



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

## **MINUTES OF ORDINARY COUNCIL MEETING WEDNESDAY 23 OCTOBER 2024**

MINUTES OF THE **Ordinary Council Meeting** of the TENTERFIELD SHIRE COUNCIL held at the "Koreelah Room", 247 Rouse St, Tenterfield NSW, 2372 on Wednesday 23 October 2024 commencing at 9:30am.

### **ATTENDANCE**

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

### **ALSO IN ATTENDANCE**

General Manager (Hein Basson)  
Acting Executive Assistant & Media (Emma Jensen)  
Director Infrastructure (Matthew Francisco)

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

**COMMUNITY CONSULTATION (PUBLIC FORUM)**

Mr. Richard Hicks, President of the Ratepayers’ Association of Tenterfield Shire Inc., addressed Council regarding Item COM10/24 “Use of the RSL Pavilion for Meetings of the Ratepayers’ Association of Tenterfield Shire Inc.: Request for a Special Hire Rate”.

**WEBCASTING OF MEETING**

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

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

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

**OPENING AND WELCOME**

**CIVIC PRAYER**

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

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

**ACKNOWLEDGEMENT OF COUNTRY**

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

**APOLOGIES**

**143/24 Resolved**

**That Council notes the apology received from Councillor Peter Petty.**

**(Bronwyn Petrie/Greg Sauer)**

**Motion Carried**

**DISCLOSURE & DECLARATIONS OF INTEREST**

That councillors now disclose any interests and reasons for declaring such interest in the matters under consideration by Council at this meeting.

<b>Name</b>	<b>Type</b>	<b>Item</b>
Kim Rhodes	Pecuniary Interest	COM11/24

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*Cr Kim Rhodes will be leaving the room when this item is being discussed, and will not be participating in any discussion or voting on it.*

#### **SUSPENSION OF STANDING ORDERS**

**144/24** **Resolved**

**That the meeting be adjourned to attend to technical difficulties experienced with the microphones.**

(Greg Sauer/Owen Bancroft)

**Motion Carried**

*The meeting adjourned at 9.35am.*

#### **RESUMPTION OF STANDING ORDERS**

**145/24** **Resolved**

**That the meeting be resumed.**

(Tim Bonner/Greg Sauer)

**Motion Carried**

*The meeting reconvened, the time being 9.55am.*

#### **(ITEM MIN12/24) CONFIRMATION OF PREVIOUS MINUTES**

**146/24** **Resolved**

**That the Minutes of the following Meeting of Tenterfield Shire Council:**

- **Ordinary Council Meeting – 28 August 2024**

**Be confirmed and signed as a true record of the proceedings of these meetings.**

(Kim Rhodes/Tom Peters)

**Motion Carried**

#### **(ITEM MIN13/24) CONFIRMATION OF PREVIOUS MINUTES**

147/24

**Resolved**

**That the Minutes of the following Meeting of Tenterfield Shire Council:**

- **Ordinary Council Meeting – 9 October 2024**

**Be confirmed and signed as a true record of the proceedings of these meetings.**

(Kim Rhodes/Tom Peters)

**Motion Carried**

**TABLING OF DOCUMENTS**

Nil.

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

Nil.

**MAYOR MINUTE**

Nil.

**RECOMMENDATIONS FOR ITEMS TO BE CONSIDERED IN CONFIDENTIAL SECTION**

148/24

**Resolved**

**That:-**

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

(Peter Murphy/Gregory Purcell)

**Motion Carried**

**OPEN COUNCIL REPORTS**

**OUR COMMUNITY**

The item below was not pursued as Cr Peter Petty was an apology to the meeting.

**(ITEM COM8/24) OATH OR AFFIRMATION OF OFFICE FOR COUNCILLOR PETER PETTY**

**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.**

**(ITEM COM9/24) USE OF THE MEMORIAL HALL AND RSL PAVILION FOR THE TENTERFIELD HIGHLANDERS PIPE BAND AS A REHEARSAL SPACE AND "HOME": SPECIAL HIRE RATE ARRANGEMENT**

**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.

**149/24**     **Resolved**

**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 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.**

(Peter Murphy/Kim Rhodes)

**Motion Carried**

**(ITEM COM10/24) USE OF THE RSL PAVILION FOR MEETINGS OF THE RATEPAYERS' ASSOCIATION OF TENTERFIELD SHIRE INC: REQUEST FOR A SPECIAL HIRE RATE**

**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.

**150/24**

**Resolved**

**That Council:**

**Defers the consideration of the request received from the Ratepayers' of Tenterfield Shire Inc. until such time as the fees and charges for community and not-for-profit organisations have been resolved.**

(Peter Murphy/Greg Sauer)

**Motion Carried**

*Cr Kim Rhodes left the meeting, the time being 10.16am.*

**(ITEM COM11/24) 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**

**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.

**151/24**

**Resolved**

**That Council:**

**Does not approve the request received from the Tenterfield Fire to Flourish Program to waive the fees and charges associated with the use of the Sir Henry Parkes Memorial School of Arts for Community Information Sessions in October 2024 for the purpose of creating a Tenterfield Community Foundation.**

(Greg Sauer/Owen Bancroft)

**Motion Defeated**

*Cr Kim Rhodes returned to the meeting, the time being 10.22am.*

## **OUR ECONOMY**

## **OUR ENVIRONMENT**

*Tamai Davidson – Manager Planning, Property & Development – entered the meeting, the time being 10.22am.*

### **(ITEM ENV11/24) LOCAL HERITAGE FUND APPLICATIONS 2024-2025**

#### **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.

**152/24**

#### **Resolved**

#### **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.**

(Greg Sauer/Kim Rhodes)

#### **Motion Carried**

*Tamai Davidson – Manager Planning, Property & Development – left the meeting the time being 10.28am.*

*Gillian Marchant – Manager Waste and Water – entered the meeting, the time being 10.29am.*

### **(ITEM ENV12/24) CONCEALED WATER LEAKS FOR BUSINESSES**



## **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.

**153/24**

### **Resolved**

#### **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, plus the installation of a Smart Meter to a maximum cost of \$300 per meter.**
- 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. If the repairs/replacement is not completed by 31 October 2025, the original bill will be reinstated.**

- 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, plus the installation of a Smart Meter to a maximum cost of \$300 per meter.**

(Kim Rhodes/Tom Peters)

### **Motion Carried**

*Gillian Marchant – Manager Waste and Water – left the meeting, the time being 10.50am.*

## **OUR GOVERNANCE**

## **(ITEM GOV78/24) ADMINISTRATIVE AMENDMENTS TO TSC MODEL CODE OF MEETING PRACTICE**

### **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.

**154/24**

### **Resolved**

#### **That Council:**

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

<b>Page</b>	<b>Section</b>	<b>Correction</b>
<b>5</b>	<b>3.4</b>	<b>"For the purposes of clause <del>3-4</del> 3.3, notice of a meeting of the council..."</b>
<b>5</b>	<b>3.5</b>	<b>"For the purposes of clause <del>3-4</del> 3.3, notice of more than one (1)..."</b>
<b>6</b>	<b>3.13</b>	<b>"... by way of a notice submitted under clause <del>3-10</del> 3.9, as a question..."</b>
<b>6</b>	<b>3.14</b>	<b>"... a question with notice under clause <del>3-14</del> 3.13 that comprises..."</b>
<b>7</b>	<b>3.15</b>	<b>"... a question with notice submitted under clause <del>3-14</del> 3.13 by way of..."</b>
<b>7</b>	<b>3.18</b>	<b>"Nothing in clause <del>3-18</del> 3.17 limits the power..."</b>
<b>20</b>	<b>9.14</b>	<b>"... in accordance with clauses <del>3-10</del> 3.9 and <del>3-14</del> 3.13."</b>
<b>33</b>	<b>15.24</b>	<b>"... a contravention of clause <del>15-24</del> 15.23 or an attempt to..."</b>
<b>34</b>	<b>17.5</b>	<b>"... duly given in accordance with clause <del>3-10</del> 3.9."</b>
<b>35</b>	<b>17.9</b>	<b>"... may only be withdrawn under clause <del>3-11</del> 3.10 with the consent of..."</b>

(Kim Rhodes/Owen Bancroft)

### **Motion Carried**

## **(ITEM GOV79/24) TENTERFIELD SHIRE COUNCIL STATE OF OUR SHIRE REPORT 2021 TO 2024**

### **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.

**155/24**

### **Resolved**

**That Council:**

**Receives and notes the State of our Shire Report for 2021 to 2024 with the following amendments:**

**P106: Jennings Playground, Exercise Area, BBQ area and sealed parking area: Add in "... and free camping area".**

**P106: Add to the dot-point list "Basketball Court".**

**P106: Add to the dot-point list "Youth Precinct winning an Award".**

**P108: Correct spelling of Willsons in the "Willsons Downfall Restoration Project".**

**P111: Correct the spelling of Willsons in the "Willsons Downfall Restoration Project".**

(Peter Murphy/Tim Bonner)

**Motion Carried**

*Roy Jones – Manager Finance and Technology – entered the meeting, the time being 10.52am.*

**(ITEM GOV80/24) RETURNS DISCLOSING PECUNIARY INTEREST**

**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.

**156/24**

**Resolved**

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

(Kim Rhodes/Peter Murphy)

**Motion Carried**

**(ITEM GOV81/24) RELATED PARTY DISCLOSURE POLICY**

**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.

**157/24**     **Resolved**

**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.**

(Greg Sauer/Kim Rhodes)

**Motion Carried**

The Mayor changed the sequence of the Items; for ITEM GOV83/24 and GOV84/24 to be considered before ITEM GOV82/24.

**(ITEM GOV83/24) FINANCE & ACCOUNTS - PERIOD ENDED 31 AUGUST 2024**

**SUMMARY**

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

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

**158/24**     **Resolved**

**That Council:**

**Notes the Finance and Accounts Report for the period ended 31 August 2024.**

(Kim Rhodes/Peter Murphy)

**Motion Carried**

**(ITEM GOV84/24) FINANCE & ACCOUNTS - PERIOD ENDED 30 SEPTEMBER 2024**

**SUMMARY**

The purpose of this Report is for the Responsible Accounting Officer to provide, in accordance with Clause 212 of the *Local Government (General) Regulation 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.

**159/24**

**Resolved**

**That Council:**

**Notes the Finance and Accounts Report for the period ended 30 September 2024.**

(Kim Rhodes/Tom Peters)

**Motion Carried**

*Roy Jones – Manager Finance and Technology – left the meeting, the time being 11.04am.*

**SUSPENSION OF STANDING ORDERS**

**160/24**

**Resolved**

**That:**

**The meeting be adjourned for morning tea.**

(Kim Rhodes/Owen Bancroft)

**Motion Carried**

*The meeting adjourned at 11.04am.*

**RESUMPTION OF STANDING ORDERS**

**161/24**

**Resolved**

**That:**

**The meeting be resumed.**

(Owen Bancroft/Tim Bonner)

**Motion Carried**

*The meeting reconvened at 11.23pm.*

**(ITEM GOV82/24) APPOINTMENT OF COUNCIL DELEGATES TO COMMITTEES AND EXTERNAL ORGANISATIONS**

**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.

**162/24**

**Resolved**

**That Council:**

**Determines its delegates to Specific Purpose Committees and other External Committees and Organisations as per the table below for the proceeding two-year period, i.e. October 2024 to September 2026.**

<b>Specific Purpose Committees</b>	<b>Traditional Representation</b>	<b>Delegate/s</b>	<b>Meeting Frequency</b>	<b>Responsibility</b>
Audit, Risk & Improvement Committee	One Councillor	Cr Peter Murphy	Quarterly	Governance Officer
Australia Day Awards Committee	Mayor Three Councillors One reserve Councillor	Crs Bronwyn Petrie (Mayor), Greg Sauer, Gregory Purcell, Roger Turner, Kim Rhodes (Alternate)	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	Crs Bronwyn Petrie (Mayor), Kim Rhodes	When required however at least six monthly	Executive Assistant  General Manager
Tenterfield Chamber of Commerce – Tourism Committee	Two Councillors	Crs Gregory Purcell, Kim Rhodes	As required	TCTIB
Sale Yards Committee	Two Councillors	Crs Peter Petty, Tim Bonner	Six-monthly	Manager Open Space Regulatory and Utilities
General Manager's Performance Evaluation Committee	Mayor Deputy Mayor One Councillor Another Councillor nominated by GM General Manager	Crs Bronwyn Petrie (Mayor), Gregory Sauer (Deputy Mayor), Peter Murphy. General Manager's nominee.	At least annually but preferably six monthly	Executive Assistant  General Manager
<b>External Committees &amp; Organisations</b>	<b>Representation</b>	<b>Delegate/s</b>	<b>Meeting Frequency</b>	<b>Responsibility</b>
Country Mayors Association	Mayor	Cr Bronwyn Petrie (Mayor)	Quarterly	Executive Assistant (Travel & Accommodation)
Tenterfield Shire Local Traffic Committee	Mayor Two Councillors	Crs Bronwyn Petrie (Mayor), Tom Peters, Tim Bonner	Bi-monthly, or as needed	Manager Works
Local Emergency Management Committee	Mayor One Councillor Manager Property & Development	Crs Bronwyn Petrie (Mayor), Owen Bancroft	Quarterly	LEMO
Bushfire Management Committee	One Councillor Manager Workforce, Safety, Risk & Records	Cr Tom Petrie (Mayor also at times attends)	Quarterly	BMC
Local Health Advisory Committee	Mayor	Cr Bronwyn Petrie (Mayor)	Monthly	LHAC
Border Region Organisation of Councils (BROC)	Mayor Deputy Mayor	Crs Bronwyn Petrie (Mayor), Greg Sauer	Quarterly	Executive Assistant

		(Deputy Mayor)		(Travel & Accommodation)
Joint Regional Planning Panels	Mayor Deputy Mayor One Councillor as an alternate	Cr Bronwyn Petrie (Mayor), Greg Sauer (Deputy Mayor), Cr Peter Petty (alternate)	As Required	JRP
Murray Darling Association	Mayor and/or Deputy Mayor	Cr Bronwyn Petrie (Mayor), Cr Greg Sauer (Deputy Mayor)	Quarterly	MDA
National Timber Councils	One Councillor	Cr Bronwyn Petrie (Mayor)	As Required	NTC
Arts North West	One Councillor	Cr Kim Rhodes	Twice per year	Arts North West
Granite Border Landcare Committee	One Councillor	Cr Greg Sauer (Deputy Mayor)	As Required	Granite Border Landcare

(Kim Rhodes/Tim Bonner)

**Motion Carried**

*Cr Tim Bonner left the meeting at 11.54am.*

*Cr Tim Bonner returned to the meeting at 12.09pm.*

*Roy Jones – Manager Finance and Technology – joined the meeting at 12.18pm.*

**(ITEM GOV85/24) MONTHLY OPERATIONAL REPORT FOR AUGUST/SEPTEMBER 2024**

**SUMMARY**

The purpose of this Report is to provide a standing monthly report to the Ordinary Meeting of Council that demonstrates staff accountabilities and actions taken against Council’s 2023/2024 Operational Plan.

**163/24 Resolved**

**That Council:**

**Notes the status of the Monthly Operational Report for August/September 2024.**

(Greg Sauer/Peter Murphy)

**Motion Carried**



**(ITEM GOV86/24) INFORMATION ON - FINANCIAL ASSISTANCE GRANT 2024-2025**

**SUMMARY**

The purpose of this report is to table the letter dated 23 August 2024 from NSW Local Government Grants Commission.

**164/24**

**Resolved**

**That Council:**

**Receives and notes the letter dated 23 August 2024 from the NSW Local Government Grant Commission.**

(Kim Rhodes/Tom Peters)

**Motion Carried**

**(ITEM GOV87/24) 2023/2024 FINANCIAL STATEMENTS TO BE REFERRED FOR AUDIT**

**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.

**165/24**

**Resolved**

**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
- (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.

(Kim Rhodes/Greg Sauer)

**Motion Carried**

**(ITEM GOV88/24) COUNCILLOR AND STAFF INTERACTION POLICY**

**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.

166/24

**Resolved**

**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.

(Gregory Purcell/Roger Turner)

**Motion Carried**

**(ITEM GOV89/24) COUNCIL OFFICES AND OPERATIONS: CHRISTMAS CLOSE-DOWN AND JANUARY RECESSION PERIOD**

**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.

167/24

**Resolved**

**That Council:**

- 1. Determines the Christmas close-down period to be from Monday, 23 December 2024 to Friday, 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.**

(Tim Bonner/Peter Murphy)

**Motion Carried**

**REPORTS OF DELEGATES & COMMITTEES**

NIL.

**NOTICES OF MOTION**

NIL.

**RESOLUTION REGISTER**

NIL.

**CONFIDENTIAL BUSINESS**

**SUSPENSION OF STANDING ORDERS**

168/24

**Resolved**

**That the meeting moves into Closed Council.**

(Greg Sauer/Tom Peters)

**Motion Carried**

**(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.

**SUMMARY**

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

66 Duncan Street, assessment 3814 received a high-water reading, which was repaired within 14 days by a licensed plumber.

63 High Street, assessment 5546 received a high-water reading, which was repaired within 14 days by a licensed plumber.

**169/24**

**Resolved**

**That Council:**

- 1. Re-adjusts the water bills as:
  - a. Assessment 3814 – The issued water bill of \$6,332.20 for the period to December 2024 be waived and an average account for the property equating to \$466.10 be charged, plus the installation of a smart meter to a maximum cost of \$300.00 per meter.**
  - b. Assessment 5546 – The issued water bill of \$6,328.60 for the period to December 2024 be waived and an average account for the property equating to \$392.35 be charged, plus the installation of a smart meter to a maximum cost of \$300.00 per meter.****
- 2. With reference of item ENV12/24 and the resolution adopted as part of this item, adds the following wording to both paragraphs (a) and (c) of this resolution: "plus the installation of a smart meter to a maximum cost of \$300.00 per meter.**
- 3. Staff pursue the implementation of smart meters during the development of the 2025/26 Budget and Operational Plan for Council's further consideration, taking into account the financial effect on water fees and charges of such implementation.**

(Tom Peters/Greg Sauer)

**Motion Carried**

The Director Infrastructure Services handed out a copy of the tender evaluation spreadsheet to all Councillors.

**(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.

### **SUMMARY**

The purpose of this report is to provide Council with a report and recommendation on the Council's Reseal Tender via Local Government Procurement LGP213-3 RFT 08-24/25 Bituminous Surfacing 2024

#### **170/24 Resolved**

**That Council:**

- 1. Engages RPQ Spray Seal Pty Ltd to the amount of \$2,028,054.87 for Council reseals and initial seals due to competitive pricing and fit for purpose reseal bitumen types and seal designs, pending successful Roads to Recovery funding for additional works.**
- 2. Delegates to the General Manager authority to negotiate, with RPQ Spray Seal Pty Ltd for a variation to this tender up to the value stated in the report to conduct an initial seal on pavement rehabilitation of a section of Mount Lindesay Rd.**

(Kim Rhodes/Gregory Purcell)

**Motion Carried**

### **RESUMPTION OF STANDING ORDERS**

#### **171/24 Resolved**

**That the meeting returns to Open Council.**

(Greg Sauer/Tim Bonner)

**Motion Carried**

The Mayor read the Resolutions adopted out loud.

### **MEETING CLOSED**

There being no further business, the Mayor declared the meeting closed at 2.01pm.

.....  
Councillor Bronwyn Petrie  
Mayor/Chairperson