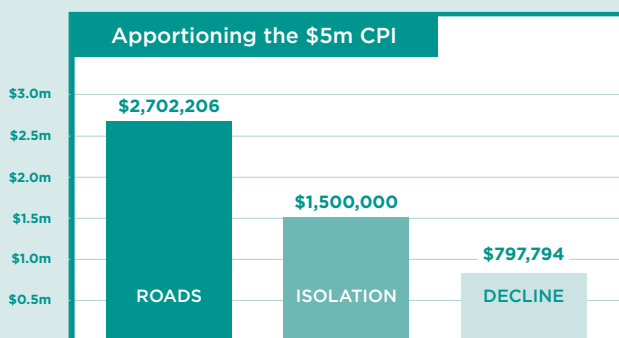
Since 2018-19, the transition arrangements have been limiting the percentage which an individual council's annual GPC can vary as follows:

- Upper limit (cap) of +5%
- Lower limit (collar) of 0%

Historically, the Commission set a range between +5% and -5%. The Commission is looking to restore caps and collars within a range of +6% to -4%. The Commission has maintained the transitional arrangements for the 2024 recommendations, giving councils a seventh year to prepare. Had the Commission applied these parameters in 2024-25 the grants would have been able to better target communities with the greatest relative disadvantage in NSW. Consultation continues with the sector about the recommendations for 2025-26 and beyond and the most appropriate approach to resume the original lower limit, which may include a staged option, which the Commission has resolved to commence in 2025-26.

Relative Disadvantage Allowance

The Commission quarantined \$5m of the CPI increase and apportioned it as an allowance for relative disadvantage.



Roads = unsealed local roads. Isolation = increased weighting for isolation allowance. Decline = councils with population decline between 2006-2023 (see negative population growth 2001 - 2023 map page 1).



Councils with greatest relative disadvantage:

Councils with greatest relative disadvantage are generally rural and remote councils with:

- Small and declining populations
- Limited capacity to raise revenue
- Financial responsibility for sizeable networks of local roads/infrastructure & diminishing financial resources
- Relative isolation

The ongoing challenge for the Commission has been how to allocate a fairer share of the GPC to such councils when a fixed 30% of the GPC grant must be allocated based on population increases/decreases. This can result in councils on the per capita minimum grant receiving significant increases such as occurred this year for Camden (+8.0%) and The Hills (+6.8%).

Where the Federal Government allocates a CPI increase, as occurred this year (4.6%), the Commission quarantines a proportion of the increase to allocate to councils with greatest relative disadvantage based on returns against 'unsealed local roads,' 'isolation' and 'population decline' (see box to the left).

In this way, some of these councils are able to achieve slightly greater than the 5% cap, consistent with the Commission's mandate from the Government.

Isolation Allowance Review

The Commission continues to look for opportunities to test and analyse various indicators of real cost impacts of isolation on councils. The Commission will consult widely with the sector before implementing any changes.



Financial Assistance Grants 2024-25

Fact Sheet 2024-25



Photo: Hamish on Unsplash

Why refine the model?

It's important to note that the Commission is not implementing a new model. Over time, the model had become very complex with an increasing number of functions and disadvantage factors. The model had 20 expenditure functions and 47 disadvantage factors applied across 128 councils plus more than 100 individual occurrences of discretionary disadvantage factors.

The Commission has taken advice, tested the competing propositions and decided to implement the recommended refinements and improvements.

The refined model:

- Allocates a higher proportion of grant funding to councils with greatest relative disadvantage
- Is consistent with the National Principles
- Is consistent with NSW policy of grant allocation
- Is transparent and publishable
- Is robust, statistically verifiable and auditable
- Uses best practice financial and modelling principles
- Is modern, simplified and more flexible

General information

Funds are allocated to NSW on the basis of the National Principles under the Federal legislation - the Local Government (Financial Assistance) Act 1995. It comprises two pools of funds - the GPC and the Local Roads Component (LRC). For 2024-25 the estimated entitlement for the GPC is \$710,159,783, and the LRC is \$292,232,895 but the funds are untied. The GPC incorporates:

- Expenditure Allowance
- Revenue Allowance
- Isolation Allowance
- Pensioner Rebate Allowance
- Relative Disadvantage Allowance

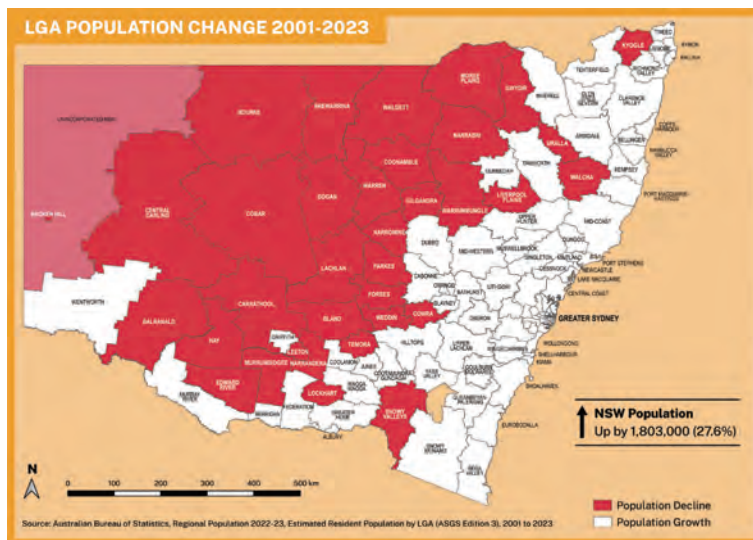
Per capita minimum grant

The legislation provides for a per capita minimum grant. The per capita minimum for 2024-25 is \$25.54. Councils on the minimum grant generally:

- Have economies of scale
- Are geographically smaller
- Are not relatively disadvantaged
- Have greater revenue raising capacity
- Experience year on year growth

There are 16 councils on the minimum grant, all located in the Sydney area. Over 32% of the State's population live in those council areas.

Seven minimum grant councils received an increase above the 4.6% state average increase.



General Purpose Component (GPC)

The GPC expenditure allowance remains based on council expenditure reported against the Financial Data Return grouped as follows:

- Community Services & Education
- Roads, Bridges, Footpaths & Aerodromes
- Public Order, Health, Safety & Other
- Administration & Governance
- Recreation & Culture
- Community Amenity

The 20 council functions are being retained but consolidated to six. The state average per capita cost for each function is still calculated by aggregating expenses (reported by all councils in their Financial Data Returns) for each function and divided by NSW's population.



Photo: Charles G on Unsplash



Financial Assistance Grants 2024-25

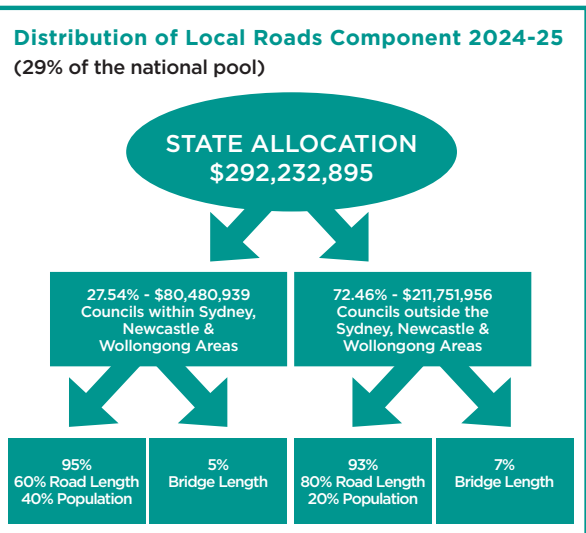
Fact Sheet 2024-25

The **GPC expenditure allowance** includes five Cost Adjusters (or Disadvantage Factors/Measures) to enable the Commission to compare councils' relative disadvantage/advantage:

- Population (ABS - Total for LGA)
- Aboriginal & Torres Strait Islanders (ABS - %)
- Local road length (council - km)
- Environment (ABS - ha environmental land)
- Rainfall, topography and drainage
(Consultants Willing & Partners - index)

The expenditure allowance formula is also retained:

$$\text{No. of Units (LGA Population)} \times \text{State Ave \$Cost/capita for the function} \times \text{council's disadvantage factor} = \$ \text{ expenditure allowance.}$$



Submissions

The Commission invites council submissions annually. The purpose of a submission is to give a council the opportunity to present information on the financial impact of inherent expenditure disadvantages beyond its control that are not generally recognised in the current methodology. This allows the Commission to adequately consider all legitimate factors that affect councils' capacity to deliver services.

Contact the NSW Local Government Grants Commission

5 O'Keeffe Ave, Nowra NSW 2541
 Locked Bag 3015, Nowra 2541
 Telephone 4428 4100
 olg@olg.nsw.gov.au

Related information:
<https://www.olg.nsw.gov.au/commissions-and-tribunals/grants-commission>
 Includes information such as prior fact sheets, Grants Commission Circulars, reports and grant schedules.

Background and call for the review

The Independent Local Government Review Panel recommendation (Fact Sheet page 1) was supported by a number of other reviews and reports including:

2008 Assessing Local Government Revenue Raising Capacity, Productivity Commission Research Report:

"A number of councils, particularly in capital city and urban developed areas, have the means to recover additional revenue from their communities sufficient to cover their expenditures without relying on grants. However, a significant number of councils, particularly in rural (87%) and remote (95%) areas would remain dependent on grants from other spheres of government to meet their current expenditure. Given the differences in the scope to raise additional revenue across different classes of councils, there is a case to review the provision of Australian Government general purpose grants to local governments."

2010 Australia's Future Taxation System Report:

"The current requirement that each council receives 30% of its per capita share of untied financial assistance grants may prevent state grants commissions from redistributing to councils that require greater assistance."

2013 The NSW Local Government Grants Commission submission to the Commonwealth Grants Commission Review:

...*"we have seen an increase in concerns being raised about:*

- the widening gap in revenue raising capacity for larger metropolitan councils versus smaller rural councils;
- increasing infrastructure needs;
- declining population."

2014 The NSW Government's Response to the Local Government Review Panel:

"The Government supports targeting Financial Assistance Grants to communities with the greatest need. It will ask the NSW Grants Commission to continue to identify opportunities to achieve this over time, within the constraints imposed by the national funding principles. It will also ask the Commission to ensure transitional protection for those councils with lower levels of need, to minimise the impact of any redistribution."

2017 Shifting the Dial: 5 year Productivity Commission Review:

"The Commission's study into transitioning regional economies noted that where populations have declined in Local Government areas, related declines in revenue are hampering efforts to maintain infrastructure designed to service (and be funded) by larger populations."

Department:	Office of the Director Corporate Services
Submitted by:	Roy Jones, Manager Finance & Technology
Reference:	ITEM GOV87/24
Subject:	2023/2024 FINANCIAL STATEMENTS TO BE REFERRED FOR AUDIT

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK	
CSP Goal:	Leadership - Council is a transparent, financially-sustainable and high-performing organisation, delivering valued services to the Community.
CSP Strategy:	Ensure Council operates in an effective and financially sustainable manner to deliver affordable services.
CSP Delivery Program	Ensure that financial sustainability and the community's capacity to pay inform adopted community service levels.

SUMMARY

The purpose of this report is to comply with statutory requirements in relation to the General Purpose Financial Statements and Special Purpose Financial Statements for the **year ended 30 June 2024**. **The Financial Statements are to be referred to Council's Auditor**, with authorisation from the Mayor, a Councillor, the General Manager and the Responsible Accounting Officer.

OFFICER'S RECOMMENDATION:

That Council;

- (1) In relation to the Financial Statements and in accordance with Section 413(2)(c) of the Local Government Act 1993 (as amended):
 - a) Council resolves that in its opinion the General Purpose Financial Statements and the Special Purpose Financial Statements for the year ended 30 June 2024 and Special Schedules are properly drawn up in accordance with the provisions of the Local Government Act 1993, (as amended) and the Regulations there under; and
 - b) That the Financial Statements be approved and signed by the Mayor, the Deputy Mayor, the General Manager and the Responsible Accounting Officer.
- (2) **That the Financial Statements be referred to Council's Auditor for audit;** and
- (3) That the audited Financial Statements be forwarded to the Office of Local Government by 31 October 2024; and
- (4) That the General Manager be delegated authority to place the Audited Financial Statements on public exhibition from Friday, 1 November 2024 if possible (or the soonest practicable alternative date if not) and that notice be given that Council will present its Audited Financial Statements at the Ordinary Council Meeting to be held on 27 November 2024 if possible (or the soonest practicable alternative date if not); and

Our Governance No. 87 Cont...

- (5) That the audited Financial Statements be presented at the meeting of Council to be held on 27 November 2024 if possible, in accordance with Section 419(1) of the Local Government Act 1993 (as amended) or alternatively at the soonest practicable date as determined by the General Manager.

BACKGROUND

As per Section 416(1) of the Local Government Act 1993 (as amended), a Council's Financial Statements for a year must be prepared and audited within four (4) months of the end of the reporting period concerned.

The statutory process that must be followed is that:

1. A statement as required under section 413(2) (c) must be made by resolution and signed by the Mayor, one (1) Councillor, the General Manager and the Responsible Accounting Officer.
2. **The Financial Statements must then be referred to the Council's Auditor, and once audited the statements must be included in Council's Annual Report.**
3. Copies of the Audited Financial Statements must then be lodged with the Office of Local Government by 31 October 2024.
4. **As soon as practicable after Council receives a copy of the Auditor's report, the Statements must be placed on public exhibition for a period of seven (7) days and notice given of a meeting at which Council proposes to present its Audited Financial Statements, together with the Auditor's report. This act of giving notice of the meeting is required to be delegated to the General Manager as technically the notice of meeting cannot be set until the final audited Statements and Audit Report are received, however, subject to any matters raised during the audit, the Audited Statements and Audit Reports will be presented at the Council Meeting to be held on 27 November 2024.**

It should be noted that Council's Audit, Risk and Improvement Committee was provided with the draft set of Financial Statements prior to the Audit, Risk and Improvement Committee meeting held on Wednesday 22 October 2024 and comments received will be incorporated into revisions of these draft financial statements.

REPORT:

A draft of the General Purpose Financial Statements, Special Purpose Financial Statements and Special Schedules for Council for the year ended 30 June 2024 are attached to this report to be referred for audit.

The draft 2023/2024 Financial Statements were presented at the 25 September 2024 Audit, Risk and Improvement Committee meeting where it was resolved:

- (1) *That the Audit, Risk and Improvement Committee note the report.*
- (2) *That any comments/suggestions from the Audit, Risk and Improvement Committee be incorporated into the final version of the Draft Financial*

Our Governance No. 87 Cont...

Statements to be presented to Council at the 23 October 2024 Council Meeting.

- (3) *That the Audit, Risk and Improvement Committee recommends to Council that at the 23 October 2024 Ordinary Council meeting, the draft set of Financial Statements (including any changes identified by the Audit, Risk and Improvement Committee and the remaining sections once completed) be referred to Council's Auditors for Audit.*

Once the 2023/2024 Financial Statements have been audited, the Auditor's Reports and analysis will be presented to Council and the public at Council's Ordinary Meeting to be held on 27 November 2024, in accordance with Section 419 (1) of the Local Government Act 1993 (as amended).

Overall Result:

The draft Income Statement identifies a Net Operating Result for the year of \$18.920M (\$37.206M in 2022/2023) including capital income.

Council's draft operating result excluding capital income and capital contributions is showing a surplus of \$6.404M compared with a \$3.535M surplus in 2022/2023.

It should be noted that this is a preliminary result and is still to be audited. The Audited Financial Statements will be presented to Council in November 2024.

The Annual Financial Statements are prepared on an accrual basis.

Key Factors to which have contributed to the net result during the Financial Year 2023-24 are:

- Rates Income – Council was granted 43% (including rate peg) as part of its Special Rate Variation application. This resulted in a Council rate revenue increase by \$1.82 Million compared to the prior year.
- Operating Grants - 85% of Financial Assistance Grant for 2024/2025 received in the 2023/2024 financial year totaling \$5.72M. Council received approximately \$6.65 Million as advance payments for disaster recovery as part of a signed Tripartite Agreement with the NSW and Federal Governments. Council received \$4.30M in November 2023 as part of Regional Emergency Road Repair Fund Program.
- Interest Income – Council received approximately \$1.85 Million in Interest Revenue compared to \$1.06 Million for FY 2022/2023. This was due to the financial market reaction to a rise in interest rates by the Reserve Bank and Council in receipt of grant monies.
- Depreciation Expense – decrease in depreciation from \$8.73 Million in FY 2023 to \$8.2 Million in FY 2024 was mostly due to a reduction of building depreciation by approximately \$429K because of a detailed componentisation of assets implemented as part of 2023 revaluation.
- Employee benefits and on-costs – Council reduced its employee expense by approximately \$950K. This was primarily due to a moratorium on recruitment and finalisation of a revised organisation structure.

Water and Sewer Fund Results

Our Governance No. 87 Cont...

As per the draft Special Purpose Financial Statements, the Water Fund has made a draft deficit of \$248K (\$367K in 2022/2023) before capital income, and the Sewer Fund has made a draft surplus of \$1.31M (\$668K in 2022/2023) before capital income.

The surplus will be reinvested into their respective funds to be used for asset renewal and upgrade required as per Council Asset Management Strategy.

Certification

Under section 413(2)(c) of the Local Government Act 1993 (as amended), before audit certificates can be issued, it is necessary for Council to adopt a resolution to be attached to the Financial Statements stating that:

Council's Annual Financial Statements and Special Purpose Finance Statements are being prepared in accordance with:

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

These statements must be signed by the Mayor, one (1) other Councillor, the General Manager and the Responsible Accounting Officer. A copy of the required statement to be signed is included in the attached draft Financial Statements. It has been assumed, similar to past practice, that the Mayor and Deputy Mayor will sign this statement in conjunction with the General Manager and Manager Finance & Technology as the Responsible Accounting Officer.

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)
The Audited Financial Statements form part of Council's Annual Report and therefore represents an integral part of the Integrated Planning and Reporting Framework. The Audited Financial Statements provide an important avenue for the review of Council's progress by any interested stakeholders including the Community and Council is required to exhibit the audited Financial Statements.

It is a requirement that as soon as practicable after receiving a copy of the **Auditor's report, that the Statements be placed on public exhibition and notice given of a meeting at which Council proposes to present its Audited Financial Statements, together with the Auditor's report. As advised above, this should occur at the November Ordinary Council Meeting.**

2. Policy and Regulation
There are no Policy issues arising out of this report.
3. Financial (Annual Budget & LTFP)
The Financial Statements are Council's primary form of review on Council's sustainability and the financial performance of Council throughout the reporting period. For this reason, they remain a crucial part of the performance measurement framework and the financial performance as disclosed should be a serious consideration in any future decision making.

Our Governance No. 87 Cont...

4. Asset Management (AMS)

There are no specific asset management issues arising out of this report.

5. Workforce (WMS)

There are no workforce issues arising out of this report.

6. Legal and Risk Management

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

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

7. Performance Measures

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

8. Project Management

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

Hein Basson
General Manager

Prepared by staff member:

Roy Jones

Approved/Reviewed by
Manager:

Hein Basson, General Manager

Department:

Office of the Director Corporate Services

Attachments:

- 1 Draft Annual Financial Statements for period 30 June 2024

Tenterfield Shire Council

ANNUAL FINANCIAL STATEMENTS
for the year ended 30 June 2024

"Quality Nature, Quality Heritage and Quality Lifestyle"



Tenterfield Shire Council

GENERAL PURPOSE FINANCIAL STATEMENTS
for the year ended 30 June 2024

"Quality Nature, Quality Heritage and Quality Lifestyle"



Tenterfield Shire Council

General Purpose Financial Statements

for the year ended 30 June 2024

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Overview

Tenterfield Shire Council is constituted under the Local Government Act 1993 (NSW) and has its principal place of business at:

247 Rouse Street
Tenterfield NSW 2372

Council's guiding principles are detailed in Chapter 3 of the LGA and includes:

- principles applying to the exercise of functions generally by council,
- principles to be applied when making decisions,
- principles of community participation,
- principles of sound financial management, and
- principles for strategic planning relating to the development of an integrated planning and reporting framework.

A description of the nature of Council's operations and its principal activities are provided in Note B1-2.

Through the use of the internet, we have ensured that our reporting is timely, complete and available at minimum cost. All press releases, financial statements and other information are publicly available on our website: www.tenterfield.nsw.gov.au.

Tenterfield Shire Council

General Purpose Financial Statements
for the year ended 30 June 2024

Understanding Council's Financial Statements

Each year NSW Local Governments are required to present audited financial statements to their council and community.

Tenterfield Shire Council

General Purpose Financial Statements

for the year ended 30 June 2024

Statement by Councillors and Management made pursuant to Section 413 (2c) of the Local Government Act 1993 (NSW)

The attached general purpose financial statements have been prepared in accordance with:

- the *Local Government Act 1993* and the regulations made thereunder,
- the Australian Accounting Standards and other pronouncements of the Australian Accounting Standards Board
- the Local Government Code of Accounting Practice and Financial Reporting.

To the best of our knowledge and belief, these statements:

- present fairly the Council's operating result and financial position for the year
- accord with Council's accounting and other records.

We are not aware of any matter that would render these statements false or misleading in any way.

Signed in accordance with a resolution of Council made on 23 October 2024.

Bronwyn Petrie
Mayor
23 October 2024

Greg Sauer
Deputy Mayor
23 October 2024

Hein Basson
General Manager
23 October 2024

Roy Jones
Responsible Accounting Officer
23 October 2024

Tenterfield Shire Council

Income Statement

for the year ended 30 June 2024

Original unaudited budget 2024 \$ '000		Notes	Actual 2024 \$ '000	Actual 2023 \$ '000
	Income from continuing operations			
13,927	Rates and annual charges	B2-1	14,181	11,871
2,843	User charges and fees	B2-2	3,116	2,935
551	Other revenues	B2-3	826	805
8,692	Grants and contributions provided for operating purposes	B2-4	18,670	19,727
355	Grants and contributions provided for capital purposes	B2-4	12,516	33,671
121	Interest and investment income	B2-5	1,850	1,066
-	Other income	B2-6	155	258
26,489	Total income from continuing operations		51,314	70,333
	Expenses from continuing operations			
9,360	Employee benefits and on-costs	B3-1	7,396	8,349
4,754	Materials and services	B3-2	9,794	11,764
921	Borrowing costs	B3-3	998	963
9,738	Depreciation, amortisation and impairment of non-financial assets	B3-4	8,177	8,727
1,759	Other expenses	B3-5	689	790
281	Net loss from the disposal of assets	B4-1	5,340	2,534
26,813	Total expenses from continuing operations		32,394	33,127
(324)	Operating result from continuing operations		18,920	37,206
(324)	Net operating result for the year attributable to Council		18,920	37,206
(679)	Net operating result for the year before grants and contributions provided for capital purposes		6,404	3,535

The above Income Statement should be read in conjunction with the accompanying notes.

Tenterfield Shire Council

Statement of Comprehensive Income
 for the year ended 30 June 2024

	Notes	2024 \$ '000	2023 \$ '000
Net operating result for the year – from Income Statement		18,920	37,206
Other comprehensive income:			
Amounts which will not be reclassified subsequently to the operating result			
Gain (loss) on revaluation of infrastructure, property, plant and equipment	C1-7	16,704	41,282
Impairment (loss) reversal / (revaluation decrement) relating to infrastructure, property, plant and equipment	C1-8	396	1,299
Total items which will not be reclassified subsequently to the operating result		17,100	42,581
Total other comprehensive income for the year		17,100	42,581
Total comprehensive income for the year attributable to Council		36,020	79,787

The above Statement of Comprehensive Income should be read in conjunction with the accompanying notes.

Tenterfield Shire Council

Statement of Financial Position

as at 30 June 2024

	Notes	2024 \$ '000	2023 \$ '000
ASSETS			
Current assets			
Cash and cash equivalents	C1-1	67,484	34,891
Investments	C1-2	1,000	–
Receivables	C1-4	3,054	3,604
Inventories	C1-5	119	221
Contract assets and contract cost assets	C1-6	2,490	14,249
Total current assets		74,147	52,965
Non-current assets			
Infrastructure, property, plant and equipment (IPPE)	C1-7	603,077	581,546
Right of use assets	C2-1	206	264
Total non-current assets		603,283	581,810
Total assets		677,430	634,775
LIABILITIES			
Current liabilities			
Payables	C3-1	7,505	5,877
Contract liabilities	C3-2	10,778	4,716
Lease liabilities	C2-1	56	54
Borrowings	C3-3	987	950
Employee benefit provisions	C3-4	1,236	1,240
Provisions	C3-5	1,940	1,678
Total current liabilities		22,502	14,515
Non-current liabilities			
Lease liabilities	C2-1	137	193
Borrowings	C3-3	19,141	20,128
Provisions	C3-5	828	1,137
Total non-current liabilities		20,106	21,458
Total liabilities		42,608	35,973
Net assets		634,822	598,802
EQUITY			
Accumulated surplus		243,381	224,461
IPPE revaluation reserve	C4-1	391,441	374,341
Council equity interest		634,822	598,802
Total equity		634,822	598,802

The above Statement of Financial Position should be read in conjunction with the accompanying notes.

Tenterfield Shire Council

Statement of Changes in Equity
 for the year ended 30 June 2024

	Notes	2024			2023		
		Accumulated surplus \$ '000	IPPE revaluation reserve \$ '000	Total equity \$ '000	Accumulated surplus \$ '000	IPPE revaluation reserve \$ '000	Total equity \$ '000
Opening balance at 1 July		224,461	374,341	598,802	187,255	331,760	519,015
Opening balance		224,461	374,341	598,802	187,255	331,760	519,015
Net operating result for the year		18,920	–	18,920	37,206	–	37,206
Restated net operating result for the period		18,920	–	18,920	37,206	–	37,206
Other comprehensive income							
Gain (loss) on revaluation of infrastructure, property, plant and equipment	C1-7	–	16,704	16,704	–	41,282	41,282
– Impairment (loss) reversal relating to IPP&E	C1-7	–	396	396	–	1,299	1,299
Other comprehensive income		–	17,100	17,100	–	42,581	42,581
Total comprehensive income		18,920	17,100	36,020	37,206	42,581	79,787
Closing balance at 30 June		243,381	391,441	634,822	224,461	374,341	598,802

The above Statement of Changes in Equity should be read in conjunction with the accompanying notes.

Tenterfield Shire Council

Statement of Cash Flows

for the year ended 30 June 2024

Original unaudited budget 2024 \$ '000		Actual 2024 \$ '000	Actual 2023 \$ '000
	Notes		
Cash flows from operating activities			
Receipts:			
13,869	Rates and annual charges	13,852	11,876
2,786	User charges and fees	2,995	3,110
71	Interest received	1,799	1,034
7,164	Grants and contributions	48,705	38,706
42	Bonds, deposits and retentions received	46	112
549	Other	5,029	5,044
Payments:			
(9,367)	Payments to employees	(7,421)	(8,673)
(4,636)	Payments for materials and services	(10,023)	(15,290)
(969)	Borrowing costs	(924)	(713)
(1,759)	Other	(1,263)	(970)
7,750	Net cash flows from operating activities	52,795	34,236
	G1-1		
Cash flows from investing activities			
Receipts:			
-	Sale of real estate assets	-	45
2,610	Proceeds from sale of IPPE	-	206
Payments:			
-	Acquisition of term deposits	(1,000)	-
(8,782)	Payments for IPPE	(18,197)	(38,876)
(50)	Purchase of intangible assets	-	-
(6,222)	Net cash flows from investing activities	(19,197)	(38,625)
Cash flows from financing activities			
Receipts:			
-	Proceeds from borrowings	-	3,100
Payments:			
(950)	Repayment of borrowings	(950)	(871)
-	Principal component of lease payments	(55)	(56)
(950)	Net cash flows from financing activities	(1,005)	2,173
578	Net change in cash and cash equivalents	32,593	(2,216)
28,607	Cash and cash equivalents at beginning of year	34,891	37,107
29,185	Cash and cash equivalents at end of year	67,484	34,891
	C1-1		
-	plus: Investments on hand at end of year	1,000	-
29,185	Total cash, cash equivalents and investments	68,484	34,891
	C1-2		

The above Statement of Cash Flows should be read in conjunction with the accompanying notes.

Tenterfield Shire Council

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Tenterfield Shire Council

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A About Council and these financial statements

A1-1 Basis of preparation

These financial statements were authorised for issue by Council on 23 October 2024. Council has the power to amend and reissue these financial statements in cases where critical information is received from public submissions or where the OLG directs Council to amend the financial statements.

The material accounting policy information related to these financial statements are set out below. Accounting policies have been consistently applied to all the years presented, unless otherwise stated.

These general purpose financial statements have been prepared in accordance with Australian Accounting Standards and Australian Accounting Interpretations, the *Local Government Act 1993 (Act)* and *Local Government (General) Regulation 2021 (Regulation)*, and the Local Government Code of Accounting Practice and Financial Reporting. Council is a not for-profit entity. The financial statements are presented in Australian dollars and are rounded to the nearest thousand dollars.

The financial statements are presented in Australian dollars and are rounded to the nearest thousand dollars.

Unless otherwise indicated, all amounts disclosed in the financial statements are actual amounts. Specific budgetary amounts have been included for comparative analysis (to actuals) in the following reports and notes:

- Income statement
- Statement of cash flows
- Note B5-1 – Material budget variations

and are clearly marked.

Historical cost convention

These financial statements have been prepared under the historical cost convention, as modified by the revaluation of certain infrastructure, property, plant and equipment and investment property.

Significant accounting estimates and judgements

The preparation of financial statements requires the use of certain critical accounting estimates. It also requires management to exercise its judgement in the process of applying the Council's accounting policies. Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that may have a financial impact on the Council and that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions

Council makes estimates and assumptions concerning the future. The resulting accounting estimates will, by definition, seldom equal the related actual results. Estimates and assumptions that have a potential significant effect are outlined in the following financial statement notes:

- (i) estimated fair values of infrastructure, property, plant and equipment – refer Note C1-6
- (ii) estimated tip remediation provisions – refer Note C3-5
- (iii) employee benefit provisions – refer Note C3-4.

Significant judgements in applying the Council's accounting policies

- i. Impairment of receivables – refer Note C1-3.
- ii. Determination of whether performance obligations are sufficiently specific and whether the contract is within the scope of AASB 15 *Revenue from Contracts with Customers* and / or AASB 1058 *Income of Not-for-Profit Entities* – refer to Notes B2-2 – B2-4.
- iii. Determination of the lease term, discount rate (when not implicit in the lease) and whether an arrangement contains a lease – refer to Note C2-1.

Monies and other assets received by Council

The Consolidated Fund

In accordance with the provisions of Section 409(1) of the *Local Government Act 1993 (NSW)*, all money and property received by Council is held in the Council's Consolidated Fund unless it is required to be held in the Council's Trust Fund.

Cash and other assets of the following entities have been included as part of the Consolidated Fund:

continued on next page ...

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A1-1 Basis of preparation (continued)

- General purpose operations
- Tenterfield Water service
- Tenterfield Sewerage service
- Stormwater Management Fund
- Waste Management Fund

Due to their immaterial value and nature, the following committees, entities and operations have been excluded from consolidation:

- Sir Henry Parkes Memorial Management Committee (Joint Committee);
- Tenterfield Saleyards Advisory Committee;
- Aboriginal Advisory Committee;
- Heritage Advisory Committee;
- ANZAC Centenary Steering Committee; and
- Disability, Inclusion and Access Advisory Committee.

The Trust Fund

In accordance with the provisions of Section 411 of the *Local Government Act 1993 (NSW)* (as amended), a separate and distinct Trust Fund is maintained to account for all money and property received by the council in trust which must be applied only for the purposes of, or in accordance with, the trusts relating to those monies. Trust monies and property subject to Council's control have been included in these reports.

A separate statement of monies held in the Trust Fund is available for inspection at the council office by any person free of charge

Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of associated GST, unless the GST incurred is not recoverable from the taxation authority. In this case it is recognised as part of the cost of acquisition of the asset or as part of the expense.

Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the taxation authority is included with other receivables or payables in the Statement of Financial Position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities that are recoverable from, or payable to, the taxation authority, are presented as operating cash flows.

Volunteer services

Council does not recognise services provided by volunteers in its income statement due to the immateriality and unjustifiable cost of trying to reliably capture and assign a value to the many services volunteers in our community provide.

New accounting standards and interpretations issued but not yet effective

New accounting standards and interpretations issued but not yet effective

Certain new accounting standards and interpretations (ie. pronouncements) have been published by the Australian Accounting Standards Board that are not mandatory for the 30 June 2024 reporting period.

Council has elected not to apply any of these pronouncements in these financial statements before their operative dates.

As at the date of authorisation of these financial statements Council does not consider that any of these new (and still to be applied) standards and interpretations are likely to have a material impact on the Council's future financial statements, financial position, financial performance or cash flows.

New accounting standards adopted during the year

The following new standard is effective for the first time at 30 June 2024:

- **AASB 2021-2 Amendments to Australian Accounting Standards – Disclosure of Accounting Policies and Definition of Accounting Estimates**

The most significant change introduced by this standard is to remove the requirement to disclose significant accounting policies and instead require disclosure of material accounting policy information.

continued on next page ...

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A1-1 Basis of preparation (continued)

"Accounting policy information is material if, when considered together with other information included in an entity's financial statements, it can reasonably be expected to influence decisions that the primary users of general purpose financial statements make on the basis of those financial statements."

In applying the new requirements, Council has after taking into account the various specific facts and circumstances applied professional judgement to ensure it discloses only material accounting policies as opposed to significant accounting policies throughout these financial statements.

B Financial Performance

B1 Functions or activities

B1-1 Functions or activities – income, expenses and assets

Income, expenses and assets have been directly attributed to the following functions or activities. Details of those functions or activities are provided in Note B1-2.

	Income		Expenses		Operating result		Grants and contributions		Carrying amount of assets	
	2024 \$ '000	2023 \$ '000	2024 \$ '000	2023 \$ '000	2024 \$ '000	2023 \$ '000	2024 \$ '000	2023 \$ '000	2024 \$ '000	2023 \$ '000
Functions or activities										
Civic Office	8	(3)	275	297	(267)	(300)	8	(3)	475	464
Organisation and Leadership	–	–	768	838	(768)	(838)	–	–	–	9
Community Development	52	20	26	345	26	(325)	52	20	832	818
Economic Growth and Tourism	346	2,322	553	745	(207)	1,577	343	2,307	4,217	3,674
Theatre and Museum Complex	34	110	173	364	(139)	(254)	6	4	489	348
Finance and Technology	12,408	11,045	552	481	11,856	10,564	4,155	5,278	48,655	18,532
Corporate and Governance	5	3	708	717	(703)	(714)	–	–	443	438
Workforce Development	252	299	1,087	1,186	(835)	(887)	39	47	–	–
Library Services	93	291	494	466	(401)	(175)	91	283	41	62
Emergency Services	432	448	977	650	(545)	(202)	283	448	1,245	1,106
Asset Management and Resourcing	–	1	321	613	(321)	(612)	–	–	4,214	3,402
Commercial Works	201	135	105	119	96	16	–	–	–	–
Environmental Management	117	237	269	346	(152)	(109)	109	232	48	39
Planning and Regulation	740	701	404	428	336	273	443	388	1,358	556
Plant, Fleet and Equipment	39	50	236	(319)	(197)	369	–	–	6,381	6,906
Buildings and Amenities	768	372	1,166	1,036	(398)	(664)	520	155	19,069	19,031
Livestock Saleyards	148	(17)	173	159	(25)	(176)	–	(162)	2,402	1,838
Parks, Gardens and Open Space	332	322	1,101	1,024	(769)	(702)	192	194	13,802	14,212
Swimming Complex	–	–	242	213	(242)	(213)	–	–	1,527	1,230
Stormwater and Drainage	99	92	123	155	(24)	(63)	2	3	5,125	5,148
Transport Network	22,856	36,167	14,618	14,958	8,238	21,209	22,690	36,099	463,717	458,388
Sewerage Services	3,253	3,052	1,914	2,371	1,339	681	30	13	32,135	29,857
Waste Management	4,290	3,648	2,591	3,047	1,699	601	540	152	17,711	14,834
Water Supply	4,841	11,038	3,518	2,888	1,323	8,150	1,683	7,940	53,544	53,883
Total functions and activities	51,314	70,333	32,394	33,127	18,920	37,206	31,186	53,398	677,430	634,775

B1-2 Components of functions or activities

Details relating to the Council's functions or activities as reported in B1-1 are as follows:

Civic Office

Corporate affairs and relations; the governance framework; overall corporate performance and reporting; community advocacy; mayoral, councillor and committee support; and media and external communications.

Organisation and Leadership

Collaboration with other organisations and governments; continual improvement; overall strategic direction of the administrative arm; community engagement; administrative support; service integration and corporate advertising.

Community Development

Community engagement, development of partnerships, indigenous affairs, inclusiveness, accessible services, supporting diversity and cultural events.

Economic Growth and Tourism

Community prosperity, tourism, connectivity, partnering, promotion and livability. The Office of the Chief Executive directly oversees these outcomes.

Theatre and Museum Complex

Sir Henry Parkes School of Art; cultural diversity, events and art activities; youth engagement; volunteering; and festivals.

Finance and Technology

Information technology; financial sustainability and advise; investments; financial capacity; procurement compliance; regulatory and statutory compliance; business systems; property strategy, overall management and register, land mapping service (GIS).

Corporate and Governance

Statutory reporting, business processes and integration; procurement compliance; audit; community involvement; customer service; governance; information technology and information management; insurance, risk and business continuity; registers and records management, legal services and election support.

Workforce Development

Workplace health and wellbeing, planning and culture; workers compensation; workforce performance; training; recruitment, selection and retention; and internal communications.

Library Services

Home services; vision impaired; review and updating collections; exchanges; internet and Wi Fi access; accessible technology; exhibitions; online training and resources; research and reference services; and the management of corporate art and memorabilia.

Emergency Services

Integrating land use policies to support emergency management; disaster management; review of emergency management plans; inter-agency communication and collaboration; and rural addressing.

Asset Management and Resourcing

Review, investigation, survey, design, development and project management; asset investigation, planning, policy formulation and management (both as a bureau service to whole organisation and for transport infrastructure).

Commercial Works

Private works management, benchmarking, offsetting costs through creating synergies.

Environmental Management

Education; noxious plants; feral pests (advocacy); illegal dumping and pollution; and roads & footpath regulatory enforcement.

continued on next page ...

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B1-2 Components of functions or activities (continued)

Planning and Regulation

Development planning, controls, assessment and certification; regulation of premises; built environment; urban design; land use data, mapping and reporting; building and assessment advice; heritage; domestic animals; public health and pollution.

Plant, Fleet and Equipment

Effective provision and management of plant, fleet, equipment, store and depots; and tendering and procurement.

Buildings and Amenities

Energy management and conservation, asset planning and maintenance scheduling; building and amenities utilisation, income generation and administration.

Livestock Saleyards

Planning, development, maintenance, operations and administration of the Saleyards.

Parks, Gardens and Open Space

Consultation, planning, development; increasing patronage; amenity; maintenance and operations; public art; cycleways; public trees; sportsgrounds (active and passive); cleanliness and administration.

Swimming Complex

Service provision; regulatory compliance; planning; supervision of patrons; and management.

Stormwater and Drainage

Ongoing management and improvement of all stormwater infrastructure, gross pollutant traps, natural urban waterways and erosion control apparatus.

Transport Network

Sustainable management and improvement of all infrastructure used to facilitate transportation: vehicular, aviation, pedestrian and cyclists; car parking; quarries; delineation, line marking, signage and lighting; regulatory compliance; emergency response and on-call; traffic committee administration; and risk mitigation.

Sewerage Services

Ongoing catchment, transportation, and treatment; monitoring, reporting, environmental compliance and emergency management; trade waste and commercial; fees and charges; public education and administration.

Waste Management

Ongoing and sustainably managing waste: reduction; recycling; landfill remediation and development; and public education.

Water Supply

Ongoing water catchment, storage, treatment, distribution, monitoring, regulating, reporting, compliance, charging and administration.

B2 Sources of income

B2-1 Rates and annual charges

	2024 \$ '000	2023 \$ '000
Ordinary rates		
Residential	3,019	2,145
Farmland	3,401	2,361
Mining	14	10
Business	482	335
Less: pensioner rebates (mandatory)	(132)	(122)
Rates levied to ratepayers	6,784	4,729
Pensioner rate subsidies received	74	66
Total ordinary rates	6,858	4,795
Annual charges (pursuant to s496, 496A, 496B, 501 & 611)		
Domestic waste management services	1,297	1,184
Stormwater management services	72	72
Water supply services	1,407	1,552
Sewerage services	2,838	2,685
Waste management services (non-domestic)	228	207
Waste management facility charge	1,573	1,474
Less: pensioner rebates (mandatory)	(203)	(216)
Annual charges levied	7,212	6,958
Pensioner annual charges subsidies received:		
– Water	29	29
– Sewerage	26	26
– Domestic waste management	56	63
Total annual charges	7,323	7,076
Total rates and annual charges	14,181	11,871
Timing of revenue recognition for rates and annual charges		
Rates and annual charges recognised at a point in time (2)	14,181	11,871
Total rates and annual charges	14,181	11,871

Council has used 2023 year valuations provided by the NSW Valuer General in calculating its rates.

Material accounting policy information

Rates and annual charges are recognised as revenue at the beginning of the rating period to which they relate. Prepaid rates are recognised as a financial liability until the beginning of the rating period.

Pensioner rebates relate to reductions in rates and certain annual charges for eligible pensioners' place of residence in the local government council area.

Pensioner rate subsidies are received from the NSW Government to provide a contribution towards the pensioner rebates and are recognised within the underlying revenue item based on their substance.

B2-2 User charges and fees

	Timing	2024 \$ '000	2023 \$ '000
Specific user charges (per s502 - specific 'actual use' charges)			
Water supply services	1	1,653	1,494
Sewerage services	1	202	174
Waste management services (non-domestic)	1	315	328
Trade waste	1	28	24
Total specific user charges		2,198	2,020
Other user charges and fees			
(i) Fees and charges – statutory and regulatory functions (per s608)			
Inspection services	2	17	17
Planning and building regulation	2	262	280
Private works – section 67	2	201	135
Section 603 certificates	2	29	23
Companion animals	2	7	4
Local government and health act fees	2	9	9
Total fees and charges – statutory/regulatory		525	468
(ii) Fees and charges – other (incl. general user charges (per s608))			
Aerodrome	2	–	1
Cemeteries	2	136	112
Saleyards	2	148	146
Tourism	2	2	15
Cinema	2	6	50
Library	2	1	8
Museum and theatre	2	5	42
Service installation	2	53	49
Other	2	42	24
Total fees and charges – other		393	447
Total other user charges and fees		918	915
Total user charges and fees		3,116	2,935
Timing of revenue recognition for user charges and fees			
User charges and fees recognised over time (1)		2,198	2,020
User charges and fees recognised at a point in time (2)		918	915
Total user charges and fees		3,116	2,935

Material accounting policy information

Revenue arising from user charges and fees is recognised when or as the performance obligation is completed and the customer receives the benefit of the goods / services being provided.

The performance obligation relates to the specific services which are provided to the customers and generally the payment terms are within 30 days of the provision of the service, the customer is required to pay on arrival or a deposit in advance. There is no material obligation for Council in relation to refunds or returns.

Where an upfront fee is charged the fee is recognised on a straight-line basis over the expected life of the membership.

Licences granted by Council are all either short-term or low value and all revenue from licences is recognised at the time that the licence is granted rather than over the term of the licence.

B2-3 Other revenues

	Notes	Timing	2024 \$ '000	2023 \$ '000
Diesel rebate		2	39	49
Recycling income (non-domestic)		2	81	63
Insurance rebates		2	50	–
Rural fire service program reimbursements		2	149	–
Sale of surplus material		2	–	1
Training reimbursement		2	163	225
Effect from de-recognition of remediation provision	C3-5	2	127	65
Other		2	217	402
Total other revenue			826	805
Timing of revenue recognition for other revenue				
Other revenue recognised over time (1)			–	–
Other revenue recognised at a point in time (2)			826	805
Total other revenue			826	805

Material accounting policy information for other revenue

Where the revenue is earned the provision of specified goods / services under an enforceable contract, revenue is recognised when or as the the obligations are satisfied.

Statutory fees and fines are recognised as revenue when the service has been provided, the payment is received or when the penalty has been applied, whichever occurs first.

Other revenue is recorded when the payment is due, the value of the payment is notified, or the payment is received, whichever occurs first.

B2-4 Grants and contributions

		Operating 2024 \$ '000	Operating 2023 \$ '000	Capital 2024 \$ '000	Capital 2023 \$ '000
	Timing				
General purpose grants and non-developer contributions (untied)					
General purpose (untied)					
Current year allocation					
Financial assistance – general component	2	283	1,117	–	–
Financial assistance – local roads component	2	91	522	–	–
Payment in advance - future year allocation					
Financial assistance – general component	2	3,872	4,161	–	–
Financial assistance – local roads component	2	1,852	2,076	–	–
Amount recognised as income during current year		6,098	7,876	–	–
Special purpose grants and non-developer contributions (tied)					
Cash contributions					
Water supplies	1	–	43	1,535	7,730
Bushfire and emergency services	2	283	311	–	–
Community centres	1	–	–	66	31
Economic development	2	–	124	–	–
Environmental programs	2	5	20	–	–
Heritage and cultural	1,2	31	240	–	82
Library	2	88	64	3	219
LIRS subsidy	2	7	11	–	–
Noxious weeds	1,2	109	207	–	–
Recreation and culture	2	4	8	966	2,344
Community development	2	52	20	–	–
Street lighting	2	35	34	–	–
Saleyards	2	–	–	–	(162)
Waste management	2	–	–	487	122
Disaster recovery	2	4,616	4,143	4,528	66
Transport (roads to recovery)	2	1,044	1,044	–	–
Transport (other roads and bridges funding)	1,2	4,497	3,782	4,361	22,795
Other councils – joint works/services	1	103	125	–	–
Transport for NSW contributions (regional roads, block grant)	2	1,656	1,625	–	–
FBT contributions	2	39	47	–	–
Waste management services	2	3	3	–	–
Total special purpose grants and non-developer contributions – cash		12,572	11,851	11,946	33,227
Total special purpose grants and non-developer contributions (tied)		12,572	11,851	11,946	33,227
Total grants and non-developer contributions		18,670	19,727	11,946	33,227
Comprising:					
– Commonwealth funding		6,386	17,677	822	4,789
– State funding		12,284	2,050	11,124	28,438
		18,670	19,727	11,946	33,227

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B2-4 Grants and contributions (continued)

Developer contributions

	Notes	Timing	Operating 2024 \$ '000	Operating 2023 \$ '000	Capital 2024 \$ '000	Capital 2023 \$ '000
Developer contributions: (s7.4 & s7.11 - EP&A Act, s64 of the LGA):						
	G4					
Cash contributions						
S 7.11 – contributions towards amenities/services		2	–	–	503	374
S 64 – water supply contributions		2	–	–	36	57
S 64 – sewerage service contributions		2	–	–	31	13
Total developer contributions – cash			–	–	570	444
Total developer contributions			–	–	570	444
Total contributions			–	–	570	444
Total grants and contributions			18,670	19,727	12,516	33,671
Timing of revenue recognition for grants and contributions						
Grants and contributions recognised over time (1)			–	168	6,209	7,761
Grants and contributions recognised at a point in time (2)			18,670	19,559	6,307	25,910
Total grants and contributions			18,670	19,727	12,516	33,671

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B2-4 Grants and contributions (continued)

Unspent grants and contributions

Certain grants and contributions are obtained by Council on the condition they be spent in a specified manner or in a future period but which are not yet spent in accordance with those conditions are as follows:

Notes	Operating 2024 \$ '000	Operating 2023 \$ '000	Capital 2024 \$ '000	Capital 2023 \$ '000
Grants				
Unspent grants at 1 July	4,585	2,546	4,811	11,946
Add: Funds recognised as revenue in the reporting year but not yet spent in accordance with the conditions	14,986	4,567	934	569
Add: grants received for the provision of goods and services in a future period	-	-	14,471	4,479
Less: Funds recognised as revenue in previous years that have been spent during the reporting year	(4,567)	(2,528)	(969)	(693)
Less: Funds received in prior year but revenue recognised and funds spent in current year	-	-	(4,479)	(11,490)
Unspent grants at 30 June	15,004	4,585	14,768	4,811
Contributions				
G4				
Unspent contributions at 1 July	-	-	870	470
Add: contributions recognised as revenue in the reporting year but not yet spent in accordance with the conditions	-	-	596	400
Less: contributions recognised as revenue in previous years that have been spent during the reporting year	-	-	-	-
Unspent contributions at 30 June	-	-	1,466	870

Material accounting policy information

Grants and contributions – enforceable agreement with sufficiently specific performance obligations

Grant and contribution revenue from an agreement which is enforceable and contains sufficiently specific performance obligations is recognised as or when control of each performance obligations is transferred.

The performance obligations may vary according to the agreement. Payment terms vary depending on the terms of the grant, cash is received upfront for some grants and on the achievement of certain payment milestones for others.

Performance obligations may be satisfied either at a point in time or over time and this is reflected in the revenue recognition pattern. Point in time recognition occurs when the beneficiary obtains control of the goods / services at a single time (e.g. completion of the project when a report / outcome is provided), whereas over time recognition is where the control of the services is ongoing throughout the project (e.g. provision of community health services through the year).

Where control is transferred over time, generally the input methods being either costs or time incurred are deemed to be the most appropriate methods to reflect the transfer of benefit.

Capital grants

Capital grants received by Council under an enforceable contract for the acquisition or construction of infrastructure, property, plant and equipment to identified specifications which will be under Council's control on completion are recognised as revenue as and when the obligation to construct or purchase is completed.

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B2-4 Grants and contributions (continued)

For construction projects, this is generally as the construction progresses in accordance with costs incurred since this is deemed to be the most appropriate measure of the completeness of the construction project.

For acquisitions of assets, the revenue is recognised when the asset is acquired and controlled by the Council.

Developer contributions

Council has obligations to provide facilities from contribution revenues levied on developers under the provisions of sections 7.4, 7.11 and 7.12 of the *Environmental Planning and Assessment Act 1979* (EP&A Act).

While Council generally incorporates these amounts as part of a Development Consents Order, such developer contributions are only recognised as income upon receipt by Council, due to the possibility that individual development consents may not be acted upon by the applicant and, accordingly, would not be payable to Council.

Developer contributions may only be expended for the purposes for which the contributions were required, but Council may apply contributions according to the priorities established in work schedules for the contribution plan.

Other grants and contributions

Assets, including cash, received from other grants and contributions are recognised at fair value when the asset is received. Council considers whether there are any related liability or equity items associated with the asset which are recognised in accordance with the relevant accounting standard.

Once the assets and liabilities have been recognised then income is recognised for any remaining asset value at the time that the asset is received.

B2-5 Interest and investment income

	2024 \$ '000	2023 \$ '000
Interest on financial assets measured at amortised cost		
– Overdue rates and annual charges (incl. special purpose rates)	94	70
– Cash and investments	1,756	996
Total interest and investment income (losses)	1,850	1,066

B2-6 Other income

	2024 \$ '000	2023 \$ '000
Rental income		
Other lease income		
Council owned property	155	164
Total other lease income	155	164
Total rental income	155	164
IMF Settlement Income	–	94
Total other	–	94
Total other income	155	258

B3 Costs of providing services

B3-1 Employee benefits and on-costs

	2024	2023
	\$ '000	\$ '000
Salaries and wages	5,997	6,969
Employee leave entitlements (ELE)	1,170	1,384
Superannuation	749	823
Workers' compensation insurance	246	222
Fringe benefit tax (FBT)	30	37
Other	14	47
Total employee costs	8,206	9,482
Less: capitalised costs	(810)	(1,133)
Total employee costs expensed	7,396	8,349

B3-2 Materials and services

	Notes	2024 \$ '000	2023 \$ '000
Raw materials and consumables		4,936	3,110
Contractor and consultancy costs		2,861	6,810
Audit Fees	F2-1	84	61
Councillor and Mayoral fees and associated expenses	F1-2	178	175
Advertising		21	44
Cleaning		46	42
Electricity and heating		333	238
Insurance		656	592
Postage		24	39
Printing and stationery		19	17
Street lighting		115	98
Subscriptions and publications		81	89
Telephone and communications		177	192
Travel expenses		5	13
Training costs (other than salaries and wages)		37	95
Other expenses		170	106
– Legal expenses: planning and development		–	1
– Legal expenses: other		25	36
Other		26	6
Total materials and services		9,794	11,764
Total materials and services		9,794	11,764

B3-3 Borrowing costs

	2024	2023
Notes	\$ '000	\$ '000
(i) Interest bearing liability costs		
Interest on leases	8	7
Interest on loans	870	840
Total interest bearing liability costs	878	847
Total interest bearing liability costs expensed	878	847
(ii) Other borrowing costs		
– Remediation liabilities	120	116
Total other borrowing costs	120	116
Total borrowing costs expensed	998	963

B3-4 Depreciation, amortisation and impairment of non-financial assets

	Notes	2024 \$ '000	2023 \$ '000
Depreciation and amortisation			
Plant and equipment		697	776
Office equipment		61	55
Furniture and fittings		3	3
Land improvements (depreciable)		41	39
Infrastructure:			
– Buildings	C1-7	587	1,016
– Other structures		191	182
– Roads		3,488	3,189
– Bridges		1,093	1,046
– Footpaths		56	47
– Stormwater drainage		115	108
– Water supply network		870	866
– Sewerage network		593	547
– Swimming pools		28	27
– Other open space/recreational assets		208	169
Right of use assets	C2-1	59	16
Other assets:			
– Library books		28	32
Reinstatement, rehabilitation and restoration assets:			
– Tip assets	C1-7	227	812
– Quarry assets	C1-7	8	16
Total gross depreciation and amortisation costs		8,353	8,946
Less: capitalised costs		(176)	(219)
Total depreciation and amortisation costs		8,177	8,727
Impairment / revaluation decrement of IPPE			
Infrastructure:			
– Roads	C1-7	(396)	(1,299)
– Bulk earthworks		–	–
Total gross IPPE impairment / revaluation decrement costs		(396)	(1,299)
Amounts taken through revaluation reserve	C1-7	396	1,299
Total IPPE impairment / revaluation decrement costs charged to Income Statement		–	–
Total depreciation, amortisation and impairment for non-financial assets		8,177	8,727

Material accounting policy information

Depreciation and amortisation

Depreciation and amortisation are calculated using the straight line method to allocate their cost, net of their residual values, over their estimated useful lives. Useful lives are included in Note C1-6 for IPPE assets and Note C1-7 for intangible assets.

Depreciation is capitalised where in-house assets have contributed to new assets.

Impairment of non-financial assets

Council assets held at fair value that are not held primarily for their ability to generate net cash flow, and that are deemed to be specialised, are not tested for impairment since these assets are assessed on an annual basis to ensure that the carrying amount is not materially different from fair value and therefore an impairment loss would be captured during this assessment.

Intangible assets not yet available for use, are tested annually for impairment, or more frequently if events or changes in circumstances indicate that they might be impaired.

Other non-financial assets that do not meet the criteria above are tested for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by

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B3-4 Depreciation, amortisation and impairment of non-financial assets (continued)

which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an asset's fair value less costs to sell and value in use.

For the purposes of assessing impairment, assets are grouped at the lowest levels for which there are separately identifiable cash inflows that are largely independent of the cash inflows from other assets or groups of assets (cash-generating units).

Impairment losses for revalued assets are firstly offset against the amount in the revaluation surplus for the class of asset, with only the excess to be recognised in the Income Statement.

B3-5 Other expenses

	2024 \$ '000	2023 \$ '000
Other		
Grants funded donations, contributions and assistance to other organisations (incl. Section 356)	40	250
Council funded donations, contributions and assistance to other organisations (incl. Section 356)	132	42
Emergency services levy (includes FRNSW, SES, and RFS levies)	517	498
Total other	689	790
Total other expenses	689	790

B4 Gains or losses

B4-1 Gain or loss from the disposal, replacement and de-recognition of assets

	Notes	2024 \$ '000	2023 \$ '000
Gain (or loss) on disposal of property (excl. investment property)			
Proceeds from disposal – property		–	1,116
Less: carrying amount of property assets sold/written off		(83)	(962)
Gain (or loss) on disposal		(83)	154
Gain (or loss) on disposal of plant and equipment			
Non-cash income from trade-in – plant and equipment	C1-7	1,669	2,170
Less: carrying amount of plant and equipment assets sold/written off		(1,925)	(2,242)
Gain (or loss) on disposal		(256)	(72)
Gain (or loss) on disposal of infrastructure			
Less: carrying amount of infrastructure assets sold/written off	C1-7	(5,001)	(2,629)
Gain (or loss) on disposal		(5,001)	(2,629)
Gain (or loss) on disposal of real estate assets held for sale			
Proceeds from disposal – real estate assets	C1-5	–	45
Less: carrying amount of real estate assets sold/written off		–	(32)
Gain (or loss) on disposal		–	13
Net gain (or loss) from disposal of assets		(5,340)	(2,534)

B5 Performance against budget

B5-1 Material budget variations

Council's original budget was adopted by the Council on 30 June 2023 and is not required to be audited. The original projections on which the budget was based have been affected by a number of factors. These include state and federal government decisions, including new grant programs, changing economic activity, environmental factors, and by decisions made by Council.

While these General Purpose Financial Statements include the original budget adopted by Council, the Act requires Council to review its financial budget on a quarterly basis, so it is able to manage the variation between actuals and budget that invariably occur during the year.

Material variations of more than 10% between original budget and actual results or where the variance is considered material by nature are explained below.

Variation Key: **F** = Favourable budget variation, **U** = Unfavourable budget variation.

\$ '000	2024 Budget	2024 Actual	2024 ----- Variance -----	
Revenues				
Rates and annual charges	13,927	14,181	254	2% F
User charges and fees	2,843	3,116	273	10% F
Other revenues	551	826	275	50% F
Council received additional training reimbursement income of \$158K in addition to the budgeted amount. Council accounted for \$149K for RFS reimbursement relating to October 2023 bushfire (which was not budgeted as part of June adopted budget).				
Operating grants and contributions	8,692	18,670	9,978	115% F
Council received \$4.30 Million in November 2023 as part of Regional Emergency Road Repair Fund Program. Council further signed for a Tripartite Agreement with NSW Transport to received advance payments for Disaster Recovery Works DRFA 1012, which resulted in approximately net increase of \$5.3 Million in operating grants revenue.				
Capital grants and contributions	355	12,516	12,161	3,426% F
Significant portion of the capital grants income in 2024 comprises of revenue recognised on grant funded projects delivered in 2024 funds for which were receipted in 2023 financial year. Additionally Council was in receipt of advance payment for Dumaresq Bridge as part of the Tripartite Agreement- this resulted in Council receiving approximately \$8.7 Million in June 2024.				
Interest and investment revenue	121	1,850	1,729	1,429% F
Due to significant increase of unseprnt grant related funds at year end as well as due to interest rates being kept high.				
Other income	-	155	155	∞ F
Income from various council leased buildings not budgeted as part of original budget.				

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B5-1 Material budget variations (continued)

\$ '000	2024 Budget	2024 Actual	2024 ----- Variance -----	
Expenses				
Employee benefits and on-costs	9,360	7,396	1,964	21% F
Council had a moratorium on recruitment for over 12 months. As council worked its way through the revised organisational structure the original budget was kept as per earlier adopted org structure. Council new organisational structure has been adopted in FY 24/25.				
Materials and services	4,754	9,794	(5,040)	(106)% U
Due to flood recovery works.				
Borrowing costs	921	998	(77)	(8)% U
Depreciation, amortisation and impairment of non-financial assets	9,738	8,177	1,561	16% F
Mostly due to drop in depreciation for buildings as a result of a detailed componentisation of assets in previous year during comprehensive revaluation.				
Other expenses	1,759	689	1,070	61% F
Reduction in actual due to reduction in service levels due to moratorium on recruitment.				
Net losses from disposal of assets	281	5,340	(5,059)	(1,800)% U
This is a paper-based effect of write-off of undepreciated amount of disposed or impaired assets. It is hard to budget.				

Statement of cash flows

Cash flows from operating activities	7,750	52,795	45,045	581% F
Council received \$4.30 Million in November 2023 as part of Regional Emergency Road Repair Fund Program. Council further signed for a Tripartite Agreement with NSW Transport to received advance payments for Disaster Recovery Works DRFA 1012, which resulted in approximately net increase of \$5.3 Million in operating grants revenue.				
Cash flows from investing activities	(6,222)	(19,197)	(12,975)	209% U
In line with the increased capital grants income trend.				
Cash flows from financing activities	(950)	(1,005)	(55)	6% U

C Financial position
C1 Assets we manage
C1-1 Cash and cash equivalents

	2024 \$ '000	2023 \$ '000
Cash assets		
Cash on hand and at bank	55,415	28,509
Cash equivalent assets		
– Deposits at call	12,000	6,000
Trust account	69	382
Total cash and cash equivalents	67,484	34,891
Reconciliation of cash and cash equivalents		
Total cash and cash equivalents per Statement of Financial Position	67,484	34,891
Balance as per the Statement of Cash Flows	67,484	34,891

C1-2 Financial investments

	2024	2024	2023	2023
	Current	Non-current	Current	Non-current
	\$ '000	\$ '000	\$ '000	\$ '000
Debt securities at amortised cost				
Short term deposits	1,000	-	-	-
Total	1,000	-	-	-
Total financial investments	1,000	-	-	-
Total cash assets, cash equivalents and investments	68,484	-	34,891	-

C1-3 Restricted and allocated cash, cash equivalents and investments

	2024	2023
	\$ '000	\$ '000
(a) Externally restricted cash, cash equivalents and investments		
Total cash, cash equivalents and investments	68,484	34,891
Less: Externally restricted cash, cash equivalents and investments	(52,188)	(28,078)
Cash, cash equivalents and investments not subject to external restrictions	16,296	6,813
External restrictions		
External restrictions – included in liabilities		
External restrictions included in cash, cash equivalents and investments above comprise:		
Specific purpose unexpended grants – general fund	10,572	4,587
Specific purpose unexpended grants – water fund	207	124
External restrictions – included in liabilities	10,779	4,711
External restrictions – other		
External restrictions included in cash, cash equivalents and investments above comprise:		
Specific purpose unexpended grants (recognised as revenue) – general fund (including waste and stormwater)	18,868	4,530
Specific purpose unexpended grants (recognised as revenue) – water fund	18	44
Developer contributions – general (including waste and stormwater)	1,251	722
Developer contributions – water fund	130	94
Developer contributions – sewer fund	85	54
RFS reserves	107	111
Water fund	2,348	1,211
Sewer fund	7,724	6,764
Domestic waste management	9,771	8,464
Stormwater management	1,038	991
Trust fund	69	382
External restrictions – other	41,409	23,367
Total external restrictions	52,188	28,078

Cash, cash equivalents and investments subject to external restrictions are those which are only available for specific use by Council due to a restriction placed by legislation or third-party contractual agreement.

C1-3 Restricted and allocated cash, cash equivalents and investments (continued)

	2024	2023
	\$ '000	\$ '000

(b) Internal allocations

Cash, cash equivalents and investments not subject to external restrictions

16,296 **6,813**

Less: Internally restricted cash, cash equivalents and investments

(7,595) (5,500)

Unrestricted and unallocated cash, cash equivalents and investments

8,701 **1,313**

Internal allocations

At 30 June, Council has internally allocated funds to the following:

Plant and vehicle replacement	850	-
Employees leave entitlement	805	-
FAG Road Component (Advanced)	1,852	-
Special projects infrastructure	2,500	5,500
SRV money unspent 2014	1,048	-
SRV money unspent 2023	439	-
Saleyard specific purpose	101	-
Total internal allocations	7,595	5,500

Cash, cash equivalents and investments not subject to external restrictions may be internally allocated by resolution or policy of the elected Council.

C1-4 Receivables

	2024	2024	2023	2023
	Current	Non-current	Current	Non-current
	\$ '000	\$ '000	\$ '000	\$ '000
Rates and annual charges	720	-	391	-
Interest and extra charges	111	-	88	-
User charges and fees	919	-	707	-
Private works	75	-	83	-
Accrued revenues				
– Interest on investments	54	-	26	-
Government agency receivables	574	-	272	-
Net GST receivable	656	-	1,037	-
Other debtors	-	-	1,055	-
Total	3,109	-	3,659	-
Less: provision for impairment				
Other debtors	(55)	-	(55)	-
Total provision for impairment – receivables	(55)	-	(55)	-
Total net receivables	3,054	-	3,604	-
			2024	2023
			\$ '000	\$ '000
Movement in provision for impairment of receivables				
Balance at the beginning of the year			55	55
Balance at the end of the year			55	55

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C1-4 Receivables (continued)

Material accounting policy information

Receivables are recognised initially at fair value and subsequently measured at amortised cost using the effective interest method, less provision for impairment. Receivables are generally due for settlement within 30 days.

Impairment

Impairment of financial assets measured at amortised cost is recognised on an expected credit loss (ECL) basis.

When determining whether the credit risk of a financial asset has increased significantly since initial recognition, and when estimating ECL, the Council considers reasonable and supportable information that is relevant and available without undue cost or effort. This includes both quantitative and qualitative information and analysis based on Council's historical experience and informed credit assessment, and including forward-looking information.

When considering the ECL for rates debtors, Council takes into account that unpaid rates represent a charge against the rateable property that will be recovered when the property is next sold. For non-rates debtors, Council uses the presumption that an asset which is more than 60 days past due has seen a significant increase in credit risk.

The Council uses the presentation that a financial asset is in default when:

- the other party is unlikely to pay its credit obligations to the Council in full, without recourse by the Council to actions such as realising security (if any is held) or
- the financial assets (for non-rates debtors) are more than 90 days past due.

Credit losses are measured as the present value of the difference between the cash flows due to the entity in accordance with the contract, and the cash flows expected to be received. This is applied using a probability weighted approach.

Council uses the simplified approach for trade receivables where the expected lifetime credit losses are recognised on day 1.

There has been no change in the estimation techniques or significant assumptions made during the current reporting period.

The Council writes off a trade receivable when there is information indicating that the debtor is in severe financial difficulty and there is no realistic prospect of recovery, e.g. when the debtor has been placed under liquidation or has entered into bankruptcy proceedings.

Rates and annual charges outstanding are secured against the property.

C1-5 Inventories

	2024	2024	2023	2023
	Current	Non-current	Current	Non-current
	\$ '000	\$ '000	\$ '000	\$ '000
(i) Inventories at cost				
Stores and materials	119	-	221	-
Total inventories at cost	119	-	221	-
Total inventories	119	-	221	-

(i) Other disclosures

	2024	2024	2023	2023
	Current	Non-current	Current	Non-current
	\$ '000	\$ '000	\$ '000	\$ '000
Notes				

(Valued at the lower of cost and net realisable value)

Movements:

Real estate assets at beginning of the year	-	-	32	-
- WDV of sales (expense)	-	-	(32)	-
Total real estate for resale	-	-	-	-

C1-6 Contract assets

	2024	2024	2023	2023
	Current	Non-current	Current	Non-current
	\$ '000	\$ '000	\$ '000	\$ '000
Contract assets	2,490	-	14,249	-
Total contract assets	2,490	-	14,249	-

Contract assets

Contract Asset (AASB 15)	103	-	170	-
Grant Contract Asset (AASB 1058 - asset exemption)	2,181	-	9,297	-
Accrued Income (AASB 1058)	206	-	4,782	-
Total contract assets	2,490	-	14,249	-

Significant changes in contract assets

Contract Assets relating to work for external parties (AASB 15)

No significant changes - consistent with prior year.

Grant Contract Assets - work related to infrastructure grants (AASB 1058 - Asset Exemption)

Drop due to receipt of funds for works performed on capital projects in previous year, such as, for example:

- 1) Mt Lindesay Upgrade - received \$1M
- 2) Fixing Local Roads - received \$1M
- 3) Building Better Region Funds Infrastructure Projects - received \$1M
- 4) BLERF - 0737 - Improve Mt Lindesay Road - received \$2.6M
- 5) LRCI - received \$1.5M

Accrued Income - not specific or not enforceable grants (AASB 1058)

Main reason for a drop of accrued income balance was due to receipt of \$2.3M DRFA funds for flood recovery works on AGRN 1012.

C1-7 Infrastructure, property, plant and equipment

By aggregated asset class	At 1 July 2023			Asset movements during the reporting period									At 30 June 2024		
	Gross carrying amount	Accumulated depreciation and impairment	Net carrying amount	Additions renewals ¹	Additions new assets	Carrying value of disposals	Depreciation expense	Impairment reversal (recognised in equity)	WIP transfers	Adjustments and transfers	Revaluation decrements to equity (ARR)	Revaluation increments to equity (ARR)	Gross carrying amount	Accumulated depreciation and impairment	Net carrying amount
	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000
Capital work in progress	46,079	–	46,079	1,253	3,317	(79)	–	–	(44,549)	–	–	–	6,022	–	6,022
Plant and equipment	16,299	(8,102)	8,197	1,839	359	(1,925)	(697)	–	–	–	–	–	16,116	(8,344)	7,772
Office equipment	770	(499)	271	–	–	–	(61)	–	4	–	–	–	773	(559)	214
Furniture and fittings	155	(145)	10	–	3	–	(3)	–	194	–	–	–	351	(147)	204
Land:															
– Crown land - managed by council	1,765	–	1,765	–	–	–	–	–	–	–	–	–	1,765	–	1,765
– Crown land - devolved to council	2,970	–	2,970	–	–	–	–	–	–	–	–	–	2,970	–	2,970
– Operational land	7,220	–	7,220	–	–	–	–	–	–	–	–	238	7,458	–	7,458
– Community land	1,793	–	1,793	–	–	–	–	–	–	–	–	–	1,793	–	1,793
– Land under roads (post 30/6/08)	13	–	13	–	–	–	–	–	–	–	–	–	13	–	13
Land improvements – depreciable	2,054	(788)	1,266	–	154	–	(41)	–	2,121	–	–	40	4,396	(856)	3,540
Infrastructure:															
– Buildings	38,779	(10,414)	28,365	133	369	(83)	(587)	–	1,775	–	–	1,930	43,620	(11,717)	31,903
– Other structures	5,734	(2,458)	3,276	89	85	(65)	(191)	–	158	–	–	100	6,164	(2,712)	3,452
– Roads	319,906	(82,874)	237,032	3,782	913	(2,477)	(3,488)	396	22,576	–	–	5,299	329,248	(65,216)	264,032
– Bridges	104,064	(44,599)	59,465	4,818	–	(1,738)	(1,093)	–	3,803	–	–	1,884	111,756	(44,619)	67,137
– Footpaths	4,449	(1,169)	3,280	17	93	(16)	(56)	–	139	–	(9)	–	4,757	(1,309)	3,448
– Bulk earthworks (non-depreciable)	113,018	(1,393)	111,625	3	115	–	–	–	7,605	–	–	4,111	124,986	(1,527)	123,459
– Stormwater drainage	9,685	(5,543)	4,142	2	8	(1)	(115)	–	6	–	–	27	9,722	(5,653)	4,069
– Water supply network	71,245	(33,183)	38,062	996	385	(520)	(870)	–	5,501	–	–	1,884	81,023	(35,585)	45,438
– Sewerage network	34,403	(12,896)	21,507	518	–	(78)	(593)	–	124	–	–	1,060	36,556	(14,018)	22,538
– Swimming pools	1,614	(1,257)	357	–	7	–	(28)	–	–	–	–	11	1,673	(1,327)	346
– Other open space/recreational assets	5,324	(1,149)	4,175	173	353	(26)	(208)	–	543	–	–	129	6,440	(1,299)	5,141
Other assets:															
– Library books	167	(126)	41	–	–	–	(28)	–	–	–	–	–	167	(154)	13
Reinstatement, rehabilitation and restoration assets (refer Note C3-5):															
– Quarry assets	114	(55)	59	–	–	–	(8)	–	–	(15)	–	–	99	(64)	35
– Tip assets	2,661	(2,085)	576	–	–	–	(227)	–	–	(33)	–	–	2,627	(2,312)	315
Total infrastructure, property, plant and equipment	790,281	(208,735)	581,546	13,623	6,161	(7,008)	(8,294)	396	–	(48)	(9)	16,713	800,495	(197,418)	603,077

(1) Renewals are defined as the replacement of existing assets (as opposed to the acquisition of new assets).

C1-7 Infrastructure, property, plant and equipment (continued)

By aggregated asset class	At 1 July 2022 ²			Asset movements during the reporting period								At 30 June 2023		
	Gross carrying amount ²	Accumulated depreciation and impairment ²	Net carrying amount ²	Additions renewals ¹	Additions new assets	Carrying value of disposals ²	Depreciation expense	Impairment reversal (recognised in equity)	WIP transfers	Adjustments and transfers	Revaluation increments to equity (ARR)	Gross carrying amount ²	Accumulated depreciation and impairment ²	Net carrying amount
	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000
Capital work in progress	22,978	–	22,978	6,818	21,175	–	–	–	(4,892)	–	–	46,079	–	46,079
Plant and equipment	16,709	(7,732)	8,977	2,164	68	(2,242)	(776)	–	–	–	–	16,299	(8,102)	8,197
Office equipment	770	(444)	326	–	–	–	(55)	–	–	–	–	770	(499)	271
Furniture and fittings	155	(142)	13	–	–	–	(3)	–	–	–	–	155	(145)	10
Land:														
– Operational land	4,649	–	4,649	–	–	(962)	–	–	–	–	3,534	7,220	–	7,220
– Community land	1,673	–	1,673	–	–	–	–	–	–	–	120	1,793	–	1,793
– Crown land - managed by council	1,647	–	1,647	–	–	–	–	–	–	–	118	1,765	–	1,765
– Crown land - devolved to council	2,772	–	2,772	–	–	–	–	–	–	–	198	2,970	–	2,970
– Land under roads (post 30/6/08)	13	–	13	–	–	–	–	–	–	–	–	13	–	13
Land improvements – depreciable	1,917	(711)	1,206	–	16	–	(39)	–	23	–	60	2,054	(788)	1,266
Infrastructure:														
– Buildings	39,295	(21,442)	17,853	–	92	–	(1,016)	–	1,438	–	9,999	38,779	(10,414)	28,365
– Other structures	5,416	(2,155)	3,261	–	–	–	(182)	–	42	–	156	5,734	(2,458)	3,276
– Roads	298,409	(76,886)	221,523	3,333	1,610	(2,052)	(3,189)	1,299	1,592	–	12,916	319,906	(82,874)	237,032
– Bridges	98,066	(41,718)	56,348	909	–	(476)	(1,046)	–	459	–	3,270	104,064	(44,599)	59,465
– Footpaths	3,726	(1,057)	2,669	–	503	–	(47)	–	–	–	155	4,449	(1,169)	3,280
– Bulk earthworks (non-depreciable)	103,704	(1,393)	102,311	859	1,629	–	–	–	693	–	6,133	113,018	(1,393)	111,625
– Stormwater drainage	8,993	(5,039)	3,954	–	–	–	(108)	–	–	–	296	9,685	(5,543)	4,142
– Water supply network	66,057	(30,328)	35,729	301	–	(38)	(866)	–	258	–	2,686	71,245	(33,183)	38,062
– Sewerage network	31,622	(11,524)	20,098	–	157	(61)	(547)	–	352	–	1,507	34,403	(12,896)	21,507
– Swimming pools	1,535	(1,169)	366	–	–	–	(27)	–	–	–	17	1,614	(1,257)	357
– Other open space/recreational assets	3,397	(931)	2,466	–	1,727	(2)	(169)	–	35	–	117	5,324	(1,149)	4,175
Other assets:														
– Library books	167	(94)	73	–	–	–	(32)	–	–	–	–	167	(126)	41
Reinstatement, rehabilitation and restoration assets (refer Note C3-5):														
– Tip assets	3,440	(1,273)	2,167	–	–	–	(812)	–	–	(780)	–	2,661	(2,085)	576
– Quarry assets	152	(40)	112	–	–	–	(16)	–	–	(38)	–	114	(55)	59
Total infrastructure, property, plant and equipment	717,262	(204,078)	513,184	14,384	26,977	(5,833)	(8,930)	1,299	–	(818)	41,282	790,281	(208,735)	581,546

(1) Renewals are defined as the replacement of existing assets (as opposed to the acquisition of new assets).

(2) Restated - see Note G4-1

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C1-7 Infrastructure, property, plant and equipment (continued)

Material accounting policy information

Infrastructure, property, plant and equipment are held at fair value. Independent comprehensive valuations are performed at least every five years, however the carrying amount of assets is assessed by Council at each reporting date to confirm that it is not materially different from current fair value.

Water and sewerage network assets are indexed at each reporting period in accordance with the Rates Reference Manual issued by Department of Industry (DoI) – Water.

When infrastructure, property, plant and equipment are acquired by Council for nil or consideration significantly less than fair value, the assets are initially recognised at their fair value at acquisition date.

Land is not depreciated unless it was acquired to be controlled by the council for a specified period of time. Depreciation on other assets is calculated using the straight-line method to allocate their cost, net of their residual values, over their estimated useful lives as follows:

Plant and equipment	Years	Water and sewer assets	Years
Office equipment	10	Water - Mains	80 to 90
Office furniture	10 to 20	Water - Pumping Stations	30 to 80
Computer equipment	4	Water Dam	100
Plants - Light vehicles	1	Water - Reservoirs	40 to 80
Plants - Heavy plant/road making equipment	10	Water - Treatment Works	30 to 80
Other plant and equipment	10	Sewerage - Ancilliary	30 to 50
		Sewerage - Pumping Stations	30
		Sewerage - Treatment Works	30 to 70
		Sewerage - Mains	70 to 210
Transportation assets		Stormwater assets	
Sealed roads: surface	30	Drains	80
Sealed roads: pavement base	50		
Sealed roads: pavement sub-base	Infinite	Buildings	
Unsealed roads surface:		Buildings	15 to 75
- depreciable component	25		
- non-depreciable component	Infinite	Other infrastructure assets	
Bulk earthworks	Infinite	Swimming pools	50
Bridge: concrete	100	Other open space/ recreational assets	10 to 100
Bridge: timber	80		
Kerb, gutter and footpaths	80		

The assets' residual values and useful lives are reviewed, and adjusted if appropriate, at each reporting date. As at 30 June 2023 only vehicle assets had residual values.

Depreciation starts in the year following the year of acquisition of an asset.

Land under roads

Land under roads is land under roadways and road reserves including land under footpaths, nature strips and median strips.

Council has elected not to recognise land under roads acquired before 1 July 2008. Land under roads acquired after 1 July 2008 is recognised in accordance with the IPPE accounting policy.

Crown reserves

Crown reserves under Council's care and control are recognised as assets of the Council. While ownership of the reserves remains with the Crown, Council retains operational control of the reserves and is responsible for their maintenance and use in accordance with the specific purposes to which the reserves are dedicated.

Improvements on Crown reserves are also recorded as assets, while maintenance costs incurred by Council and revenues relating to the reserves are recognised within Council's Income Statement.

C2 Leasing activities

C2-1 Council as a lessee

Information relating to the leases in place and associated balances and transactions is provided below.

Buildings

Council leases land for operational purposes. The land leases contains an annual pricing mechanism based on CPI movements at each anniversary of the lease inception.

Office and IT equipment

Leases for office and IT equipment are generally for low value assets, except for significant items such as photocopiers. The leases are for 5 years with no renewal option, the payments are fixed, however some of the leases include variable payments based on usage.

(a) Right of use assets

	Office and IT equipment \$ '000	Land \$ '000	Total \$ '000
2024			
Opening balance at 1 July	154	110	264
Depreciation charge	(51)	(7)	(58)
Balance at 30 June	103	103	206
2023			
Opening balance at 1 July	9	117	126
Additions to right-of-use assets	154	–	154
Depreciation charge	(9)	(7)	(16)
Balance at 30 June	154	110	264

(b) Lease liabilities

	2024 Current \$ '000	2024 Non-current \$ '000	2023 Current \$ '000	2023 Non-current \$ '000
Lease liabilities	56	137	54	193
Total lease liabilities	56	137	54	193

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C2-1 Council as a lessee (continued)

(c) (i) The maturity analysis

The maturity analysis of lease liabilities based on contractual undiscounted cash flows is shown in the table below:

	< 1 year \$ '000	1 – 5 years \$ '000	> 5 years \$ '000	Total \$ '000	Total per Statement of Financial Position \$ '000
2024					
Cash flows	62	81	78	221	193
2023					
Cash flows	62	134	88	284	247

(d) Income Statement

The amounts recognised in the Income Statement relating to leases where Council is a lessee are shown below:

	2024 \$ '000	2023 \$ '000
Interest on lease liabilities	8	7
Depreciation of right of use assets	59	16
	67	23

(e) Statement of Cash Flows

Total cash outflow for leases	62	62
	62	62

(f) Leases at significantly below market value – concessionary / peppercorn leases

Council has a lease at significantly below market for land and building which is used for School of Arts.

The lease is for 80 years and requires payments of a maximum amount of \$1 per year. The use of the right-to-use asset is restricted by the lessor to specified community services which Council must provide, these services are detailed in the lease. Council does not believe that this lease is material from a statement of financial position or performance perspective.

Material accounting policy information

Council has elected not to separate non-lease components from lease components for any class of asset and has accounted for payments as a single component.

Exceptions to lease accounting

Council has applied the exceptions to lease accounting for both short-term leases (i.e. leases with a term of less than or equal to 12 months) and leases of low-value assets (below \$10,000). Council recognises the payments associated with these leases as an expense on a straight-line basis over the lease term.

Leases at significantly below market value / concessionary leases

Council has elected to measure the right of use asset arising from the concessionary leases at cost which is based on the associated lease liability at initial recognition.

C2-2 Council as a lessor

Operating leases

Council leases out a number of properties to community groups; these leases have been classified as operating leases for financial reporting purposes and the assets are included in the Statement of Financial Position as:

– property, plant and equipment – where the rental is incidental, or the asset is held to meet Councils service delivery objective (refer note C1-6).

	2024	2023
	\$ '000	\$ '000

(i) Assets held as property, plant and equipment

Lease income (excluding variable lease payments not dependent on an index or rate)	155	164
Total income relating to operating leases for Council assets	155	164

(iii) Maturity analysis of undiscounted lease payments to be received after reporting date for all operating leases:

Maturity analysis of future lease income receivable showing the undiscounted lease payments to be received after reporting date for operating leases:

< 1 year	155	164
1–2 years	155	164
2–3 years	155	164
3–4 years	155	164
4–5 years	155	164
> 5 years	155	164
Total undiscounted lease payments to be received	930	984

C3 Liabilities of Council

C3-1 Payables

	2024 Current \$ '000	2024 Non-current \$ '000	2023 Current \$ '000	2023 Non-current \$ '000
Goods and services	6,669	-	4,305	-
Goods and services – accruals	-	-	308	-
Accrued expenses:				
– Borrowings	228	-	274	-
– Salaries and wages	166	-	187	-
Advances	7	-	7	-
Security bonds, deposits and retentions	342	-	296	-
Other	24	-	118	-
Trust account	69	-	382	-
Total payables	7,505	-	5,877	-

Material accounting policy information

Council measures all financial liabilities initially at fair value less transaction costs, subsequently financial liabilities are measured at amortised cost using the effective interest rate method.

Payables

Payables represent liabilities for goods and services provided to Council prior to the end of financial year that are unpaid. The amounts are unsecured and are usually paid within 30 days of recognition.

C3-2 Contract Liabilities

		2024	2024	2023	2023
	Notes	Current	Non-current	Current	Non-current
		\$ '000	\$ '000	\$ '000	\$ '000
Grants and contributions received in advance:					
Unexpended capital grants (to construct Council controlled assets)	(i)	10,778	-	4,716	-
Total grants received in advance		10,778	-	4,716	-
Total contract liabilities		10,778	-	4,716	-

Notes

(i) Council has received funding to construct assets to be controlled by the council under Stronger Country Communities Funding and Drought Stimulus Package grant agreements. The funds received are under enforceable contracts which require Council to construct an identified asset which will be under Council's control on completion. The revenue is recognised as Council constructs the asset and the contract liability reflects the funding received which cannot yet be recognised as revenue. The revenue is expected to be recognised in the next 12 months.

(ii) The contract liability relates to grants received prior to the revenue recognition criteria in AASB 15 being satisfied since the performance obligations are ongoing.

Revenue recognised that was included in the contract liability balance at the beginning of the period

	2024	2023
	\$ '000	\$ '000
Grants and contributions received in advance:		
Capital grants (to construct Council controlled assets)	4,716	11,490
Total revenue recognised that was included in the contract liability balance at the beginning of the period	4,716	11,490

Significant changes in contract liabilities

Increase in contract liability balance is due to receipt of funds which have not been fully spent by 30 June 2024 for the following projects:

- 1) DRFA AGRN960 EPAR Bruxner Way - Bridge 7325 Dumaresq River Overflow Channel GEN - \$4M unspent;
- 2) FLR00104 - Paddys Flat Road South, Tabulam - \$1M unspent;
- 3) Betterment of Molesworth St Bridge - \$1M unspent.

C3-3 Borrowings

	2024	2024	2023	2023
	Current	Non-current	Current	Non-current
	\$ '000	\$ '000	\$ '000	\$ '000
Loans – secured ¹	987	19,141	950	20,128
Total borrowings	987	19,141	950	20,128

(1) Loans are secured over the general rating income of Council.
 Disclosures on liability interest rate risk exposures, fair value disclosures and security can be found in Note E1-1.

C3-3 Borrowings (continued)

(a) Changes in liabilities arising from financing activities

	2023		Non-cash movements				2024
	Opening Balance \$ '000	Cash flows \$ '000	Acquisition \$ '000	Fair value changes \$ '000	Acquisition due to change in accounting policy \$ '000	Other non-cash movement \$ '000	Closing balance \$ '000
Loans – secured	21,078	(950)	–	–	–	–	20,128
Lease liability (Note C2-1b)	247	(54)	–	–	–	–	193
Total liabilities from financing activities	21,325	(1,004)	–	–	–	–	20,321

	2022		Non-cash movements				2023
	Opening Balance \$ '000	Cash flows \$ '000	Acquisition \$ '000	Fair value changes \$ '000	Acquisition due to change in accounting policy \$ '000	Other non-cash movement \$ '000	Closing balance \$ '000
Loans – secured	18,849	(871)	3,100	–	–	–	21,078
Lease liability (Note C2-1b)	149	56	42	–	–	–	247
Total liabilities from financing activities	18,998	(815)	3,142	–	–	–	21,325

(b) Financing arrangements

	2024 \$ '000	2023 \$ '000
--	-----------------	-----------------

Total facilities

Total financing facilities available to Council at the reporting date are:

Credit cards/purchase cards	50	50
Standby credit facilities	5,000	5,000
Total financing arrangements	5,050	5,050

Drawn facilities

Financing facilities drawn down at the reporting date are:

– Credit cards/purchase cards	5	–
Total drawn financing arrangements	5	–

Undrawn facilities

Undrawn financing facilities available to Council at the reporting date are:

– Credit cards/purchase cards	45	10
– Standby credit facilities	5,000	5,000
Total undrawn financing arrangements	5,045	5,010

C3-4 Employee benefit provisions

	2024	2024	2023	2023
	Current	Non-current	Current	Non-current
	\$ '000	\$ '000	\$ '000	\$ '000
Annual leave	621	-	623	-
Long service leave	615	-	617	-
Total employee benefit provisions	1,236	-	1,240	-

Current employee benefit provisions not anticipated to be settled within the next twelve months

	2024	2023
	\$ '000	\$ '000
The following provisions, even though classified as current, are not expected to be settled in the next 12 months.		
Provisions – employees benefits	832	837
	832	837

Material accounting policy information

Long-term employee benefit obligations

The liability for long-service leave and annual leave that is not expected to be wholly settled within 12 months after the end of the period in which the employees render the related service is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the end of the reporting period using the projected unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures, and periods of service. Expected future payments are discounted using market yields at the end of the reporting period on national government bonds with terms to maturity and currency that match, as closely as possible, the estimated future cash outflows.

C3-5 Provisions

	2024 Current \$ '000	2024 Non-Current \$ '000	2023 Current \$ '000	2023 Non-Current \$ '000
Other provisions				
Workers compensation	43	-	34	-
Sub-total – other provisions	43	-	34	-
Asset remediation/restoration:				
Asset remediation/restoration (future works)	1,897	828	1,644	1,137
Sub-total – asset remediation/restoration	1,897	828	1,644	1,137
Total provisions	1,940	828	1,678	1,137

Description of and movements in provisions

	Other provisions		
	Workers compen- sation \$ '000	Asset remediation \$ '000	Total \$ '000
2024			
At beginning of year	34	2,781	2,815
Unwinding of discount	-	120	120
Effect of de-recognition of provision through profit and loss (Note B2-3)	-	(128)	(128)
Remeasurement effect through asset (Note C1-6)	-	(48)	(48)
Other	9	-	9
Total other provisions at end of year	43	2,725	2,768
2023			
At beginning of year	32	3,548	3,580
Unwinding of discount	-	116	116
Effect of de-recognition of provision through profit and loss (Note B2-3)	-	(65)	(65)
Remeasurement effect through asset (Note C1-6)	-	(818)	(818)
Other	2	-	2
Total other provisions at end of year	34	2,781	2,815

Nature and purpose of provisions

Asset remediation

Council has a legal/public obligation to make, restore, rehabilitate and reinstate the council tip and quarry.

Material accounting policy information

Provisions are recognised when Council has a present legal or constructive obligation as a result of past events, it is probable that an outflow of resources will be required to settle the obligation, and the amount has been reliably estimated.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one item included in the same class of obligations may be small.

Provisions are measured at the present value of management's best estimate of the expenditure required to settle the present obligation at the reporting date. The discount rate used to determine the present value reflects current market assessments of the time value of money and the risks specific to the liability. The increase in the provision due to the passage of time is recognised as a borrowing cost.

Asset remediation – tips and quarries

Close-down and restoration costs include the dismantling and demolition of infrastructure, and the removal of residual materials and remediation of disturbed areas. Estimated close-down and restoration costs are provided for in the accounting period when the obligation arising from the related disturbance occurs, whether this occurs during the development or during the operation phase, based on the net present value of estimated future costs. Provisions for close-down and restoration costs do not include any additional obligations which are expected to arise from future disturbance. The cost estimates are calculated annually

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C3-5 Provisions (continued)

during the life of the operation to reflect known developments, e.g. updated cost estimates and revisions to the estimated lives of operations, and are subject to formal review at regular intervals.

The ultimate cost of environmental remediation is uncertain and cost estimates can vary in response to many factors, including changes to the relevant legal requirements, the emergence of new restoration techniques, or experience at other locations. The expected timing of expenditure can also change, for example in response to changes in quarry reserves or production rates. As a result, there could be significant adjustments to the provision for close down and restoration and environmental clean-up, which would affect future financial results.

Other movements in the provisions for close-down and restoration costs, including those resulting from new disturbance, updated cost estimates, changes to the estimated lives of operations, and revisions to discount rates, are capitalised within infrastructure, property, plant and equipment. These costs are then depreciated over the lives of the assets to which they relate.

C4 Reserves

C4-1 Nature and purpose of reserves

IPPE Revaluation reserve

The infrastructure, property, plant and equipment (IPPE) revaluation reserve is used to record increments and decrements in the revaluation of infrastructure, property, plant and equipment.

D Council structure

D1 Results by fund

General fund refers to all Council activities other than water and sewer. All amounts disclosed in this note are gross i.e. inclusive of internal charges and recoveries made between the funds. Assets and liabilities shown in the water and sewer columns are restricted for use for these activities.

D1-1 Income Statement by fund

	General 2024 \$ '000	Water 2024 \$ '000	Sewer 2024 \$ '000
Income from continuing operations			
Rates and annual charges	10,036	1,354	2,791
User charges and fees	1,148	1,717	251
Interest and investment income	1,655	50	145
Other revenues	809	8	9
Grants and contributions provided for operating purposes	18,503	141	26
Grants and contributions provided for capital purposes	10,914	1,571	31
Other income	155	-	-
Total income from continuing operations	43,220	4,841	3,253
Expenses from continuing operations			
Employee benefits and on-costs	6,569	516	311
Materials and services	7,654	1,364	776
Borrowing costs	663	215	120
Depreciation, amortisation and impairment of non-financial assets	6,651	898	628
Other expenses	689	-	-
Net losses from the disposal of assets	4,737	525	78
Total expenses from continuing operations	26,963	3,518	1,913
Operating result from continuing operations	16,257	1,323	1,340
Net operating result for the year	16,257	1,323	1,340
Net operating result attributable to each council fund	16,257	1,323	1,340
Net operating result for the year before grants and contributions provided for capital purposes	5,343	(248)	1,309

D1-2 Statement of Financial Position by fund

	General 2024 \$ '000	Water 2024 \$ '000	Sewer 2024 \$ '000
ASSETS			
Current assets			
Cash and cash equivalents	56,972	2,703	7,809
Investments	1,000	-	-
Receivables	1,635	1,156	263
Inventories	119	-	-
Contract assets and contract cost assets	1,927	563	-
Total current assets	61,653	4,422	8,072
Non-current assets			
Infrastructure, property, plant and equipment	524,840	53,978	24,259
Right of use assets	206	-	-
Total non-current assets	525,046	53,978	24,259
Total assets	586,699	58,400	32,331
LIABILITIES			
Current liabilities			
Payables	7,085	364	56
Income received in advance	(5)	5	-
Contract liabilities	10,571	207	-
Lease liabilities	56	-	-
Borrowings	646	224	117
Employee benefit provision	1,236	-	-
Provisions	1,940	-	-
Total current liabilities	21,529	800	173
Non-current liabilities			
Lease liabilities	137	-	-
Borrowings	12,436	5,361	1,344
Provisions	828	-	-
Total non-current liabilities	13,401	5,361	1,344
Total liabilities	34,930	6,161	1,517
Net assets	551,769	52,239	30,814
EQUITY			
Accumulated surplus	201,996	25,436	15,949
Revaluation reserves	349,773	26,803	14,865
Council equity interest	551,769	52,239	30,814
Total equity	551,769	52,239	30,814

D2 Interests in other entities

D2-1 Subsidiaries, joint arrangements and associates not recognised

North West Weight of Loads Committee (NWWLC)

Council joined the North West Weight of Loads Committee (NWWLC) in March 2021. The NWWLC is a joint venture between the Council of the Shire of Moree Plains, the Council of the Shire of Narrabri, the Western Plains Regional Council, the Council of the Shire of Glen Innes Severn, the Council of the Shire of Gunnedah, the Council of the Shire of Tenterfield, the Council of the Shire of Inverell and the Council of the Shire of Warrumbungle.

Council's interest in the group capital is 12.5% which has no control or significant influence over the group's activity. The principal activity of the NWWLC is the checking and enforcement of load weights carried by heavy vehicles on roads within the above named Council boundaries.

Tenterfield Shire Council's member contribution to the NWWLC in 2024 financial year was zero (2023: zero).

For the period ended 30 June 2024 NWWLC's net operating income attributable to Tenterfield Shire Council was \$28,723.75 (2023: \$4,377.58).

E Risks and accounting uncertainties

E1-1 Risks relating to financial instruments held

Council's overall risk management program focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the financial performance of Council.

Council's objective is to maximise its return on cash and investments while maintaining an adequate level of liquidity and preserving capital. The finance team manage the cash and investments portfolio with the assistance of independent advisers. Council has an investment policy which complies with s 625 of the Act and the Ministerial Investment Order. The policy is regularly reviewed by Council and a monthly investment report is provided to Council setting out the make-up and performance of the portfolio as required by local government regulations.

NSW Council does not engage in transactions expressed in foreign currencies and is therefore not subject to foreign currency risk.

Financial risk management is carried out by the finance team under policies approved by the Councillors.

The fair value of receivables, loans, investments and financial liabilities approximates the carrying amount.

The risks associated with the financial instruments held are:

- interest rate risk – the risk that movements in interest rates could affect returns
- liquidity risk – the risk that Council will not be able to pay its debts as and when they fall due
- credit risk – the risk that a contracting entity will not complete its obligations under a financial instrument resulting in a financial loss to Council.

Council manages these risks by diversifying its portfolio and only purchasing investments with high credit ratings or capital guarantees. Council also seeks advice from its independent advisers before placing any cash and investments.

(a) Market risk – interest rate and price risk

	2024 \$ '000	2023 \$ '000
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The impact on result for the year and equity of a reasonably possible movement in the price of investments held and interest rates is shown below. The reasonably possible movements were determined based on historical movements and economic conditions in place at the reporting date.

Impact of a 1% movement in interest rates

– Equity / Income Statement	483	135
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(b) Credit risk

Council's receivables for the purposes of credit risk exposure comprise two categories:

1) Category 1: rates and annual charges (including interests on outstanding rates); statutory entitlements (GST receivable); government grants and subsidies; accrued grants income; and interest on investments.

2) Category 2: user charges and fees; private works; other debtors.

Council manages the credit risk associated with these receivables by monitoring outstanding debt and employing stringent debt recovery procedures. Council also encourages ratepayers to pay their rates by the due date through incentives.

The credit risk for liquid funds and other short-term financial assets is considered negligible, since the counterparties are reputable banks with high quality external credit ratings.

There are no significant concentrations of credit risk, whether through exposure to individual customers, specific industry sectors and/or regions.

Council makes suitable provision for doubtful receivables as required and carries out credit checks on most non-rate debtors.

There are no material receivables that have been subjected to a re-negotiation of repayment terms.

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E1-1 Risks relating to financial instruments held (continued)

Credit risk profile

Receivables – Category 1

Rates and annual charges (including interest on overdue rates debtors)

Credit risk on rates and annual charges is minimised by the ability of Council to recover these debts as a secured charge over the land; that is, the land can be sold to recover the debt. Council is also able to charge interest on overdue rates and annual charges at higher than market rates, which further encourages payment.

Government grants, subsidies, GST receivable

Credit risk on this type of debtors is negligible due to allocation of the funds to the council for the whole period of fund agreements, absence of evidence of default of the Australian Government in the past, currently and in the future and timely payments made by the government.

Interest on investments

The credit risk for liquid funds and other short-term financial assets is considered negligible, since the counterparties are reputable banks with high quality external credit ratings.

Contract Assets

This class of assets comprises of accrued income under various government grants. Credit risk on this type of accruals is negligible due to allocation of the funds to the council for the whole period of fund agreements, absence of evidence of default of the Australian Government in the past, currently and in the future and timely payments made by the government.

	Not yet overdue \$ '000	overdue rates and annual charges < 5 years \$ '000	≥ 5 years \$ '000	Total \$ '000
2024				
Gross carrying amount - Receivables (AASB 9)	720	–	–	720
Contract Assets (AASB 15 and AASB 1058)	2,742	–	–	2,742
2023				
Gross carrying amount - Receivables (AASB 9)	391	–	–	391
Contract Assets (AASB 15 and AASB 1058)	14,249	–	–	14,249

Receivables - Category 2

Fees and charges, Private works and other debtors

Council applies the simplified approach for Category 2 debtors to provide for expected credit losses prescribed by AASB 9, which permits the use of the lifetime expected loss provision. To measure the expected credit losses, Category 2 debtors have been grouped based on shared credit risk characteristics and the days past due.

The loss allowance provision as at 30 June 2021 is determined as follows. The expected credit losses incorporate forward-looking information.

	Not yet overdue \$ '000	0 - 30 days \$ '000	Overdue debts 31 - 60 days \$ '000	61 - 90 days \$ '000	> 91 days \$ '000	Total \$ '000
2024						
Gross carrying amount	4,513	8	5	250	–	4,776
Expected loss rate (%)	0.04%	5.00%	15.00%	20.90%	0.00%	1.16%
ECL provision	2	–	1	52	–	55
2023						
Gross carrying amount	3,005	8	5	250	–	3,268
Expected loss rate (%)	0.00%	10.00%	15.00%	21.38%	0.00%	1.68%
ECL provision	–	1	1	53	–	55

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E1-1 Risks relating to financial instruments held (continued)

(c) Liquidity risk

Payables, lease liability and borrowings are both subject to liquidity risk – the risk that insufficient funds may be on hand to meet payment obligations as and when they fall due.

Council manages this risk by monitoring its cash flow requirements and liquidity levels and maintaining an adequate cash buffer.

Payment terms can (in extenuating circumstances) also be extended and overdraft facilities utilised as required.

Borrowings are also subject to interest rate risk – the risk that movements in interest rates could adversely affect funding costs and debt servicing requirements. Council manages this risk through diversification of borrowing types, maturities and interest rate structures. The finance team regularly reviews interest rate movements to determine if it would be advantageous to refinance or renegotiate part or all of the loan portfolio.

The timing of cash flows presented in the table below to settle financial liabilities reflects the earliest contractual settlement dates. The timing of expected outflows is not expected to be materially different from contracted cashflows.

The amounts disclosed in the table are the undiscounted contracted cash flows for non-lease liabilities (for lease liability maturity analysis refer to Note C2-1) and therefore the balances in the table may not equal the balances in the statement of financial position due to the effect of discounting.

	Weighted average interest rate %	Subject to no maturity \$ '000	payable in: ≤ 1 Year \$ '000	1 - 5 Years \$ '000	> 5 Years \$ '000	Total cash outflows \$ '000	Actual carrying values \$ '000
2024							
Payables	0.00%	342	7,163	–	–	7,505	7,505
Loans	4.63%	–	1,867	6,888	19,957	28,712	20,128
Total financial liabilities		342	9,030	6,888	19,957	36,217	27,633
2023							
Payables	0.00%	296	5,581	–	–	5,877	5,877
Loans	4.63%	–	1,695	8,754	19,957	30,406	21,078
Total financial liabilities		296	7,276	8,754	19,957	36,283	26,955

E2-1 Fair value measurement

The Council measures the following asset and liability classes at fair value on a recurring basis:

– Infrastructure, property, plant and equipment

The fair value of assets must be estimated in accordance with various accounting standards for either recognition and measurement requirements or for disclosure purposes.

AASB 13 Fair Value Measurement requires all assets and liabilities measured at fair value to be assigned to a 'level' in the fair value hierarchy as follows:

Level 1: Unadjusted quoted prices in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2: Inputs other than quoted prices included within level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3: Inputs for the asset or liability that are not based on observable market data (unobservable inputs).

\$ '000	Notes	Fair value measurement hierarchy											
		Date of latest valuation		Level 2 Significant observable inputs		Level 3 Significant unobservable inputs		Total					
		2024	2023	2024	2023	2024	2023	2024	2023				
Infrastructure, property, plant and equipment		C1-7											
Plant and equipment		30/06/18	30/06/18	–	–	7,803	8,197	7,803	8,197				
Office equipment		30/06/16	30/06/16	–	–	214	271	214	271				
Furniture and fittings		30/06/16	30/06/16	–	–	204	10	204	10				
Crown land		30/06/21	30/06/21	–	–	4,735	4,735	4,735	4,735				
Land – operational		30/06/23	30/06/23	7,458	7,220	–	–	7,458	7,220				
Land – community		30/06/21	30/06/21	–	–	1,793	1,793	1,793	1,793				
Land under roads		30/06/14	30/06/14	–	–	13	13	13	13				
Land improvements – depreciated		30/06/21	30/06/21	–	–	3,540	1,266	3,540	1,266				
Buildings		30/06/23	30/06/23	–	–	31,903	28,365	31,903	28,365				
Other structures		30/06/21	30/06/21	–	–	3,452	3,276	3,452	3,276				
Roads		30/06/24	30/06/19	–	–	264,032	237,032	264,032	237,032				
Bulk earthworks		30/06/21	30/06/19	–	–	123,459	111,625	123,459	111,625				
Footpaths		30/06/24	30/06/19	–	–	3,448	3,280	3,448	3,280				
Bridges		30/06/24	30/06/19	–	–	67,137	59,465	67,137	59,465				
Stormwater assets		30/06/24	30/06/19	–	–	4,069	4,142	4,069	4,142				
Water supply assets		30/06/22	30/06/22	–	–	45,438	38,062	45,438	38,062				
Sewerage network		30/06/22	30/06/22	–	–	22,538	21,507	22,538	21,507				
Swimming pools		30/06/21	30/06/21	–	–	346	357	346	357				
Open space and recreation		30/06/21	30/06/21	–	–	5,141	4,175	5,141	4,175				
Library books		30/06/21	30/06/21	–	–	13	41	13	41				
Tip assets		30/06/22	30/06/22	–	–	315	576	315	576				
Quarry assets		30/06/22	30/06/22	–	–	35	59	35	59				
Total infrastructure, property, plant and equipment						7,458	7,220	589,628	528,247	597,086	535,467		

Valuation techniques

Where Council is unable to derive fair valuations using quoted market prices of identical assets (ie. level 1 inputs) Council instead utilises a spread of both observable inputs (level 2 inputs) and unobservable inputs (level 3 inputs).

The fair valuation techniques Council has employed while utilising level 2 and level 3 inputs are as follows:

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E2-1 Fair value measurement (continued)

Infrastructure, property, plant and equipment (IPPE)

Crown Land

All valuations of Crown Land are based upon the land valuations issued by the Valuer - General. Crown Land was valued as at 30 June 2021 using the 1 July 2019 VG valuation data. There has been no change to the valuation process during the reporting period.

Community Land

All valuations of Community Land are based upon the land valuations issued by the Valuer - General. Community Land was valued as at 30 June 2021. There has been no change to the valuation process during the reporting period.

Operational Land

The valuation of Operational Land has been based upon relevant sales in the area. In certain locations there was a lack of appropriate comparable sales evidence and in these instances the closest comparable sales and factors relating to the land parcels geographic, land use and zoning were also taken into consideration. The last valuation was undertaken at 30 June 2023 by APV Valuers & Asset Management. There has been no change to the valuation process during the reporting period.

Other Structures, Swimming Pools and Open Space & Recreation Assets

The valuation process involved current replacement cost approach. Unobservable inputs such as replacement cost, asset condition and useful life required extensive professional judgement. The unobservable inputs place this class of asset at Level 3. The last valuation was undertaken on 30 June 2021 by APV Valuers and Asset Management Pty Ltd. There has been no change to the valuation process during the reporting period.

Plant & Equipment, Office Equipment, Furniture & Fittings and Library Books

Plant & Equipment, Furniture & Fittings, Library Books and Office Equipment are valued at cost but disclosed at fair value in the Notes of the financial statements. It is assumed that the carrying amount of these asset classes is approximate fair value. Assets include graders, motor vehicles, mowers, chainsaws, computers, tables, chairs, lighting, library books and resources. The key unobservable input is the condition of the assets. There has been no change to the valuation process during the reporting period.

Buildings

Buildings assets are valued externally. Council engaged APV Valuers & Asset Management to perform a comprehensive valuation of buildings assets as at 30 June 2023.

Most of the Council's buildings are specialised by nature and were valued utilising the cost approach. The approach estimated the replacement cost of each building and componentising of significant parts of specific buildings with different useful lives and taking into account a range of factors. Where the unit rates could be supported by market evidence, Level 2 inputs were utilised. Other inputs (such as estimates useful life, asset condition and componentisation) required extensive professional judgement and impacted significantly on the final determination of fair value. As such, these assets have been valued utilising Level 3 inputs.

There were no changes in valuation technique from prior year.

Water supply and Sewerage network assets

Due to specialised nature of the assets all water and sewer network assets were valued using cost approach with the Level 3 input dominating the valuation. As a result, this class of assets is always valued externally with sufficient regularity to ensure carrying amount of the assets is not materially different to fair value. Council engaged independent professional valuer, Australis Asset Advisory Group, to perform a comprehensive revaluation of its water and sewerage supply network assets as at 30 June 2022.

Valuer applied significant judgement in determining following inputs into the valuation process: unit rates, condition assessment and obsolescence, useful life. The valuation technique has not changed from previous year.

Transportation assets

Transportation assets is a valuation class of asset for the purposes of AASB 13 *Fair Value Measurement* which combines following classes of assets from Note C1-6: roads, bridges, footpaths, bulk earthworks, stormwater drainage.

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E2-1 Fair value measurement (continued)

This valuation relies on key unobservable inputs such as unit rates, condition ratings, useful life. The key unobservable inputs and no active market place these assets categories at Level 3. The last valuation was undertaken on 30 June 2024 by AVR Consulting.

Remediation Assets for Tips and Quarries

Restoration, cell capping, leachate collection and site closures have been recognised as significant costs for the remediation assets. In particular, the closing of a landfill site will include preparation, final cell capping, site re-vegetation and leachate management. The key unobservable inputs are discount rate, estimated costs, legislative requirements, and timing of remediation and indexation of labour costs. Council engaged an external independent valuation firm (Australis) to update critical estimates related to rehabilitation of a tip and used internal expertise to update critical estimates for remediation of quarries on 30 June 2022.

Fair value measurements using significant unobservable inputs (level 3)

There were no movements between levels of hierarchy during the year. The operational land level of hierarchy was adjusted to Level 2 retrospectively. For schedule of changes in values please refer to Note C1-6.

Highest and best use

All of Council's non-financial assets are considered as being utilised for their highest and best use.

E3-1 Contingencies

The following assets and liabilities do not qualify for recognition in the Statement of Financial Position, but their knowledge and disclosure is considered relevant to the users of Council's financial report.

LIABILITIES NOT RECOGNISED

1. Guarantees

(i) Defined benefit superannuation contribution plans

Council is party to an Industry Defined Benefit Plan under the Local Government Superannuation Scheme, named The Local Government Superannuation Scheme – Pool B (the Scheme) which is a defined benefit plan that has been deemed to be a 'multi-employer fund' for purposes of AASB119 Employee Benefits for the following reasons:

- Assets are not segregated within the sub-group according to the employees of each sponsoring employer.
- The contribution rates have been the same for all sponsoring employers. That is, contribution rates have not varied for each sponsoring employer according to the experience relating to the employees of that sponsoring employer.
- Benefits for employees of all sponsoring employers are determined according to the same formulae and without regard to the sponsoring employer.
- The same actuarial assumptions are currently used in respect of the employees of each sponsoring employer.

Given the factors above, each sponsoring employer is exposed to the actuarial risks associated with current and former employees of other sponsoring employers, and hence shares in the associated gains and losses (to the extent that they are not borne by members).

Description of the funding arrangements.

Pooled Employers are required to pay future service employer contributions and past service employer contributions to the Fund.

The future service employer contributions were determined using the new entrant rate method under which a contribution rate sufficient to fund the total benefits over the working life-time of a typical new entrant is calculated. The current future service employer contribution rates are::

Division B	1.9 times member contributions for non-180 Point Members; Nil for 180 Point Members*
Division C	2.5% salaries
Division D	1.64 times member contributions

* For 180 Point Members, Employers are required to contribute 8.5% of salaries for the year ending 30 June 2024 (increasing to 9.0% in line with the increase in the Superannuation Guarantee) to these members' accumulation accounts, which are paid in addition to members' defined benefits.

The past service contribution for each Pooled Employer is a share of the total past service contributions of \$20.0 million per annum for 1 January 2022 to 31 December 2024, apportioned according to each employer's share of the accrued liabilities as at 30 June 2023. These past service contributions are used to maintain the adequacy of the funding position for the accrued liabilities.

The adequacy of contributions is assessed at each triennial actuarial investigation and monitored annually between triennials.

Description of the extent to which Council can be liable to the plan for other Council's obligations under the terms and conditions of the multi-employer plan

As stated above, each sponsoring employer (Council) is exposed to the actuarial risks associated with current and former employees of other sponsoring employers and hence shares in the associated gains and losses.

However, there is no relief under the Fund's trust deed for employers to walk away from their defined benefit obligations. Under limited circumstances, an employer may withdraw from the plan when there are no active members, on full payment of outstanding additional contributions. There is no provision for allocation of any surplus which may be present at the date of withdrawal of the Council.

There are no specific provisions under the Fund's trust deed dealing with deficits or surplus on wind-up.

There is no provision for allocation of any surplus which may be present at the date of withdrawal of an employer.

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E3-1 Contingencies (continued)

The amount of Council employer contributions to the defined benefit section of the Local Government Superannuation Scheme and recognised as an expense for the year ending 30 June 2024 was \$47,230.74. The last valuation of the Scheme was performed by fund actuary, Richard Boyfield, FIAA as at 30 June 2023.

Council's expected contribution to the plan for the next annual reporting period is \$33,569.26.

The estimated employer reserves financial position for the Pooled Employers at 30 June 2024 is:

Employer reserves only *	\$millions	Asset Coverage
Assets	2,237.5	
Past Service Liabilities	2,141.9	104.5%
Vested Benefits	2,159.8	103.6%

* excluding member accounts and reserves in both assets and liabilities.

The share of any funding surplus or deficit that can be attributed to Council is 0.18%

Council's share of that deficiency cannot be accurately calculated as the Scheme is a mutual arrangement where assets and liabilities are pooled together for all member councils. For this reason, no liability for the deficiency has been recognised in Council's accounts. Council has a possible obligation that may arise should the Scheme require immediate payment to correct the deficiency.

The key economic long term assumptions used to calculate the present value of accrued benefits are:

Investment return	6.0% per annum
Salary inflation *	3.5% per annum
Increase in CPI	3.5% for FY 23/24 per annum 2.5% per annum thereafter

* Plus promotional increases

The contribution requirements may vary from the current rates if the overall sub-group experience is not in line with the actuarial assumptions in determining the funding program; however, any adjustment to the funding program would be the same for all sponsoring employers in the Pooled Employers group.

Please note that the estimated employer reserves financial position above is a preliminary calculation, and once all the relevant information has been received by the Funds Actuary, the final end of year review, which will be a triennial actuarial investigation will be completed by December 2024.

(ii) Statewide Limited

Council is a member of Statewide Mutual, a mutual pool scheme providing liability insurance to local government.

Membership includes the potential to share in either the net assets or liabilities of the fund depending on its past performance. Council's share of the net assets or liabilities reflects Council's contributions to the pool and the result of insurance claims within each of the fund years.

The future realisation and finalisation of claims incurred but not reported to 30 June this year may result in future liabilities or benefits as a result of past events that Council will be required to fund or share in respectively.

(iii) StateCover Limited

Council is a member of StateCover Mutual Limited and holds a partly paid share in the entity.

StateCover is a company providing workers compensation insurance cover to the NSW local government industry and specifically Council.

Council has a contingent liability to contribute further equity in the event of the erosion of the company's capital base as a result of the company's past performance and/or claims experience or as a result of any increased prudential requirements from APRA.

These future equity contributions would be required to maintain the company's minimum level of net assets in accordance with its licence requirements.

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E3-1 Contingencies (continued)

(iv) Other guarantees

Council has provided no other guarantees other than those listed above.

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E3-1 Contingencies (continued)

2. Other liabilities

(i) Third party claims

The Council is involved from time to time in various claims incidental to the ordinary course of business including claims for damages relating to its services.

Council believes that it is appropriately covered for all claims through its insurance coverage and does not expect any material liabilities to eventuate.

(ii) Potential land acquisitions due to planning restrictions imposed by Council

Council has classified a number of privately owned land parcels as local open space or bushland.

As a result, where notified in writing by the various owners, Council will be required to purchase these land parcels.

At reporting date, reliable estimates as to the value of any potential liability (and subsequent land asset) from such potential acquisitions has not been possible.

ASSETS NOT RECOGNISED

(i) Land under roads

As permitted under AASB 1051, Council has elected not to bring to account land under roads that it owned or controlled up to and including 30/6/08.

(ii) Infringement notices/fines

Fines and penalty income, the result of Council issuing infringement notices is followed up and collected by the Infringement Processing Bureau.

Council's revenue recognition policy for such income is to account for it as revenue on receipt.

Accordingly, at year end, there is a potential asset due to Council representing issued but unpaid infringement notices.

Due to the limited information available on the status, value and duration of outstanding notices, Council is unable to determine the value of outstanding income.

F People and relationships

F1 Related party disclosures

F1-1 Key management personnel (KMP)

Key management personnel (KMP) of the council are those persons having the authority and responsibility for planning, directing and controlling the activities of the council, directly or indirectly.

The aggregate amount of KMP compensation included in the Income Statement is:

	2024	2023
	\$ '000	\$ '000
Compensation:		
Short-term benefits	615	977
Post-employment benefits	57	81
Interim general manager contract	145	–
Total	817	1,058

F1-2 Councillor and Mayoral fees and associated expenses

	2024	2023
	\$ '000	\$ '000

The aggregate amount of Councillor and Mayoral fees and associated expenses included in materials and services expenses in the Income Statement are:

Mayoral fee	28	25
Councillors' fees	117	113
Other Councillors' expenses (including Mayor)	33	37
Total	178	175

F2 Other relationships

F2-1 Audit fees

	2024	2023
	\$ '000	\$ '000

During the year, the following fees were incurred for services provided by the auditor of Council, related practices and non-related audit firms

Auditors of the Council - NSW Auditor-General:

(i) Audit and other assurance services

Audit and review of financial statements	84	61
Remuneration for audit and other assurance services	84	61
Total Auditor-General remuneration	84	61
Total audit fees	84	61

G Other matters

G1-1 Statement of Cash Flows information

Reconciliation of Operating Result

	2024 \$ '000	2023 \$ '000
Net operating result from Income Statement	18,920	37,206
Add / (less) non-cash items:		
Depreciation and amortisation	8,177	8,727
(Gain) / loss on disposal of assets	5,340	2,534
Net effect from de-recognition of remediation provision	-	(65)
Unwinding of discount rates on reinstatement provisions	120	116
Movements in operating assets and liabilities and other cash items:		
(Increase) / decrease of receivables	550	327
(Increase) / decrease of inventories	102	73
(Increase) / decrease of contract asset	11,759	(8,702)
Increase / (decrease) in payables	2,364	1,261
Increase / (decrease) in accrued interest payable	(46)	134
Increase / (decrease) in other accrued expenses payable	(21)	(3)
Increase / (decrease) in other liabilities	(361)	(70)
Increase / (decrease) in contract liabilities	6,062	(7,005)
Increase / (decrease) in employee benefit provision	(4)	(299)
Increase / (decrease) in other provisions	(167)	2
Net cash flows from operating activities	52,795	34,236

G2-1 Commitments

Capital commitments (exclusive of GST)

	2024 \$ '000	2023 \$ '000
--	-----------------	-----------------

Capital expenditure committed for at the reporting date but not recognised in the financial statements as liabilities:

Property, plant and equipment

Water Supply	1,996	279
Waste Management	3,504	222
Roads	9,965	2,350
Parks	5	16
Buildings	75	49
Other	37	820
Total commitments	15,582	3,736

These expenditures are payable as follows:

Within the next year	15,582	3,736
Total payable	15,582	3,736

Sources for funding of capital commitments:

Unrestricted general funds	578	201
Future grants and contributions	2,765	2,112
Externally restricted reserves	3,854	254
Internally restricted reserves	8,385	1,169
Total sources of funding	15,582	3,736

G3-1 Events occurring after the reporting date

Council is unaware of any material or significant 'non-adjusting events' that should be disclosed. No other matters have arisen subsequent to balance date that would require these financial statements to be amended

G4 Statement of developer contributions as at 30 June 2024

G4-1 Summary of developer contributions

	Opening balance at 1 July 2023 \$ '000	Contributions received during the year			Interest and investment income earned \$ '000	Expenditure during year and transfers to unrestricted \$ '000	Internal borrowings \$ '000	Held as restricted asset at 30 June 2024 \$ '000	Cumulative balance of internal borrowings (to)/from \$ '000
		Cash \$ '000	Non-cash Land \$ '000	Non-cash Other \$ '000					
Drainage	7	2	-	-	-	-	9	-	
Roads	457	388	-	-	11	-	856	-	
New multi-residential development	107	3	-	-	5	-	115	-	
Open space	7	5	-	-	-	-	12	-	
Community facilities	19	13	-	-	1	-	33	-	
Emergency services	36	27	-	-	1	-	64	-	
Waste management	66	50	-	-	2	-	118	-	
Other	19	15	-	-	1	-	35	-	
S7.11 contributions – under a plan	718	503	-	-	21	-	1,242	-	
Total S7.11 and S7.12 revenue under plans	718	503	-	-	21	-	1,242	-	
S64 contributions	152	66	-	-	6	-	224	-	
Total contributions	870	569	-	-	27	-	1,466	-	

Under the *Environmental Planning and Assessment Act 1979*, Council has significant obligations to provide Section 7.11 (contributions towards provision or improvement of amenities or services) infrastructure in new release areas.

It is possible that the funds contributed may be less than the cost of this infrastructure, requiring Council to borrow or use general revenue to fund the difference.

G4-2 Developer contributions by plan

	Opening balance at 1 July 2023 \$ '000	Contributions received during the year			Interest and investment income earned \$ '000	Expenditure during year and transfers to unrestricted \$ '000	Internal borrowings \$ '000	Held as restricted asset at 30 June 2024 \$ '000	Cumulative balance of internal borrowings (to)/from \$ '000
		Cash \$ '000	Non-cash Land \$ '000	Non-cash Other \$ '000					
CONTRIBUTION PLAN NUMBER 2013									
Drainage	7	2	-	-	-	-	-	9	-
Roads	457	388	-	-	11	-	-	856	-
New multi-residential development	107	3	-	-	5	-	-	115	-
Open space	7	5	-	-	-	-	-	12	-
Community facilities	19	13	-	-	1	-	-	33	-
Emergency services	36	27	-	-	1	-	-	64	-
Waste management	66	50	-	-	2	-	-	118	-
Other	19	15	-	-	1	-	-	35	-
Total	718	503	-	-	21	-	-	1,242	-

G5 Statement of performance measures

G5-1 Statement of performance measures – consolidated results

\$ '000	Amounts	Indicator	Indicators		Benchmark
	2024	2024	2023	2022	
1. Operating performance ratio					
Total continuing operating revenue excluding capital grants and contributions less operating expenses ^{1,2}	11,744	30.27%	16.55%	12.81%	> 0.00%
Total continuing operating revenue excluding capital grants and contributions ¹	38,798				
2. Own source operating revenue ratio					
Total continuing operating revenue excluding all grants and contributions ¹	20,128	39.23%	24.08%	32.79%	> 60.00%
Total continuing operating revenue ¹	51,314				
3. Unrestricted current ratio					
Current assets less all external restrictions	19,695	1.95x	2.73x	1.95x	> 1.50x
Current liabilities less specific purpose liabilities	10,125				
4. Debt service cover ratio					
Operating result before capital excluding interest and depreciation/impairment/amortisation ¹	20,919	10.44x	8.34x	9.02x	> 2.00x
Principal repayments (Statement of Cash Flows) plus borrowing costs (Income Statement)	2,003				
5. Rates and annual charges outstanding percentage					
Rates and annual charges outstanding	831	5.63%	3.86%	4.01%	< 10.00%
Rates and annual charges collectable	14,754				
6. Cash expense cover ratio					
Current year's cash and cash equivalents plus all term deposits	68,484	39.82	15.76	22.77	> 3.00
Monthly payments from cash flow of operating and financing activities	1,720	months	months	months	months

(1) Excludes fair value increments on investment properties, reversal of revaluation decrements, reversal of impairment losses on receivables, net gain on sale of assets and net share of interests in joint ventures and associates using the equity method and includes pensioner rate subsidies

(2) Excludes impairment/revaluation decrements of IPPE, fair value decrements on investment properties, net loss on disposal of assets and net loss on share of interests in joint ventures and associates using the equity method

G5-2 Statement of performance measures by fund

\$ '000	General Indicators ³		Water Indicators		Sewer Indicators		Benchmark
	2024	2023	2024	2023	2024	2023	
1. Operating performance ratio							
Total continuing operating revenue excluding capital grants and contributions less operating expenses ^{1,2}	33.07%	16.58%	(7.58)%	11.28%	40.63%	21.98%	> 0.00%
Total continuing operating revenue excluding capital grants and contributions ¹							
2. Own source operating revenue ratio							
Total continuing operating revenue excluding capital grants and contributions ¹	31.94%	19.29%	64.64%	27.81%	98.25%	98.72%	> 60.00%
Total continuing operating revenue ¹							
3. Unrestricted current ratio							
Current assets less all external restrictions	1.95x	2.73x	5.53x	5.28x	46.66x	17.28x	> 1.50x
Current liabilities less specific purpose liabilities							
4. Debt service cover ratio							
Operating result before capital excluding interest and depreciation/impairment/amortisation ¹	12.93x	10.40x	3.23x	3.57x	9.36x	6.06x	> 2.00x
Principal repayments (Statement of Cash Flows) plus borrowing costs (Income Statement)							
5. Rates and annual charges outstanding percentage							
Rates and annual charges outstanding ⁴	5.28%	3.21%	6.90%	5.41%	6.26%	5.00%	< 10.00%
Rates and annual charges collectable							
6. Cash expense cover ratio							
Current year's cash and cash equivalents plus all term deposits	112.86	14.00	14.21	8.88	7.69	45.81	> 3.00
Monthly payments from cash flow of operating and financing activities	months	months	months	months	months	months	months

(4) Water and sewer rates and annual charges outstanding ratios were adjusted for 2023 financial year

(1) - (2) Refer to Notes at Note G5-1 above.

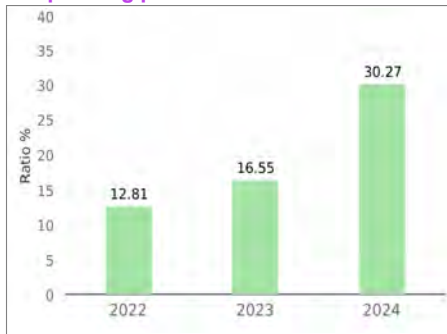
(3) General fund refers to all of Council's activities except for its water and sewer activities which are listed separately.

End of the audited financial statements

H Additional Council disclosures (unaudited)

H1-1 Statement of performance measures – consolidated results (graphs)

1. Operating performance ratio



Purpose of operating performance ratio

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

Commentary on 2023/24 result

2023/24 ratio 30.27%

The ratio of 30.27% is higher than the benchmark of >0.00% and higher than last year ratio FY 2022-23 of 16.55%. This is mainly due to increase in revenue by rates of \$1.8 Million due to Special Rate Variation, Advance payment of FAG of approximately \$5.8Million. Council also reduced its Employee cost by \$1.1 Million. Councils received less Capital Grants and Contributions compared to previous year, which impacts the ratio.

Benchmark: — > 0.00%

Source of benchmark: Code of Accounting Practice and Financial Reporting

Ratio achieves benchmark

Ratio is outside benchmark

2. Own source operating revenue ratio



Purpose of own source operating revenue ratio

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

Commentary on 2023/24 result

2023/24 ratio 39.23%

Council ratio of 39.23% is below the benchmark ratio (>60.00%) in the FY 2023-24. However it improved significantly compared to previous year which had a ratio of 24.08%. This was due to an increased rates revenue as a result of a successful IPART application for Special Rate Variation which approved 43% rates increase (including rate peg) for 2023-24.

Benchmark: — > 60.00%

Source of benchmark: Code of Accounting Practice and Financial Reporting

Ratio achieves benchmark

Ratio is outside benchmark

3. Unrestricted current ratio



Purpose of unrestricted current ratio

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

Commentary on 2023/24 result

2023/24 ratio 1.95x

Council ratio of 1.95x is above the benchmark of (1.50x) and slightly lower than previous year ratio of 2.73x. Council continues to address its unrestricted funds and maintain good governance over its working capital to ensure the ratio is above the benchmark.

Benchmark: — > 1.50x

Source of benchmark: Code of Accounting Practice and Financial Reporting

Ratio achieves benchmark

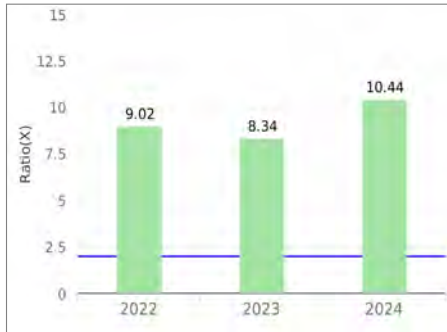
Ratio is outside benchmark

continued on next page ...

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H1-1 Statement of performance measures – consolidated results (graphs) (continued)

4. Debt service cover ratio



Purpose of debt service cover ratio

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

Commentary on 2023/24 result

2023/24 ratio 10.44x

Council continues to maintain its ratio above the benchmark of (>2.00x). Council ratio has improved over last FY ratio of 8.34x. This is mainly due to no new loans were taken out in the Financial Year. Council increased its revenue based by generation an additional \$1.8 Million in rate revenue post Special Rate Variation.

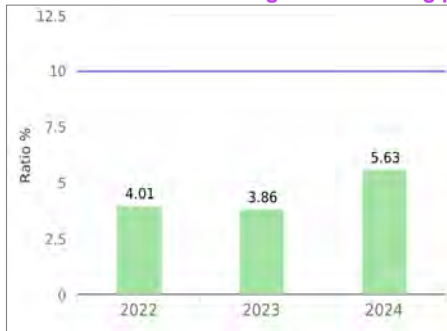
Benchmark: — > 2.00x

Source of benchmark: Code of Accounting Practice and Financial Reporting

Ratio achieves benchmark

Ratio is outside benchmark

5. Rates and annual charges outstanding percentage



Purpose of rates and annual charges outstanding percentage

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

Commentary on 2023/24 result

2023/24 ratio 5.63%

Council ratio of 5.63% is well within the benchmark of (<10%). This is slightly higher than LY ratio of 3.86%. Council continues to monitor this ratio and has policies in place to assist ratepayers.

Benchmark: — < 10.00%

Source of benchmark: Code of Accounting Practice and Financial Reporting

Ratio achieves benchmark

Ratio is outside benchmark

6. Cash expense cover ratio



Purpose of cash expense cover ratio

This liquidity ratio indicates the number of months a Council can continue paying for its immediate expenses without additional cash inflow.

Commentary on 2023/24 result

2023/24 ratio 39.82 months

Council ratio of 40.00 months is well above the benchmark of (>3 months). This is predominately due to council being in receipt of grants and contribution for both operational and capital purposes.

Benchmark: — > 3.00months

Source of benchmark: Code of Accounting Practice and Financial Reporting

Ratio achieves benchmark

Ratio is outside benchmark

H1-2 Council information and contact details

Principal place of business:

247 Rouse Street
Tenterfield NSW 2372

Contact details

Mailing Address:

PO Box 214
Tenterfield NSW 2372

Telephone: 02 6736 6000

Facsimile: 02 6736 6005

Opening hours:

9:00am - 4:30pm
Monday to Friday

Internet: www.tenterfield.nsw.gov.au

Email: council@tenterfield.nsw.gov.au

Officers

General Manager

Hein Basson

Responsible Accounting Officer

Roy Jones

Public Officer

Roy Jones

Auditors

Audit Office of New South Wales
GPO Box 12
SYDNEY NSW 2001

Elected members

Mayor

Bronwyn Petrie

Councillors

John Macnish (Deputy Mayor)
Peter Petty
Tim Bonner
Tom Peters
Peter Murphy
Kim Rhodes
Greg Sauer
Geoff Nye

Other information

ABN: 85 010 810 083

Tenterfield Shire Council

General Purpose Financial Statements

for the year ended 30 June 2024

Independent Auditor's Reports:

On the Financial Statements (Sect 417 [2])

Independent Auditor's Report

Please uplift Council's Audit Report PDF (opinion) for inclusion in the GPFS report (via the Home screen).

Tenterfield Shire Council

General Purpose Financial Statements

for the year ended 30 June 2024

Independent Auditor's Reports: (continued)

On the Financial Statements (Sect 417 [3])

Independent Auditor's Report

Please uplift Council's Audit Report PDF (commentary) for inclusion in the GPFS report (via the Home screen).

Tenterfield Shire Council

SPECIAL PURPOSE FINANCIAL STATEMENTS
for the year ended 30 June 2024

"Quality Nature, Quality Heritage and Quality Lifestyle"



Tenterfield Shire Council

Special Purpose Financial Statements
for the year ended 30 June 2024

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Income Statement of sewerage business activity	5
Statement of Financial Position of water supply business activity	6
Statement of Financial Position of sewerage business activity	7
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Auditor's Report on Special Purpose Financial Statements	11

Background

- i. These Special Purpose Financial Statements have been prepared for the use by both Council and the Office of Local Government in fulfilling their requirements under National Competition Policy.
- ii. The principle of competitive neutrality is based on the concept of a 'level playing field' between persons/entities competing in a market place, particularly between private and public sector competitors.

Essentially, the principle is that government businesses, whether Commonwealth, state or local, should operate without net competitive advantages over other businesses as a result of their public ownership.

- iii. For Council, the principle of competitive neutrality and public reporting applies only to declared business activities.

These include **(a)** those activities classified by the Australian Bureau of Statistics as business activities being water supply, sewerage services, abattoirs, gas production and reticulation, and **(b)** those activities with a turnover of more than \$2 million that Council has formally declared as a business activity (defined as Category 1 activities).

- iv. In preparing these financial statements for Council's self-classified Category 1 businesses and ABS-defined activities, councils must **(a)** adopt a corporatisation model and **(b)** apply full cost attribution including tax-equivalent regime payments and debt guarantee fees (where the business benefits from Council's borrowing position by comparison with commercial rates).

Tenterfield Shire Council

Special Purpose Financial Statements

for the year ended 30 June 2024

Statement by Councillors and Management made pursuant to the Local Government Code of
Accounting Practice and Financial Reporting

The attached special purpose financial statements have been prepared in accordance with:

- NSW Government Policy Statement, *Application of National Competition Policy to Local Government*
- Division of Local Government Guidelines, *Pricing and Costing for Council Businesses: A Guide to Competitive Neutrality*
- The Local Government Code of Accounting Practice and Financial Reporting
- Sections 3 and 4 of the NSW Department of Climate Change, Energy, the Environment and Water's (DCCEEW) *Regulatory and assurance framework for local water utilities, July 2022*

To the best of our knowledge and belief, these statements:

- present fairly the operating result and financial position for each of Council's declared business activities for the year,
- accord with Council's accounting and other records; and
- present overhead reallocation charges to the water and sewerage businesses as fair and reasonable.

We are not aware of any matter that would render these statements false or misleading in any way.

Signed in accordance with a resolution of Council made on 23 October 2024.

Bronwyn Petrie
Mayor
23 October 2024

Greg Sauer
Deputy Mayor
23 October 2024

Hein Basson
General Manager
23 October 2024

Roy Jones
Responsible Accounting Officer
23 October 2024

Tenterfield Shire Council

Income Statement of water supply business activity
 for the year ended 30 June 2024

	2024 \$ '000	2023 \$ '000
Income from continuing operations		
Access charges	1,354	1,498
User charges	1,653	1,494
Fees	64	38
Interest and investment income	50	35
Grants and contributions provided for operating purposes	141	183
Other income	8	6
Total income from continuing operations	3,270	3,254
Expenses from continuing operations		
Employee benefits and on-costs	516	464
Borrowing costs	215	255
Materials and services	1,364	1,234
Depreciation, amortisation and impairment	898	896
Loss on de-recognition of assets	525	38
Total expenses from continuing operations	3,518	2,887
Surplus (deficit) from continuing operations before capital amounts	(248)	367
Grants and contributions provided for capital purposes	1,571	7,787
Surplus (deficit) from continuing operations after capital amounts	1,323	8,154
Surplus (deficit) from all operations before tax	1,323	8,154
Less: corporate taxation equivalent (25%) [based on result before capital]	-	(92)
Surplus (deficit) after tax	1,323	8,062
Plus accumulated surplus	24,113	15,959
Plus adjustments for amounts unpaid:		
- Corporate taxation equivalent	-	92
Closing accumulated surplus	25,436	24,113
Return on capital %	(0.1)%	1.2%
Subsidy from Council	2,354	1,422
Calculation of dividend payable:		
Surplus (deficit) after tax	1,323	8,062
Less: capital grants and contributions (excluding developer contributions)	(1,571)	(7,787)
Surplus for dividend calculation purposes	-	275
Potential dividend calculated from surplus	-	138

Tenterfield Shire Council

Income Statement of sewerage business activity
 for the year ended 30 June 2024

	2024	2023
	\$ '000	\$ '000
Income from continuing operations		
Access charges	2,791	2,638
User charges	202	174
Liquid trade waste charges	28	24
Fees	21	28
Interest and investment income	145	108
Grants and contributions provided for operating purposes	26	26
Other income	9	41
Total income from continuing operations	3,222	3,039
Expenses from continuing operations		
Employee benefits and on-costs	311	324
Borrowing costs	120	128
Materials and services	776	1,273
Depreciation, amortisation and impairment	628	585
Net loss from the disposal of assets	78	61
Total expenses from continuing operations	1,913	2,371
Surplus (deficit) from continuing operations before capital amounts	1,309	668
Grants and contributions provided for capital purposes	31	13
Surplus (deficit) from continuing operations after capital amounts	1,340	681
Surplus (deficit) from all operations before tax	1,340	681
Less: corporate taxation equivalent (25%) [based on result before capital]	(327)	(167)
Surplus (deficit) after tax	1,013	514
Plus accumulated surplus	14,609	13,928
Plus adjustments for amounts unpaid:		
– Corporate taxation equivalent	327	167
Closing accumulated surplus	15,949	14,609
Return on capital %	5.9%	3.4%
Subsidy from Council	–	136
Calculation of dividend payable:		
Surplus (deficit) after tax	1,013	514
Less: capital grants and contributions (excluding developer contributions)	(31)	(13)
Surplus for dividend calculation purposes	982	501
Potential dividend calculated from surplus	491	251

Tenterfield Shire Council

Statement of Financial Position of water supply business activity
 as at 30 June 2024

	2024	2023
	\$ '000	\$ '000
ASSETS		
Current assets		
Contract assets and contract cost assets	563	2,236
Cash and cash equivalents	2,703	1,473
Receivables	1,156	749
Total current assets	4,422	4,458
Non-current assets		
Infrastructure, property, plant and equipment	53,978	50,857
Total non-current assets	53,978	50,857
Total assets	58,400	55,315
LIABILITIES		
Current liabilities		
Contract liabilities	207	124
Payables	364	501
Income received in advance	5	5
Borrowings	224	215
Total current liabilities	800	845
Non-current liabilities		
Borrowings	5,361	5,585
Total non-current liabilities	5,361	5,585
Total liabilities	6,161	6,430
Net assets	52,239	48,885
EQUITY		
Accumulated surplus	25,436	24,113
Revaluation reserves	26,803	24,772
Total equity	52,239	48,885

Tenterfield Shire Council

Statement of Financial Position of sewerage business activity
 as at 30 June 2024

	2024	2023
	\$ '000	\$ '000
ASSETS		
Current assets		
Cash and cash equivalents	7,809	6,818
Receivables	263	214
Total current assets	8,072	7,032
Non-current assets		
Infrastructure, property, plant and equipment	24,259	23,177
Total non-current assets	24,259	23,177
Total assets	32,331	30,209
LIABILITIES		
Current liabilities		
Payables	56	299
Borrowings	117	108
Total current liabilities	173	407
Non-current liabilities		
Borrowings	1,344	1,461
Total non-current liabilities	1,344	1,461
Total liabilities	1,517	1,868
Net assets	30,814	28,341
EQUITY		
Accumulated surplus	15,949	14,609
Revaluation reserves	14,865	13,732
Total equity	30,814	28,341

Note – Material accounting policy information

A statement summarising the supplemental accounting policies adopted in the preparation of the special purpose financial statements (SPFS) for National Competition Policy (NCP) reporting purposes follows.

These financial statements are SPFS prepared for use by Council and the Office of Local Government. For the purposes of these statements, the Council is a non-reporting not-for-profit entity.

The figures presented in these special purpose financial statements have been prepared in accordance with the recognition and measurement criteria of relevant Australian Accounting Standards, other authoritative pronouncements of the Australian Accounting Standards Board (AASB) and Australian Accounting Interpretations.

The disclosures in these special purpose financial statements have been prepared in accordance with the *Local Government Act 1993* (Act), the *Local Government (General) Regulation 2022* (Regulation) and the Local Government Code of Accounting Practice and Financial Reporting.

The statements are prepared on an accruals basis. They are based on historic costs and do not take into account changing money values or, except where specifically stated, fair value of non-current assets. Certain taxes and other costs, appropriately described, have been imputed for the purposes of the National Competition Policy.

The Statement of Financial Position includes notional assets/liabilities receivable from/payable to Council's general fund. These balances reflect a notional intra-entity funding arrangement with the declared business activities.

National Competition Policy

Council has adopted the principle of 'competitive neutrality' in its business activities as part of the National Competition Policy which is being applied throughout Australia at all levels of government. The framework for its application is set out in the June 1996 NSW Government Policy statement titled 'Application of National Competition Policy to Local Government'. *The Pricing and Costing for Council Businesses – A Guide to Competitive Neutrality* issued by the Office of Local Government in July 1997 has also been adopted.

The pricing and costing guidelines outline the process for identifying and allocating costs to activities and provide a standard for disclosure requirements. These disclosures are reflected in Council's pricing and/or financial reporting systems and include taxation equivalents, Council subsidies, and returns on investments (rate of return and dividends paid).

Declared business activities

In accordance with Pricing and Costing for Council Businesses – A Guide to Competitive Neutrality, Council has declared that the following are to be considered as business activities:

Category 1

(where gross operating turnover is over \$2 million)

a. Tenterfield Shire Water Supplies

Water supply system servicing the towns of Tenterfield, Urbenville and Jennings.

b. Tenterfield Shire Sewerage Services

Sewerage reticulation and treatment system servicing the towns of Tenterfield and Jennings.

Category 2

(where gross operating turnover is less than \$2 million)

Nil

Taxation equivalent charges

Council is liable to pay various taxes and financial duties. Where this is the case, they are disclosed as a cost of operations just like all other costs. However, where Council does not pay some taxes, which are generally paid by private sector businesses, such as income tax, these equivalent tax payments have been applied to all Council-nominated business activities and are reflected in special purpose financial statements. For the purposes of disclosing comparative information relevant to the private sector equivalent, the following taxation equivalents have been applied to all Council-nominated business activities (this does not include Council's non-business activities):

Notional rate applied (%)

Corporate income tax rate – 25% (LY 25%)

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Note – Material accounting policy information (continued)

Land tax – the first \$1,075,000 of combined land values attracts **0%**. For the combined land values in excess of \$1,075,000 up to \$6,571,000 the rate is **\$100 + 1.6%**. For the remaining combined land value that exceeds \$6,571,000 a premium marginal rate of **2.0%** applies.

Payroll tax – **5.45%** on the value of taxable salaries and wages in excess of \$1,200,000.

In accordance with DCCEEW's regulatory and assurance framework, a payment for the amount calculated as the annual tax equivalent charges (excluding income tax) must be paid from water supply and sewerage business activities.

The payment of taxation equivalent charges, referred to in the regulatory and assurance framework as a 'dividend for taxation equivalent', may be applied for any purpose allowed under the Act.

Achievement of substantial compliance to DCCEEW's regulatory and assurance framework is not a prerequisite for the payment of the tax equivalent charges; however the payment must not exceed \$3 per assessment.

Income tax

An income tax equivalent has been applied on the profits of the business activities. Whilst income tax is not a specific cost for the purpose of pricing a good or service, it needs to be taken into account in terms of assessing the rate of return required on capital invested. Accordingly, the return on capital invested is set at a pre-tax level – gain/(loss) from ordinary activities before capital amounts, as would be applied by a private sector competitor. That is, it should include a provision equivalent to the relevant corporate income tax rate, currently 25% (LY 25%).

Income tax is only applied where a gain from ordinary activities before capital amounts has been achieved. Since the taxation equivalent is notional – that is, it is payable to the 'Council' as the owner of business operations – it represents an internal payment and has no effect on the operations of the Council.

Accordingly, there is no need for disclosure of internal charges in the SPFS. The rate applied of 25% is the equivalent company tax rate prevalent at reporting date.

Local government rates and charges

A calculation of the equivalent rates and charges for all Category 1 businesses has been applied to all assets owned, or exclusively used by the business activity.

Loan and debt guarantee fees

The debt guarantee fee is designed to ensure that Council business activities face 'true' commercial borrowing costs in line with private sector competitors. In order to calculate a debt guarantee fee, Council has determined what the differential borrowing rate would have been between the commercial rate and Council's borrowing rate for its business activities.

(i) Subsidies

Government policy requires that subsidies provided to customers, and the funding of those subsidies, must be explicitly disclosed. Subsidies occur where Council provides services on a less than cost recovery basis. This option is exercised on a range of services in order for Council to meet its community service obligations. The overall effect of subsidies is contained within the Income Statements of business activities.

(ii) Return on investments (rate of return)

The NCP policy statement requires that councils with Category 1 businesses 'would be expected to generate a return on capital funds employed that is comparable to rates of return for private businesses operating in a similar field'.

Funds are subsequently available for meeting commitments or financing future investment strategies. The rate of return is disclosed for each of Council's business activities on the Income Statement.

(iii) Dividends

Council is not required to pay dividends to either itself as owner of a range of businesses, or to any external entities.

A local government water supply and sewerage business is permitted to pay annual dividends from their water supply or sewerage business surpluses. Each dividend must be calculated and approved in accordance with the DPIE – Water guidelines and must not exceed 50% of the relevant surplus in any one year, or the number of water supply or sewerage assessments at 30 June 2024 multiplied by \$30 (less the payment for tax equivalent charges, not exceeding \$3 per assessment).

continued on next page ...

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Note – Material accounting policy information (continued)

In accordance with the Best Practice Management of Water Supply and Sewer Guidelines, a Dividend Payment form, Statement of Compliance, Unqualified Independent Financial Audit Report and Compliance Audit Report are submitted to DPIE – Water.

Tenterfield Shire Council

Special Purpose Financial Statements
for the year ended 30 June 2024

Tenterfield Shire Council

SPECIAL SCHEDULES
for the year ended 30 June 2024

"Quality Nature, Quality Heritage and Quality Lifestyle"



Tenterfield Shire Council

Special Schedules

for the year ended 30 June 2024

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Tenterfield Shire Council

Permissible income for general rates

	Notes	Calculation 2023/24 \$ '000	Calculation 2024/25 \$ '000
Notional general income calculation ¹			
Last year notional general income yield	a	4,852	6,933
Plus or minus adjustments ²	b	—	(13)
Notional general income	c = a + b	4,852	6,920
Permissible income calculation			
Percentage increase	d	43.00%	5.70%
Plus percentage increase amount ³	f = d x (c + e)	2,086	394
Sub-total	g = (c + e + f)	6,938	7,314
Plus (or minus) last year's carry forward total	h	(12)	(7)
Sub-total	j = (h + i)	(12)	(7)
Total permissible income	k = g + j	6,926	7,307
Less notional general income yield	l	6,933	7,341
Catch-up or (excess) result	m = k - l	(7)	(33)
Carry forward to next year ⁶	p = m + n + o	(7)	(33)

Notes

- (1) The notional general income will not reconcile with rate income in the financial statements in the corresponding year. The statements are reported on an accrual accounting basis which include amounts that relate to prior years' rates income.
- (2) Adjustments account for changes in the number of assessments and any increase or decrease in land value occurring during the year. The adjustments are called 'supplementary valuations' as defined in the *Valuation of Land Act 1916 (NSW)*.
- (3) The 'percentage increase' is inclusive of the rate-peg percentage, and/or special variation and/or Crown land adjustment (where applicable).
- (6) Carry-forward amounts which are in excess (an amount that exceeds the permissible income) require Ministerial approval by order published in the *NSW Government Gazette* in accordance with section 512 of the Act. The OLG will extract these amounts from Council's Permissible income for general rates Statement in the financial data return (FDR) to administer this process.

[Permissible income for general rates](#)

Permissible income for general rates: PLUS PDF inserted here

Council needs to uplift custom PDF here - please uplift via "PLUS PDF" choice in the Home/TOC screen

Tenterfield Shire Council

Report on infrastructure assets as at 30 June 2024

Asset Class	Asset Category	Estimated cost to bring to the to satisfactory standard		2023/24 Required maintenance ^a	2023/24 Actual maintenance	Net carrying amount	Gross replacement cost (GRC)	Assets in condition as a percentage of gross replacement cost				
		\$ '000	\$ '000					1	2	3	4	5
Buildings	Other	–	147	144	144	31,903	43,619	13.4%	42.0%	40.5%	3.7%	0.4%
	Sub-total	–	147	144	144	31,903	43,619	13.4%	42.0%	40.5%	3.7%	0.4%
Other structures	Other structures	427	362	147	147	3,452	6,165	16.3%	14.0%	45.3%	18.4%	6.0%
	Sub-total	427	362	147	147	3,452	6,165	16.3%	14.0%	45.3%	18.4%	6.0%
Roads	Roads	4,924	8,697	2,796	2,796	264,039	329,245	63.8%	12.7%	16.5%	4.3%	2.7%
	Bridges	2,222	11,888	36	36	67,129	111,775	14.4%	29.0%	33.6%	12.3%	10.7%
	Footpaths	20	–	–	–	3,447	4,758	34.4%	37.9%	25.6%	2.1%	0.0%
	Bulk earthworks	579	1,331	–	–	123,461	124,987	98.5%	0.0%	0.4%	0.0%	1.1%
	Sub-total	7,745	21,916	2,832	2,832	458,076	570,765	61.5%	13.3%	16.4%	4.9%	3.9%
Water supply network	Water supply	7,839	15,091	561	561	45,438	81,008	19.5%	52.3%	4.7%	4.9%	18.6%
	Sub-total	7,839	15,091	561	561	45,438	81,008	19.5%	52.3%	4.7%	4.9%	18.6%
Sewerage network	Sewerage network	757	1,015	370	370	22,538	36,554	18.0%	35.1%	36.5%	7.6%	2.8%
	Sub-total	757	1,015	370	370	22,538	36,554	18.0%	35.1%	36.5%	7.6%	2.8%
Stormwater drainage	Stormwater drainage	1,438	2,781	7	7	4,069	9,699	1.0%	26.7%	35.4%	8.2%	28.7%
	Sub-total	1,438	2,781	7	7	4,069	9,699	1.0%	26.7%	35.4%	8.2%	28.7%
Open space / recreational assets	Swimming pools	505	1,326	48	48	353	1,674	1.0%	3.6%	4.4%	11.8%	79.2%
	Open Space & Recreation	173	257	319	319	5,134	6,440	62.4%	21.7%	8.1%	3.9%	3.9%
	Sub-total	678	1,583	367	367	5,487	8,114	49.7%	18.0%	7.3%	5.5%	19.5%
Total – all assets		18,884	42,895	4,428	4,428	570,963	755,924	50.8%	20.4%	17.9%	5.1%	5.8%

(a) Required maintenance is the amount identified in Council's asset management plans.

Infrastructure asset condition assessment 'key'

- 1 **Excellent/very good** No work required (normal maintenance)
- 2 **Good** Only minor maintenance work required
- 3 **Satisfactory** Maintenance work required

- 4 **Poor** Renewal required
- 5 **Very poor** Urgent renewal/upgrading required

Tenterfield Shire Council

Report on infrastructure assets as at 30 June 2024

Infrastructure asset performance indicators (consolidated) *

\$ '000	Amounts	Indicator	Indicators		Benchmark
	2024	2024	2023	2022	
Buildings and infrastructure renewals ratio ¹					
Asset renewals ¹	<u>11,784</u>	172.46%	207.22%	42.77%	> 100.00%
Depreciation, amortisation and impairment	<u>6,833</u>				
Infrastructure backlog ratio					
Estimated cost to bring assets to a satisfactory standard	<u>18,884</u>	3.27%	4.27%	5.35%	< 2.00%
Net carrying amount of infrastructure assets	<u>576,985</u>				
Asset maintenance ratio					
Actual asset maintenance	<u>4,428</u>	100.00%	100.00%	100.00%	> 100.00%
Required asset maintenance	<u>4,428</u>				
Cost to bring assets to agreed service level					
Estimated cost to bring assets to an agreed service level set by Council	<u>42,895</u>	5.67%	4.90%	3.03%	
Gross replacement cost	<u>755,924</u>				

(*) All asset performance indicators are calculated using classes identified in the previous table.

(1) Includes renewal works in Work In Progress (WIP).

(1) Asset renewals represent the replacement and/or refurbishment of existing assets to an equivalent capacity/performance as opposed to the acquisition of new assets (or the refurbishment of old assets) that increases capacity/performance.

Tenterfield Shire Council

Report on infrastructure assets as at 30 June 2024

Infrastructure asset performance indicators (by fund)

\$ '000	General fund		Water fund		Sewer fund		Benchmark
	2024	2023	2024	2023	2024	2023	
Buildings and infrastructure renewals ratio ¹							
Asset renewals ¹	191.25%	253.85%	114.48%	73.79%	87.35%	36.20%	> 100.00%
Depreciation, amortisation and impairment							
Infrastructure backlog ratio							
Estimated cost to bring assets to a satisfactory standard	2.02%	3.20%	17.25%	19.23%	3.36%	2.49%	< 2.00%
Net carrying amount of infrastructure assets							
Asset maintenance ratio							
Actual asset maintenance	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	> 100.00%
Required asset maintenance							
Cost to bring assets to agreed service level							
Estimated cost to bring assets to an agreed service level set by Council	4.20%	3.33%	18.63%	20.06%	2.78%	0.87%	
Gross replacement cost							

(1) Includes renewal works in Work In Progress (WIP).

(1) Asset renewals represent the replacement and/or refurbishment of existing assets to an equivalent capacity/performance as opposed to the acquisition of new assets (or the refurbishment of old assets) that increases capacity/performance.

Department:	Office of the General Manager
Submitted by:	Hein Basson, General Manager
Reference:	ITEM GOV88/24
Subject:	COUNCILLOR AND STAFF INTERACTION POLICY

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK	
CSP Goal:	Leadership - Council is a transparent, financially-sustainable and high-performing organisation, delivering valued services to the Community.
CSP Strategy:	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.
CSP Delivery Program	Promote and support community involvement in Council decision making process.

SUMMARY

The purpose of this report is to update the Councillor and Staff Interaction Policy and to include a procedure for Works/Service Requests from Councillors to be dealt with in an equitable and consistent manner.

OFFICER'S RECOMMENDATION:

That Council:

- (1) **Adopts the contents of this report to update the "Councillor and Staff Interaction Policy" as attached as an Annexure to the report.**
- (2) Notes and ratifies the procedure regarding Works/Service Requests from Councillors as included in the body of the report and the attached Policy document.

BACKGROUND

REPORT:

The Policy has been reviewed and amended for accuracy, where required:

This policy was previously amended by Council on 26 October 2022, and again on 24 April 2024. During the last revision, the Policy was updated by Council to reflect recent staff changes. Schedule 1 of the Policy was also updated to reflect the Authorised Staff Contacts for Councillors to liaise with.

This Policy now needs to be updated to reflect the appointment of the Director Corporate Services, Ms Liz Alley, and to remove the name of Ms Libby Melling, as Executive Assistant, who has resigned.

Also, this Policy needs to be updated to include a procedure for Works/Service Requests from Councillors to be dealt with in an equitable and consistent manner, as follows:

- Works/Service requests from Councillors are to be submitted to the following email address: council@tenterfield.nsw.gov.au

Our Governance No. 88 Cont...

- **These requests are to be clearly marked "Works/Service Request", with a brief outline of the identified problem area, the exact location, and a succinct description of the background – if and where applicable.**
- Works/Service Requests that are not submitted to the above-mentioned Council **email address, or not clearly marked "Works/Service Request" may not be** appropriately dealt with in accordance with this procedure due to potential misinterpretation and/or scarce resources.
- **Works/Services Requests are requests submitted by Councillors for staff's further** attention, over and above the operational and works program that Council has already approved as part of the annual Operational Plan and Budget.
- Therefore, Works/Service Requests are to not to be viewed as requests that should take priority over other scheduled works and operations that have already been planned for execution as part of effective and efficient management practices.
- Rather, all Works/Service requests will be objectively assessed by the relevant Manager and/or Director and be appropriately scheduled for attention in a cost-effective manner – considering budgetary provisions and constraints. It may be the situation that insufficient funds are available to satisfactory address a particular problem, in which case the problem will have to be referred to the following financial year for budgetary considerations. Unsafe or emergency situations will receive priority attention.
- **Administrative staff will properly capture all Works/Service Requests in Council's** official records management system and allocate items to the appropriate staff member for the necessary attention.
- A monthly report with all Works/Service Requests will in future be presented to Council as part of the Council Meeting Business Papers for progress monitoring.

Lastly, the title of the Policy needs to be changed to be consistent with the Model Councillor and Staff Interaction Policy of the NSW Office of Local Government.

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)
Policy documents provide guidance to Councillors and staff and clear guidelines on Council business to the community. The existing policy has been developed using the model policy template of the Office of Local Government. No community engagement is required.
2. Policy and Regulation
As detailed in the policy, based on the Model Councillor and Staff Interaction Policy 2022 of the NSW Office of Local Government.
3. Financial (Annual Budget & LTFP)
Nil.
4. Asset Management (AMS)
Nil.

Our Governance No. 88 Cont...

5. Workforce (WMS)

The primary role of Councillors could be stated to be setting the strategic direction of Council. Collectively, Councillors also constitute the decision-making body. Individual Councillors do not have any decision-making authority and would act inappropriately engaging with staff members regarding work-related matters – except with the General Manager, the Director Infrastructure Services, and the Director Corporate Services.

The Executive Assistant (EA) could also be liaised with, primarily by the Mayor, regarding arrangements to attend official meetings, seminars and conferences, and other matters where the EA provides an authorised support function to the Mayoral role.

Similarly, Council's Information Technology & Geographic Information System officer is available to assist Councillors with their Council-issued electronic devices, and potential connectivity problems.

Any other direct dealings with staff should be viewed as inappropriate behaviour.

6. Legal and Risk Management

Up to date and clear policies assists in mitigating the risk of Council Officials not abiding by the *Local Government Act 1993*, the *Local Government (General) Regulations 2021* and other legislative requirements and expectations of the NSW Office of Local Government.

7. Performance Measures

Council's policies are current, up to date and readily available to Councillors, staff and community members.

8. Project Management

Nil.

Hein Basson
General Manager

Prepared by staff member:	Hein Basson	
Approved/Reviewed by Manager:	Hein Basson, General Manager	
Department:	Office of the General Manager	
Attachments:	1 Policy - Councillor and Staff Interaction Policy	13 Pages



COUNCILLOR AND STAFF INTERACTION POLICY

Summary:

The purpose of this policy is to outline the legislative requirements as well as Councils position and procedures with regard to Councillors access to information and the interaction between Councillors and staff.

It further aims to ensure that the differing roles of Councillors, the General Manager and Staff are understood and respected and that any inappropriate interactions are avoided.

Policy Number	1.163
Document version	V8.0
Adoption Date	23 October 2024
Approved By	Council
Endorsed By	General Manager
Minute Number	/24
Consultation Period	NA
Review Due Date	October 2026
Department	Corporate Services - Governance
Policy Custodian	General Manager
Superseded Documents	1.163 – Councillor Access to Information and Interaction with Staff Policy (V7.0)
Related Documents	TSC Code of Conduct TSC Code of Meeting Practice TSC Privacy Management Plan TSC Publications Guide Office of Local Government NSW Circular 22-08 / 7 April 2022 / A806228 OLG NSW Model Policy – Councillor and Staff Interaction Policy 2022
Delegations of Authority	General Manager, Director Infrastructure Services, Director Corporate Services

Part 1 – Introduction

- 1.1.1 *The Councillor and Staff Interaction Policy* (the Policy) provides a framework for councillors when exercising their civic functions by specifically addressing their ability to interact with, and receive advice from, authorised staff.
- 1.1.2 The Policy complements and should be read in conjunction with Tenterfield Shire **Council's Code of Conduct** (the Code of Conduct).
- 1.1.3 The aim of the Policy is to facilitate a positive working relationship between councillors, as **the community's elected** representatives, and staff, who are employed to administer the operations of the Council. The Policy provides direction on interactions between councillors and staff to assist both parties in carrying out their day-to-day duties professionally, ethically and respectfully.
- 1.1.4 It is important to have an effective working relationship that recognises the important but differing contribution both parties bring to their complementary roles.

Part 2 – Application

- 2.1.1 This Policy applies to all councillors and council staff.
- 2.1.2 This Policy applies to all interactions between councillors and staff, whether face-to-face, online (including social media and virtual meeting platforms), by phone, text message or in writing.
- 2.1.3 This Policy applies whenever interactions between councillors and staff occur, including inside or outside of work hours, and at both council and non-council venues and events.
- 2.1.4 This Policy does not confer any delegated authority upon any person. All delegations to staff are made by the General Manager.
- 2.1.5 The Code of Conduct provides that council officials must not conduct **themselves in a manner that is contrary to the Council's policies. A breach** of this Policy will be a breach of the Code of Conduct.

Part 3 – Policy objectives

3.1.1 The objectives of the Policy are to:

- a) establish positive, effective and professional working relationships between councillors and staff defined by mutual respect and courtesy
- b) enable councillors and staff to work together appropriately and effectively to support each other in their respective roles
- c) ensure that councillors receive advice in an orderly, courteous and appropriate manner to assist them in the performance of their civic duties
- d) ensure councillors have adequate access to information to exercise their statutory roles
- e) provide direction on, and guide councillor interactions with, staff for both obtaining information and in general situations
- f) maintain transparent decision making and good governance arrangements
- g) ensure the reputation of Council is enhanced by councillors and staff interacting consistently, professionally and positively in their day-to-day duties
- h) provide a clear and consistent framework through which breaches of the Policy will be managed in accordance with the Code of Conduct.

Part 4 – Principles, roles and responsibilities

4 Several factors contribute to a good relationship between councillors and staff. These include goodwill, understanding of roles, communication, protocols, and a good understanding of legislative requirements.

4.1 **The Council's governing body and its administration (being staff within the organisation) must have a clear and sophisticated understanding of their different roles, and the fact that these operate within a hierarchy. The administration is accountable to the General Manager, who in turn, is accountable to the Council's governing body.**

4.2 Section 232 of the *Local Government Act 1993* (the LGA) states that the role of a councillor is as follows:

- a) to be an active and contributing member of the governing body
- b) to make considered and well-informed decisions as a member of the governing body

- c) to participate in the development of the integrated planning and reporting framework
- d) to represent the collective interests of residents, ratepayers and the local community
- e) to facilitate communication between the local community and the governing body
- f) to uphold and represent accurately the policies and decisions of the governing body
- g) to make all reasonable efforts to acquire and maintain the skills necessary to perform the role of a councillor.

4.3 The **administration's** role is to advise the governing body, implement **Council's** decisions and to oversee service delivery.

4.4 It is beneficial if the administration recognises the complex political environments in which elected members operate and acknowledge that they work within a system that is based on democratic governance. Councillors similarly need to understand that it is a highly complex task to prepare information and provide quality advice on the very wide range of issues that Council operations cover.

4.5 Council commits to the following principles to guide interactions between councillors and staff:

<u>Principle</u>	<u>Achieved by</u>
Equitable and consistent	Ensuring appropriate, consistent and equitable access to information for all councillors within established service levels
Considerate and respectful	Councillors and staff working supportively together in the interests of the whole community, based on mutual respect and consideration of their respective positions
Ethical, open and transparent	Ensuring that interactions between councillors and staff are ethical, open, transparent, honest and display the highest standards of professional conduct
Fit for purpose	Ensuring that the provision of equipment and information to councillors is done in a way that is suitable, practical and of an appropriate size, scale and cost for a client group of ten people
Accountable and measurable	Providing support to councillors in the performance of their role in a way that can be measured, reviewed and improved based on qualitative and quantitative data

4.6 Councillors are members of the **Council's** governing body, which is responsible for directing and controlling the affairs of the Council in accordance with the LGA. Councillors need to accept that:

- a) responses to requests for information from councillors may take time and consultation to prepare and be approved prior to responding
 - b) staff are not accountable to them individually
 - c) they must not direct staff except by giving appropriate direction to the General Manager by way of a council or committee resolution, or by the mayor exercising their functions under section 226 of the LGA
 - d) they must not, in any public or private forum, direct or influence, or attempt to direct or influence, a member of staff in the exercise of their functions
 - e) they must not contact a member of staff on council-related business unless in accordance with this Policy
 - f) they must not use their position to attempt to receive favourable treatment for themselves or others.
- 4.7 The General Manager is responsible for the efficient and effective day-to-day operation of the Council and for ensuring that the lawful decisions of the Council are implemented without undue delay. Council staff need to understand:
- a) they are not accountable to individual councillors and do not take direction from them. They are accountable to the General Manager, who is in turn **accountable to the Council's governing body**
 - b) they should not provide advice to councillors unless it has been approved by the General Manager or a staff member with a delegation to approve advice to councillors
 - c) they must carry out reasonable and lawful directions given by any person having the authority to give such directions in an efficient and effective manner
 - d) they must ensure that participation in political activities outside the service of the Council does not interfere with the performance of their official duties
 - e) they must provide full and timely information to councillors sufficient to enable them to exercise their civic functions in accordance with this Policy.

Part 5 – The councillor requests system

- 5.1 Councillors have a right to request information provided it is relevant to **councillor's exercise of their civic functions. This right does not extend to matters about which a councillor is merely curious.**

- 5.2 Councillors do not have a right to request information about matters that they are prevented from participating in decision-making on because of a conflict of interest, unless the information is otherwise publicly available.
- 5.3 The General Manager may identify Council support staff (Executive Assistant & Media) under this Policy for the management of requests from councillors.
- 5.4 Councillors can use the councillor requests system to:
- a) request information or ask questions that relate to the strategic position, performance or operation of the Council
 - b) bring concerns that have been raised by members of the public to the attention of staff
 - c) request Information and Communications Technology or other support from the Council administration
 - d) request that a staff member be present at a meeting (other than a meeting of the council) for the purpose of providing advice to the meeting.
- 5.5 Councillors must, to the best of their knowledge, be specific about what information they are requesting, and make their requests respectfully. Where **a councillor's request lacks specificity, the** General Manager or staff member authorised to manage the matter is entitled to ask the councillor to clarify their request and the reason(s) why they are seeking the information.
- 5.6 Staff must make every reasonable effort to assist councillors with their requests and do so in a respectful manner.
- 5.7 The General Manager or the staff member authorised to manage a councillor request will provide a response within (30 working days). Where a response cannot be provided within that timeframe, the councillor will be advised, and the information will be provided as soon as practicable.
- 5.8 Requests under clause 5.4 (d) must be made (7 working days) before the meeting. The General Manager, or members of staff that are listed at Schedule 1 of this Policy, are responsible for determining:
- a) whether a staff member can attend the meeting; and
 - b) which staff member will attend the meeting.
- Staff members who attend such meetings must be appropriately senior and be subject matter experts on the issues to be discussed at the meeting.
- 5.9 Councillors are required to treat all information provided by staff appropriately and to observe any confidentiality requirements.
- 5.10 Staff will inform councillors of any confidentiality requirements for information they provide so councillors can handle the information appropriately.

- 5.11 Where a councillor is unsure of confidentiality requirements, they should contact the General Manager, or the staff member authorised to manage their request.
- 5.12 The General Manager may refuse access to information requested by a councillor if:
- a) the information is not necessary for the performance of the **councillor's** civic functions, or
 - b) if responding to the request would, in the General Manager's opinion, result in an unreasonable diversion of staff time and resources, or
 - c) the councillor has previously declared a conflict of interest in the matter and removed themselves from decision-making on it, or
 - d) the General Manager is prevented by law from disclosing the information.
- 5.13 Where the General Manager refuses to provide information requested by a councillor, they must act reasonably. The General Manager must advise a councillor in writing of their reasons for refusing access to the information requested.
- 5.14 **Where a councillor's request for information is refused by the** General Manager on the grounds referred to under clause 5.12 (a) or (b), the councillor may instead request the information through a resolution of the council by way of a notice of motion. This clause does not apply where the General Manager refuses a **councillor's** request for information under clause 5.12 (c) or (d).
- 5.15 Nothing in clauses 5.12, 5.13, and 5.14 prevents a councillor from requesting the information in accordance with the *Government Information (Public Access) Act 2009*.
- 5.16 Where a councillor persistently makes requests for information which, in the General Manager's opinion, result in a significant and unreasonable diversion of staff time and resources the council may, on the advice of the General Manager, resolve to limit the number of requests the councillor may make.
- 5.17 Councillor requests are state records and must be managed in accordance with the *State Records Act 1998*.
- 5.18 A monthly report will be provided to Council regarding the performance and efficiency of the councillor requests system against established key performance indicators.

Part 6 – Access to Council staff

- 6.1.1 Councillors may directly contact members of staff that are listed in Schedule 1 of this Policy. The General Manager may amend this list at any time and will advise councillors promptly of any changes.
- 6.1.2 Councillors can contact staff listed in Schedule 1 about matters that relate to the staff **member's** area of responsibility.
- 6.1.3 Councillors should as far as practicable, only contact staff during normal business hours.
- 6.1.4 If councillors would like to contact a member of staff not listed in Schedule 1, they must receive permission from the General Manager.
- 6.1.5 If a councillor is unsure which authorised staff member can help with their enquiry, they can contact the General Manager or Executive Assistant & Media who will provide advice about which authorised staff member to contact.
- 6.1.6 The General Manager or a member of the **Council's** executive leadership team may direct any staff member to contact councillors to provide specific information or clarification relating to a specific matter.
- 6.1.7 A councillor or member of staff must not take advantage of their official position to improperly influence other councillors or members of staff in the performance of their civic or professional duties for the purposes of securing a private benefit for themselves or for another person. Such conduct should be immediately reported to the General Manager or Mayor in the first instance, or alternatively to the Office of Local Government, NSW Ombudsman, or the NSW Independent Commission Against Corruption.

Part 7 – Councillor access to council buildings

- 7.1.1 Councillors are entitled to have access to the council chamber, meeting rooms, and public areas of **Council's** buildings during normal business hours for meetings. Councillors needing access to these facilities at other times must obtain approval from the General Manager.
- 7.1.2 Councillors must not enter staff-only areas of Council buildings without the approval of the General Manager.

Part 8 – Appropriate and inappropriate interactions

- 8.1.1 Examples of appropriate interactions between councillors and staff include, but are not limited to, the following:
- a) councillors and council staff are courteous and display a positive and professional attitude towards one another
 - b) council staff ensure that information necessary for councillors to exercise their civic functions is made equally available to all councillors, in accordance with this Policy and any other relevant Council policies
 - c) council staff record the advice they give to councillors in the same way they would if it was provided to members of the public
 - d) council staff, including **Council's** executive team members, document councillor requests via the councillor requests system
 - e) council meetings and councillor briefings are used to establish positive working relationships and help councillors to gain an understanding of the complex issues related to their civic duties
 - f) councillors and council staff feel supported when seeking and providing clarification about council related business
 - g) councillors forward requests through the councillor requests system and staff respond in accordance with the timeframes stipulated in this Policy
- 8.1.2 Examples of inappropriate interactions between councillors and staff include, but are not limited to, the following:
- a) councillors and council staff conducting themselves in a manner which:
 - i) is contrary to their duties under the *Work Health and Safety Act 2011* and their responsibilities under any policies or procedures adopted by the Council to ensure workplace health and safety
 - ii) constitutes harassment and/or bullying within the meaning of the Code of Conduct, or is unlawfully discriminatory
 - b) councillors approaching staff and staff organisations to discuss individual or operational staff matters (other than matters relating to broader workforce policy such as, but not limited to, organisational restructures or outsourcing decisions), grievances, workplace investigations and disciplinary matters
 - c) staff approaching councillors to discuss individual or operational staff matters (other than matters relating to broader workforce policy such as, but not limited to, organisational restructures or outsourcing decisions), grievances, workplace investigations and disciplinary matters
 - d) subject to clause 5.12, staff refusing to give information that is available to other councillors to a particular councillor

- e) councillors who have lodged an application with the council, discussing the matter with staff in staff-only areas of the council
 - f) councillors being overbearing or threatening to staff
 - g) staff being overbearing or threatening to councillors
 - h) councillors making personal attacks on staff or engaging in conduct towards staff that would be contrary to the general conduct provisions in Part 3 of the Code of Conduct in public forums including social media
 - i) councillors directing or pressuring staff in the performance of their work, or recommendations they should make
 - j) staff providing ad hoc advice to councillors without recording or documenting the interaction as they would if the advice was provided to a member of the community
- 8.1.3 Where a councillor engages in conduct that, in the opinion of the General Manager, puts the health, safety or welfare of staff at risk, the General Manager **may restrict the councillor's access to staff.**
- 8.1.4 Any concerns relating to the conduct of staff under this Policy should be raised with the General Manager.

Part 9 – Complaints

- 9.1.1 Complaints about a breach of this policy should be made to the General Manager (if the complaint is about a councillor or member of council staff), or the Mayor (if the complaint is about the General Manager).
- 9.1.2 Clause 9.1 does not operate to prevent matters being reported to OLG, the NSW Ombudsman, the NSW Independent Commission Against Corruption or any other external agency.

Schedule 1 – Authorised staff contacts for councillors (table)

1. Clause 6.1 of this Policy provides that councillors may directly contact members of staff that are listed below. The General Manager may amend this list at any time.
2. Councillors can contact staff listed below about matters that relate to the staff **member's** area of responsibility.
3. Councillors should as far as practicable, only contact staff during normal business hours.
4. If councillors would like to contact a member of staff not listed below, they must receive permission from the General Manager or their delegate.
5. If a councillor is unsure which authorised staff member can help with their enquiry, they can contact the General Manager or Executive Assistant & Media who will provide advice about which authorised staff member to contact.
6. In some instances, the General Manager or a member of the **Council's** executive leadership team may direct a council staff member to contact councillors to provide specific information or clarification relating to a specific matter.

<i>Authorised staff members name</i>	<i>Position</i>
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<i>[Insert staff member's name]</i>	<i>[Insert position title]</i>
Hein Basson	General Manager
Matthew Francisco	Director Infrastructure Services
Elizabeth Alley	Director Corporate Services
Vacant	Executive Assistant & Media
Chris Thomas	Information Technology & Geographic Information Systems

Schedule 2 – Works/Service Request Procedure

1. Works/Service requests from Councillors are to be submitted to the following email address: council@tenterfield.nsw.gov.au
2. **These requests are to be clearly marked "Works/Service Request", with a brief outline of the identified problem area, the exact location, and a succinct description of the background – if and where applicable.**
3. Works/Service Requests that are not submitted to the above-mentioned Council email address, or not clearly marked "Works/Service Request" may not be appropriately dealt with in accordance with this procedure due to potential misinterpretation and/or scarce resources.
4. **Works/Services Requests are requests submitted by Councillors for staff's further attention, over and above the operational and works program that Council has already approved as part of the annual Operational Plan and Budget.**
5. Therefore, Works/Service Requests are to not to be viewed as requests that should take priority over other scheduled works and operations that have already been planned for execution as part of effective and efficient management practices.
6. Rather, all Works/Service requests will be objectively assessed by the relevant Manager and/or Director and be appropriately scheduled for attention in a cost-effective manner – considering budgetary provisions and constraints. It may be the situation that insufficient funds are available to satisfactorily address a particular problem, in which case the problem will have to be referred to the following financial year for budgetary considerations. Unsafe or emergency situations will receive priority attention.
7. **Administrative staff will properly capture all Works/Service Requests in Council's official records management system and allocate items to the appropriate staff member for the necessary attention.**
8. A monthly report with all Works/Service Requests will in future be presented to Council as part of the Council Meeting Business Papers for progress monitoring.

Schedule 3 - Related Legislation, Standards & Guidelines

Key legislative requirements and other directions are located in the following:

- *NSW Local Government Act 1993* (as amended);
- *NSW Local Government (General) Regulations 2021*;
- *Government Information Public Access Act 2009* (GIPA);
- *Privacy and Personal Information Protection Act 1998* (PPIPA);
- *Health Records and Information Privacy Act 2002*;
- NSW Ombudsman –Conduct and Administrative Practices, Guidelines for Councils;
- ICAC – Under Careful Consideration – Key Issues for Local Government;
- TSC Privacy Management Plan;
- TSC Code of Conduct;
- TSC Code of Meeting Practice;
- TSC Publications Guide; and
- All other relevant guidelines issued by the Office of Local Government.

Version Control and Change History

Version	Date	Modified by	Details
V1.1	28/03/2012	Council	Adoption of Policy – 117/12
V2.1	18/12/2013	Council	Policy revision – 468/13
V3.1	17/12/2014	Council	Policy revision – 460/14
V4.1	26/08/2015	Council	Policy revision – 269/15
V5.0	13/10/2016	GM	Reconstruction of Policy – 250/16
V6.0	26/10/2022	Council	Reconstruction of Policy – LG NSW Model Policy – Resolution 221/22
V7.0	24/4/2024	Council	Update of Policy
V8.0	23/10/24	Council	Update & Adding of Works/Service Request Procedure

Department:	Office of the General Manager
Submitted by:	Hein Basson, General Manager
Reference:	ITEM GOV89/24
Subject:	Council Offices and Operations: Christmas Close-down and January Recession Period

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK	
CSP Goal:	Leadership - Council is a transparent, financially-sustainable and high-performing organisation, delivering valued services to the Community.
CSP Strategy:	Ensure the performance of Council as an organisation complies with all statutory Guidelines, supported by effective corporate management, sound integrated planning and open, transparent and informed decision making.

SUMMARY

The purpose of this report is for Council to consider the Christmas close-down period leading up to the recession period in January 2025.

OFFICER'S RECOMMENDATION:

That Council:

1. Determines the Christmas close-down period to be from Monday, 23 December 2024 to Monday, 3 January 2025, meaning that the last working day will be Friday, 20 December 2024 and the starting workday in the New Year will be Monday, 6 January 2025.
2. Notes the planning for the Council Christmas Party for staff to be for Friday, 20 December 2024 – with Council offices closing and operations ceasing at 3.00pm and the social gathering starting at 3.30pm. Further, that all Councillors are invited to attend this occasion, and the Mayor be requested to deliver a short address to the staff on behalf of all Councillors.

BACKGROUND

Council normally has a two or three week break over the Christmas and New Year period **each year. This time of slowing down leads into Council's recess period where no planned Council Meetings are being held.**

REPORT:

Council will have its last Council Meeting for the calendar year on Wednesday, 18 December 2024, since Christmas day falls on the fourth Wednesday of this month, i.e. 25 December 2024.

It has been tradition for the Council office operations to annually close down over the Christmas/New Year period – for a two- or three-week period of time. Given the amount of grant funded related work that especially the outdoor staff is busy executing, it was thought wise to only have a two week break this year, i.e. from Monday, 23 December 2024 to Monday, 3 January 2025, meaning that the last working day will be Friday, 20

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December 2024 and the starting workday in the New Year will be Monday, 6 January 2025.

It is expected of staff to take leave or accrued time in lieu off for this period. Given that there are three Public Holidays during this time (i.e. Christmas Day, Boxing Day and **New Year's Day**), **it will translate to staff taking seven days leave (without an RDO) and six days leave (with an RDO).**

Council is kind enough to annually make a budgetary provision for a staff Christmas party to be held. This year this social gathering is planned to be held on Friday, 20 December 2024, with Council offices and operations closing at 3.00pm and the social gathering starting at 3.30pm. All Councillors are invited and welcome to attend this occasion, and the Mayor is requested to deliver a short address to the staff on behalf of all Councillors. It is also customary for the General Manager to make a speech, and for service awards to be handed over to staff for their loyal service.

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

Nil.

2. Policy and Regulation

- **It has been Council's unwritten policy for many years to have a close-down** of its offices and operations over the Christmas/New Year period.

3. Financial (Annual Budget & LTFP)

Council staff all taking leave for a period, has a positive effect on Council's **leave** liability.

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

The workforce deserves an annual break over the Festive Period to renew and strengthen ties with families and friends, as well as to have a breather from the working environment.

6. Legal and Risk Management

Nil.

7. Performance Measures

Nil.

8. Project Management

Nil.

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Hein Basson
General Manager

Prepared by staff member: Hein Basson, General Manager
Approved/Reviewed by Manager: Hein Basson, General Manager
Department: Office of the General Manager
Attachments: There are no attachments for this report.