



QUALITY NATURE - QUALITY HERITAGE - QUALITY LIFESTYLE

MINUTES OF ORDINARY COUNCIL MEETING WEDNESDAY 14 AUGUST 2024

MINUTES OF THE **Ordinary Council Meeting** OF TENTERFIELD SHIRE held at the "Koreelah Room", Council's Administration Building, 247 Rouse Street, Tenterfield on Wednesday 14 August 2024 commencing at 9.34 am

ATTENDANCE

Councillor Bronwyn Petrie (Mayor)
Councillor Peter Petty
Councillor Tim Bonner (via ZOOM from 11.24 am)
Councillor Tom Peters
Councillor Kim Rhodes
Councillor Greg Sauer
Councillor Geoff Nye (via Phone, as his ZOOM-link failed)
Councillor Peter Murphy

ALSO IN ATTENDANCE

General Manager (Hein Basson)
Acting Executive Assistant & Media (Heather Grasso)
Director Infrastructure (Matthew Francisco)

A handwritten signature in black ink, appearing to read 'Peter Petty', is written over the name of the Director Infrastructure in the 'ALSO IN ATTENDANCE' section.

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

COMMUNITY CONSULTATION (PUBLIC ACCESS)

WEBCASTING OF MEETING

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

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

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

OPENING AND WELCOME

CIVIC PRAYER

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

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

ACKNOWLEDGEMENT OF COUNTRY

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

APOLOGIES

113/24 Resolved

That the application for Leave of Absence of Councillor John Macnish be approved.

(Greg Sauer/Peter Murphy)

Motion Carried

DISCLOSURE & DECLARATIONS OF INTEREST

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

Name	Type	Item
Nil Councillors		

Mr Matthew Francisco, Director Infrastructure Services disclosed and made a declaration of a conflict of interest in:

Item GOV64/24 TENDER EVALUATION FOR PROFESSIONAL SERVICES FOR PROJECT MANAGEMENT PERSONNEL TENDER (RFT 19-23/24),

as he was an employee for 13/14-years of one of the companies that tendered.

Mr Francisco will be leaving the meeting when this item is discussed, not participating in any discussion on it.

(ITEM MIN10/24) CONFIRMATION OF PREVIOUS MINUTES

114/24 Resolved

- **Ordinary Council Meeting – 24 July 2024**

be confirmed and signed as a true record of the proceedings of this meeting.

(Kim Rhodes/Peter Petty)

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

115/24 Resolved

That the following items be considered in the confidential section of the Business Paper:

- (1) ITEM GOV63/24 TENTERFIELD SHIRE COUNCIL STRATEGIC ASSURANCE MAPPING AND INTERNAL AUDIT PLAN 2024 – 2027
- (2) ITEM ENV6/24 UPDATE REPORT URBENVILLE, MULLI MULLI, WOODENBONG - URBENVILLE WATER SUPPLY PROJECT LAGOON CONSTRUCTION TENDER AWARD RFT 06-23/24
- (3) ITEM GOV64/24 TENDER EVALUATION FOR PROFESSIONAL SERVICES FOR PROJECT MANAGEMENT PERSONNEL TENDER (RFT 19-23/24).
- (4) ITEM GOV65/24 ORGANISATION STRUCTURE: LEADERSHIP DIRECTION FOR A CORE-FUNCTIONS COUNCIL

(Kim Rhodes/Tom Peters)

Motion Carried



OPEN COUNCIL REPORTS

OUR COMMUNITY

Nil.

OUR ECONOMY

Nil.

OUR ENVIRONMENT

Tamai Davidson, Manager Planning Property & Development entered the meeting, the time being 9.38 am.

(ITEM ENV7/24) REQUEST FOR REFUND OF DEVELOPMENT APPLICATION AND CONSTRUCTION CERTIFICATE FEES - FRIENDS OF TENTERFIELD AERODROME

SUMMARY

The purpose of this report is for Council to consider a request from the Friends of Tenterfield Aerodrome (FOTA) to waive and refund fees paid for their Development Application and Construction Certificate for a machinery shed lodged with Council for assessment at the Tenterfield Aerodrome, 127 Schrodgers Road, Tenterfield.

OFFICER'S RECOMMENDATION

That Council:

Favourably considers the request from Friends of Tenterfield Aerodrome to waive the amount of \$841.00 as required by Council's Fees and Charges for the processing of a Development Application and Construction Certificate for the erection of a Machinery Shed on Lot 1 DP 236737, 127 Schrodgers Road, Tenterfield – Tenterfield Aerodrome.

AMENDMENT

That Council:

Agrees to the request from Friends of Tenterfield Aerodrome to waive the amount of \$841.00 as required by Council's Fees and Charges for the processing of a Development Application and Construction Certificate for the erection of a Machinery Shed on Lot 1 DP 236737, 127 Schrodgers Road, Tenterfield – Tenterfield Aerodrome.

(Peter Murphy/Kim Rhodes)

Amendment Carried



116/24

Resolved

that Council:

Agrees to the request from Friends of Tenterfield Aerodrome to waive the amount of \$841.00 as required by Council's Fees and Charges for the processing of a Development Application and Construction Certificate for the erection of a Machinery Shed on Lot 1 DP 236737, 127 Schroders Road, Tenterfield – Tenterfield Aerodrome.

(Kim Rhodes/Peter Petty)

Motion Carried

Tamai Davidson, Manager Planning Property & Development left the meeting, the time being 9.43 am.

(ITEM ENV8/24) YOUTH PRECINCT AMENITIES

SUMMARY

Council has received requests for additional public toilet amenities for the Youth Precinct. This report considers the need for the additional amenities and the ongoing costs of establishing this facility. These initial costs of these facilities are able to be funded through a Government grant. The costs of operation and maintenance, as well as the eventual replacement of the facilities will be the responsibility of the Council.

OFFICER'S RECOMMENDATION

That Council:

Does not proceed with the provision of additional public toilet amenities at the youth precinct due to the proximity of public toilets in the nearby Jubilee Park.

AMENDMENT

That Council:

Proceeds with the provision of disabled public toilet amenities at the youth precinct, and that the Director of Infrastructure Services shall bring a report to the 28 August 2024 Ordinary Council Meeting as to the funding thereof, either through the Stronger Countries Community grant or through another source.

(Peter Murphy/Kim Rhodes)

Amendment Carried

117/24

Resolved

That Council:

Proceeds with the provision of disabled public toilet amenities at the youth precinct, and that the Director of Infrastructure Services shall bring a report to



the 28 August 2024 Ordinary Council Meeting as to the funding thereof, either through the Stronger Countries Community grant or through another source.

(Peter Petty/Kim Rhodes)

Motion Carried

OUR GOVERNANCE

Nil.

REPORTS OF DELEGATES & COMMITTEES

Nil.

NOTICES OF MOTION

Nil.

RESOLUTION REGISTER

Nil.

CONFIDENTIAL BUSINESS

118/24

Resolved

That Council moves in to Closed Session to consider the confidential reports.

(Peter Petty/Kim Rhodes)

Motion Carried

Erika Bursford, Manager Customer Service, Governance & Records entered the meeting, the time being 10.11 am.

(ITEM GOV63/24) TENTERFIELD SHIRE COUNCIL STRATEGIC ASSURANCE MAPPING AND INTERNAL AUDIT PLAN 2024 - 2027

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

SUMMARY

The purpose of this report is to provide the Tenterfield Shire Council Strategic Assurance Mapping and Internal Audit Plan to Council. The Plan identifies an appropriate and deliverable Internal Audit Program for implementation by Council’s Internal Audit Coordinator from 2024 to 2027.



119/24 Resolved

That Council adopts the Strategic Assurance Mapping and Internal Audit Plan 2024 to 2027, as per attachment to the report as Annexures.

(Kim Rhodes/Greg Sauer)

Motion Carried

Erika Bursford, Manager Customer Service, Governance & Records left the meeting, the time being 10.13 am.

Gillian Marchant, Manager Water & Waste entered the meeting, the time being 10.13 am.

(ITEM ENV6/24) UPDATE REPORT URBENVILLE, MULLI MULLI, WOODENBONG - URBENVILLE WATER SUPPLY PROJECT LAGOON CONSTRUCTION TENDER AWARD RFT 06-23/24

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)) 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.

SUMMARY

The purpose of this report is to provide an update to Council on the Urbenville Water Supply Project the determination of the RFT 06-23/24 award decision for the works to provide Urbenville lagoon and reticulation construction.

120/24 Resolved

That Council receives and notes the contents of the report.

(Peter Petty/Kim Rhodes)

Motion Carried

Gillian Marchant, Manager Water & Waste left the meeting, the time being 10.33 am.

James Paynter, Manager Works entered the meeting, the time being 10.34 am.

Matthew Francisco, Director of Infrastructure left the meeting at 11.19 am.



(ITEM GOV64/24) TENDER EVALUATION FOR PROFESSIONAL SERVICES FOR PROJECT MANAGEMENT PERSONNEL TENDER (RFT 19-23/24).

That above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 10A(2) (d(i)) of the Local Government Act, 1993, as the matter involves commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it.

SUMMARY

The purpose of this report is to summarise and present the outcomes of the tender review processes from Infrastructure's recent Professional Services for Project Management Personnel tender (RFT 19-23/24). Three companies are recommended, to work as part of the Department of Infrastructure Services' team for at least 12 months; supporting various projects, including near-term significant disaster recovery works.

121/24 Resolved

That Council:

1. Engages the conforming tender companies mentioned below in respective contracts called *Professional Services Contract – Professional Services for Project Management Personnel* to work with the Department of Infrastructure Services team for an initial term of 12 months, with two six-month extension options for each contract, for the following annual tender amounts:
 - a. RB Ausling: \$871,700
 - b. DCPM: \$406,600
 - c. Dionysus Group Tas WPS: \$459,540
2. Authorises the General Manager to negotiate and engage other companies from those that submitted conforming tenders, in the event of preferred personnel from the above-mentioned companies becoming unavailable at any time throughout the anticipated contract period, without the need to retender.

(Greg Sauer/Peter Murphy)

Motion Carried

James Paynter, Manager Works left the meeting, the time being 11.35 am.

Matthew Francisco, Director of Infrastructure returned to the meeting at 11.39 am.



(ITEM GOV65/24) ORGANISATION STRUCTURE: LEADERSHIP DIRECTION FOR A CORE-FUNCTIONS COUNCIL

That the above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 10A(2) (a) of the Local Government Act, 1993, as the matter involves personnel matters concerning particular individuals.

SUMMARY

The purpose of this report is for the General Manager to formalise his consultation with the Council elected body regarding the adoption of a revised organisation structure that will provide leadership direction for a Council that is focused on providing core local government functions into the future.

122/24 Resolved

That Council:

- (1) Notes the contents of the General Manager's report; specifically recognising the current financial position of Council and the associated deliberate decision for Council to only provide core functions to the community with a staffing component of 82 full time equivalent staff, and with an ongoing service level review of especially its extensive roads network.
- (2) Approves the revised Organisation Structure as consulted on by the General Manager with Council attached as an Annexure to the report, consisting of a two-departmental structure led by a Director of Infrastructure Services and a Director of Corporate Services; further noting the equity in the number of direct reports to the three "senior" staff members (i.e. the General Manager and the mentioned two Directors) consisting of five direct reports each.
- (3) Notes the number of changes to the rest of the organisation structure, including the proposed redundancies and redesign of particular positions within the "indoor" staff component, in order to generate savings to enable Council to fill some much-needed positions within the "outdoor" staff component – including a grader driver and two water cart operators and an additional mechanic, to ensure good road maintenance practices and the servicing of ageing plant are being adhered to, as well as within the asset management section to ensure robust data informs Council's Long Term Financial Plan and financial sustainability into the future.
- (4) Reassesses its organisation structure again within 12 months after the September 2024 general local government elections – which would provide for an opportunity to make some adjustments to the proposed structure, especially focusing on Council better aligning its organisation structure with the objectives and actions enshrined within its Integrated Planning and Reporting suite of documents, adhering to sound governance principles and being able to implement recommendations from the Audit, Risk and Improvement Committee, providing a safe workplace to all its staff, and where an effective and efficient workforce is culturally encouraged to achieve a work-life balance.



(5) Communicates the revised Organisation Structure to the Chair of the Audit, Risk and Improvement Committee, in order for this Committee to be aware of the changes in Council's workforce structure.

(Kim Rhodes/Greg Sauer)

Motion Carried

MOVED BACK INTO OPEN COUNCIL

123/24

Resolved

That Council moves back into Open Council.

(Peter Petty/Kim Rhodes)

Motion Carried

The meeting moved out of the closed session and the recording device was turned on, the time being 11.59 am.

In accordance with Section 253 of Local Government Regulations (General) 2005, the Mayor read out the resolutions as resolved whilst in closed session and took the opportunity on behalf of the Councillors to thank departing staff for their service.

MEETING CLOSED

There being no further business the Mayor declared the meeting closed at 12.06 pm.



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Councillor Bronwyn Petrie
Mayor/Chairperson