



Monthly Operational Report Office of the Chief Corporate Officer

Tenterfield Shire Council
December 2019/January 2020



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OVERVIEW

ACTION SUMMARY

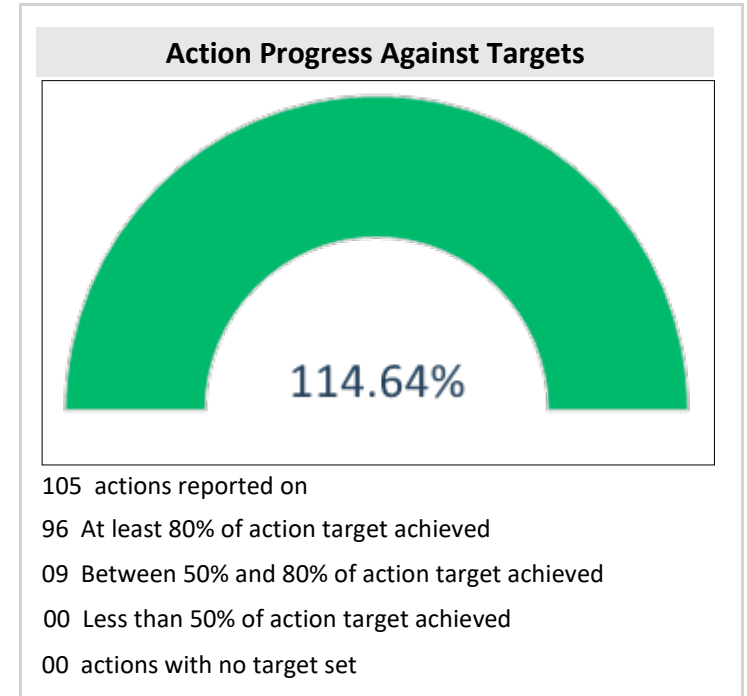
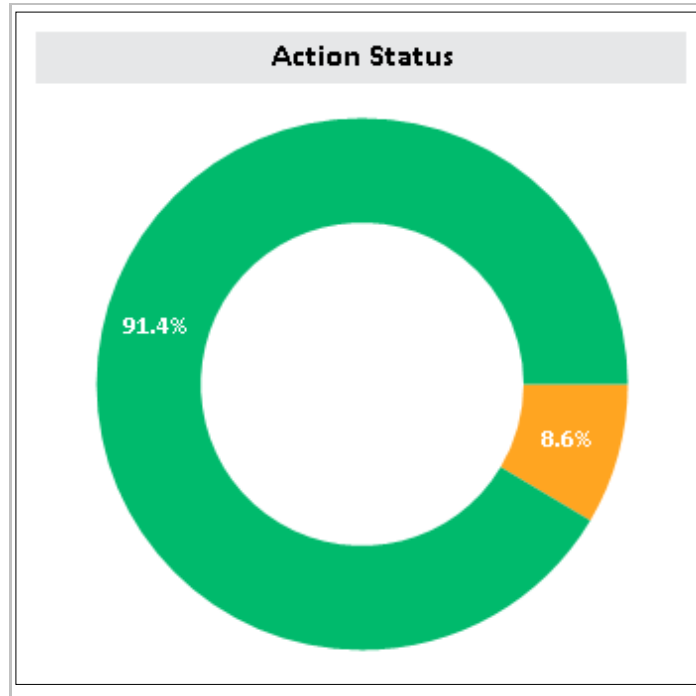
By Performance

96 On Track

0 Off Track

9 Monitor

0 Not Applicable



ACTION PLANS



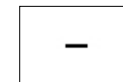
At least 80% of action target achieved



Between 50% and 80% of action target achieved



Less than 50% of action target achieved





No target set


* Dates have been revised from the Original dates

Corporate

Buildings & Amenities


Action Title: 1.4.4.1 Identify repair work and potential projects through the Inspection and Maintenance Schedules.						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Heidi Ford - Manager Property & Buildings	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN
Action Progress Comments: Work identified, inspections complete. Prioritisation underway.						
Task(s)	Responsible Person		Status	Start Date	End Date	Complete %
B: PBLC; D: EHBS - Identify repair work and potential projects through the Inspection and Maintenance Schedules.	Jamie Murphy - Environmental Health and Building Surveyor		In Progress	01-Jul-2019	30-Jun-2020	66.00%

Action Title: 1.4.4.2 Progress Council Chambers and Administration Building Refurbishment, Depot upgrades (Tenterfield and Urbenville).						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Heidi Ford - Manager Property & Buildings	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN
Action Progress Comments: Design Development underway. Prototype nearing completion with defects being resolved.						
Task(s)	Responsible Person		Status	Start Date	End Date	Complete %
B: PBLC; D: EHBS - Progress Council Chambers and Administration Building Refurbishment, Depot upgrades (Tenterfield and Urbenville).	Jamie Murphy - Environmental Health and Building Surveyor		In Progress	01-Jul-2019	30-Jun-2020	66.00%

Action Title: 1.4.4.3 Develop and implement long term Property Management Strategy, for the commercial management of property assets.						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Heidi Ford - Manager Property & Buildings	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN
Action Progress Comments: Gathering data – no further development this month.						

Task(s)	Responsible Person	Status	Start Date	End Date	Complete %
B: PBLC; C: PBLC; D: EHBS - Develop and implement long term Property Management Strategy, for the commercial management of property assets.	Jamie Murphy - Environmental Health and Building Surveyor	In Progress	01-Jul-2019	30-Jun-2020	66.00%


Action Title: 1.4.4.4 Deliver a process for customers to purchase the use of Community or Operational land and/or buildings.

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Heidi Ford - Manager Property & Buildings	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN

Action Progress Comments:
 Gathering data.
 First draft underway.
 First draft prepared. More information to be added.


Task(s)	Responsible Person	Status	Start Date	End Date	Complete %
B: PBLC; C: PBLC; D: PS - Deliver a process for customers to purchase the use of Community or Operational land and/or buildings.	Jennifer Donadel - Property Specialist	In Progress	01-Jul-2019	30-Jun-2020	66.00%


Action Title: 1.4.4.5 Manage hiring, permits, leases, licenses, deeds, contracts or Heads of Agreements pertaining to Council owned or managed properties (excluding sportsgrounds).


Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Heidi Ford - Manager Property & Buildings	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN

Action Progress Comments:
 Draft process in preparation.
 Drafting process underway.

Task(s)	Responsible Person	Status	Start Date	End Date	Complete %
B: PBLC; C: PBLC; D: PS - Manage hiring, permits, leases, licenses, deeds, contracts or Heads of Agreements pertaining to Council owned or managed properties (excluding sportsgrounds).	Jennifer Donadel - Property Specialist	In Progress	01-Jul-2019	30-Jun-2020	66.00%

Action Title: 1.4.4.6 Develop Management Plans for Crown Land.						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Heidi Ford - Manager Property & Buildings	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN
<p>Action Progress Comments: Draft Plans of Management (POM) commenced. Categorisation nearly complete. Categorisation complete and forwarded for Minister's approval. Awaiting Minister's approval of Categorisation.</p>						
Task(s)	Responsible Person	Status	Start Date	End Date	Complete %	
B: PBLC; C: PBLC; D: PS - Develop Management Plans for Crown Land.	Jennifer Donadel - Property Specialist	In Progress	01-Jul-2019	30-Jun-2020	66.00%	

Action Title: 2.1.5.9 Develop a Property Strategy for adoption by Council to guide property related transactions.						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Heidi Ford - Manager Property & Buildings	In Progress	01-Jul-2019	30-Jun-2020	40.00%	58.00%	 AMBER
<p>Action Progress Comments: Gathering data. Resource constraints due to a number of large projects being delivered.</p>						
Task(s)	Responsible Person	Status	Start Date	End Date	Complete %	
B: PBLC; C: PBLC; D: PS - Develop a Property Strategy for adoption by Council to guide property related transactions.	Jennifer Donadel - Property Specialist	In Progress	01-Jul-2019	30-Jun-2020	40.00%	


Action Title: 3.1.2.1 Continued development and delivery of the Building and Amenities Asset Management plan. To incorporate: Commercial, Residential, Recreational, Community Halls, Buildings and Facilities.						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Heidi Ford - Manager Property & Buildings	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN

Action Progress Comments:

Developing plan from recent Building Condition Assessment Report. The report is valuable in terms of a list of items that need attention however the indicative costs in the report are being found to fall short of the market costs when quotations and tenders are called.

Task(s)	Responsible Person	Status	Start Date	End Date	Complete %
B: PBLC; C: PBLC; D: EHBS - Continued development and delivery of the Building and Amenities Asset Management plan. To incorporate: Commercial, Residential, Recreational, Community Halls, Buildings and Facilities.	Jamie Murphy - Environmental Health and Building Surveyor	In Progress	01-Jul-2019	30-Jun-2020	66.00%

Action Title: 5.1.3.14 Manage Land and Property Register.


Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Heidi Ford - Manager Property & Buildings	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN

Action Progress Comments:


Existing Register is use but under review.
Lease register developed and now in use.


Task(s)	Responsible Person	Status	Start Date	End Date	Complete %
B: PBLC; C: PBLC; D: PS - Manage Land and Property Register.	Jennifer Donadel - Property Specialist	In Progress	01-Jul-2019	30-Jun-2020	66.00%


Action Title: 6.1.1.14 4200501. Admin Building -- Refurbishment


Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Heidi Ford - Manager Property & Buildings	Not Started	01-Jul-2019	30-Jun-2020	0.00%	58.00%	 RED


Action Title: 6.1.1.15 4200503. Admin Building - Replace Carpet


Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Heidi Ford - Manager Property & Buildings	Not Started	01-Jul-2019	30-Jun-2020	0.00%	58.00%	 RED


Action Title: 6.1.1.16 4200506. Admin Building - Air Conditioning						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Heidi Ford - Manager Property & Buildings	Not Started	01-Jul-2019	30-Jun-2020	0.00%	58.00%	 RED

Action Title: 6.1.1.17 4200507. Council Chambers Refurbishment						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Heidi Ford - Manager Property & Buildings	Not Started	01-Jul-2019	30-Jun-2020	0.00%	58.00%	 RED


Action Title: 6.1.1.18 4205500. Housing - Repaint Exteriors						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Heidi Ford - Manager Property & Buildings	Not Started	01-Jul-2019	30-Jun-2020	0.00%	58.00%	 RED

Action Title: 6.1.1.19 4205501. Council Houses Renewal						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Heidi Ford - Manager Property & Buildings	Not Started	01-Jul-2019	30-Jun-2020	0.00%	58.00%	 RED

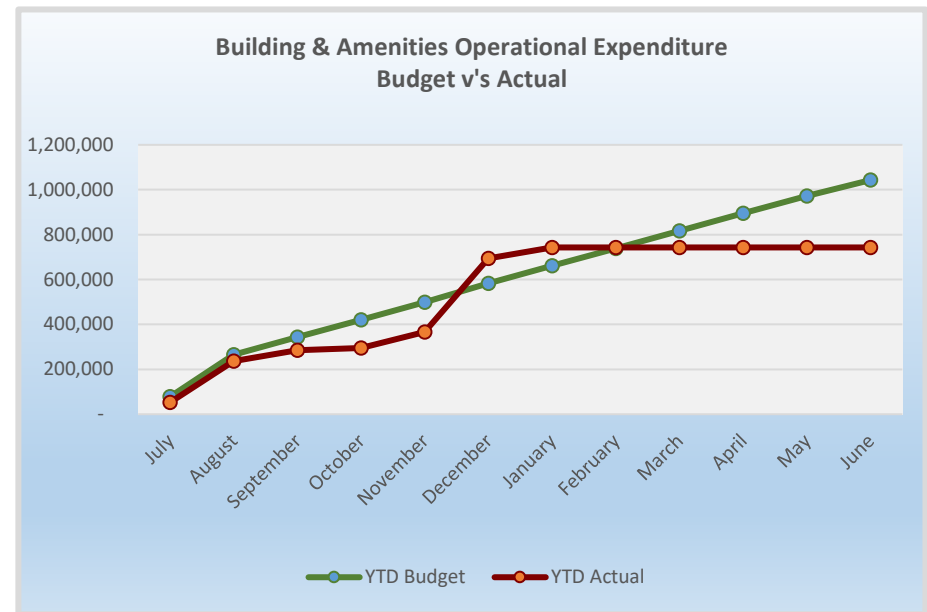
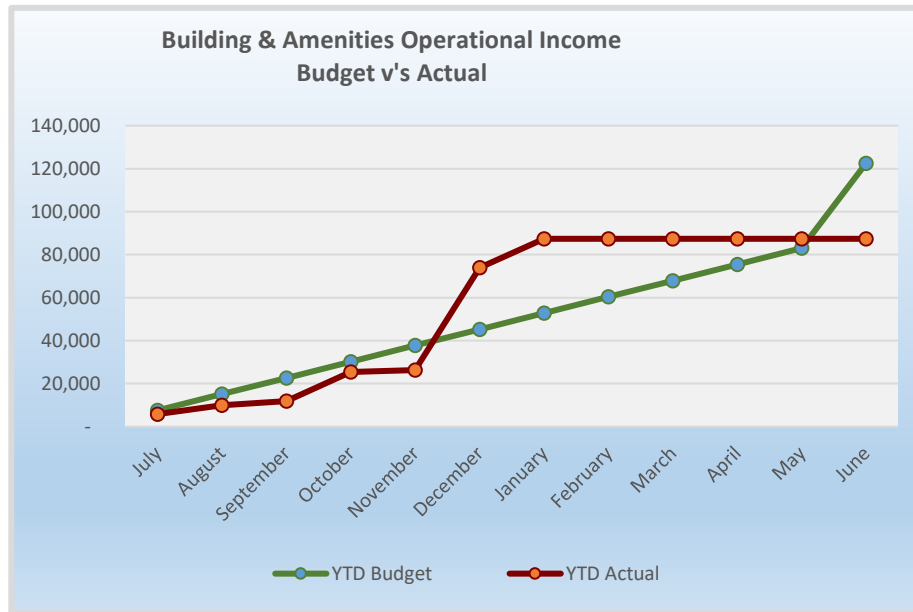
Action Title: 6.1.1.20 4210501. Replace Existing Shed 2-Ten-FM						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Heidi Ford - Manager Property & Buildings	Not Started	01-Jul-2019	30-Jun-2020	0.00%	58.00%	 RED

Action Title: 6.1.1.21 4232000. Legume Hall Reclad						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Heidi Ford - Manager Property & Buildings	Not Started	01-Jul-2019	30-Jun-2020	0.00%	58.00%	 RED

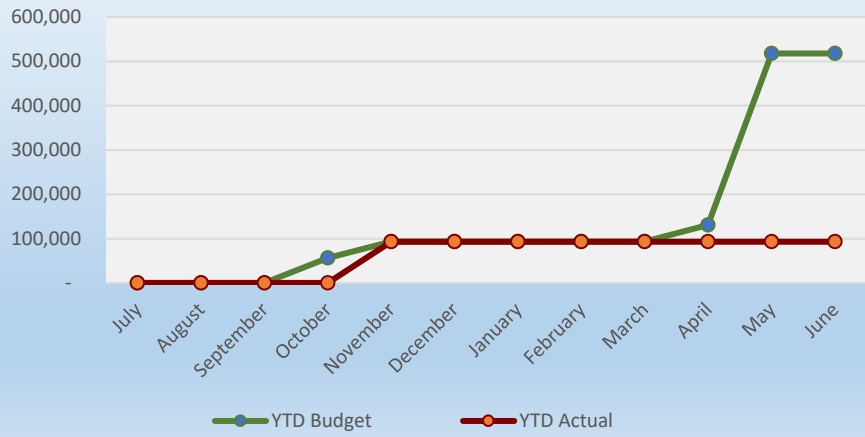
Action Title: 6.1.1.61 4230508. Property Asset Database Project

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Heidi Ford - Manager Property & Buildings	Not Started	01-Jul-2019	30-Jun-2020	0.00%	58.00%	 RED

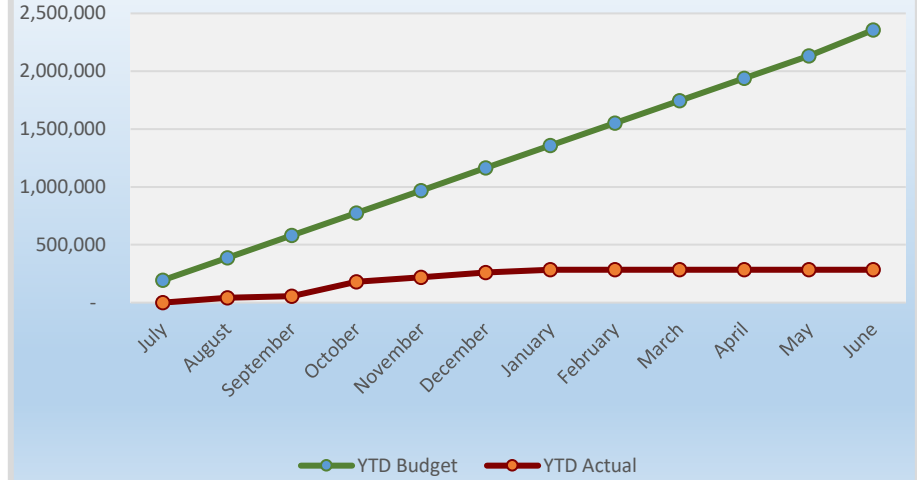
Account Type	19/20 Full Year Review1	19/20 YTD Actuals January	19/20 YTD Budgets January	19/20 YTD Variance January	19/20 Percentage Spent (Review1)	Variance Comments
Buildings & Amenities	2,845,520	846,758	1,269,310	422,552	29.76%	
1. Operating Income	(122,493)	(87,374)	(72,366)	15,008	71.33%	
2. Operating Expenditure	1,128,364	742,927	628,257	(114,670)	65.84%	
3. Capital Income	(517,651)	(92,928)	0	92,928	17.95%	
4. Capital Expenditure	2,357,300	284,134	713,419	429,285	12.05%	



**Building & Amenities Capital Income
Budget v's Actual**









**Buildings & Amenities Capital Expenditure
Budget v's Actual**



Capital Projects

1. The School of Arts – building works reached Practical Completion December 2019. Some defects works being rectified.
2. Administration Building Refurbishment and Emergency Management Centre –Tender closed 4 December 2019, negotiating with lowest tenderer.
3. Council Housing Repaint Exteriors – scope for quoting to be prepared. Work unlikely to occur in 2020, due to resources available to manage project.
4. Council House Renewal – Welburn Lane bathroom scope prepared for pricing. Likely to occur mid 2020
5. Memorial Hall – Schematic design proposals being developed. Consultation has been conducted with stakeholders. Stormwater works have commenced and are due for completion end of March 2020. Amenities package will be out for tender first week of March 2020.
6. Depot Admin Building – tenders closing 12 February 2020.
7. Shirley Park Kiosk Upgrade – External works complete. Request for Pricing due late February 2020.
8. Amenities at Liston, Legume, Urbenville & Jennings – works have commenced at Urbenville, and Crown Road Reserve transferred to Council, to allow for new site.

Schedule SCCF - Stronger Country Community Fund

Project Number	Project Name	Location	Milestone 1 Complete By		Milestone 2 Complete By		Milestone 3 Complete By		Total
SCCF2-1023	Tenterfield Memorial Hall Sporting Complex	95 Molesworth St, Tenterfield NSW 2372	31/01/2019 \$328,980		30/11/2019 30/04/2020 \$328,980		30/09/2020 31/10/2020 \$338,948		\$996,908
Comments	<p>First payment has been received.</p> <p>Schematic design proposals being developed. Consultation has been conducted with stakeholders. Site investigations carried out referencing asbestos and mould. Stormwater works have commenced.</p>								
Project Number	Project Name	Location	Milestone 1 Complete By		Milestone 2 Complete By		Milestone 3 Complete By		Total
SCCF2-1091	Liston Community Hall Toilets and Games Room Extension	Stanthorpe St, Liston NSW 2372	31/01/2019 \$36,764		30/10/2019 \$36,764		2/03/2020 \$37,877		\$111,405

Comments	Works being carried out, one progress claim received. Second claimed made in November. Works being completed with parquet flooring to be installed February. Defect rectification period to follow.								
Project Number	Project Name	Location	Milestone 1 Complete By		Milestone 2 Complete By		Milestone 3 Complete By		Total
SCCF2-0769	Tenterfield Archery Shelter Area	36 Dam Road, Tenterfield NSW 2372	31/01/2019 \$17,820	+1	31/09/2019 \$17,820	+1	31/09/2019 \$18,360	+1	\$54,000
Comments	Construction complete as scheduled. Requests for final payment has been made.								

Emerging Issues, Risks and Opportunities

- Mingoola RFS Shed –Minister’s consent and gazettal received. RFS to prepare Development Application.
- Mingoola Transfer Station – Application for Crown Land licence sent to the Minister. Awaiting response from Minister.
- Crown Land surrounding Band Hall – Investigating acquisition process for land surrounding Hall.
- Stronger Country Communities Round 3 – Applications made for Drake Hall, Steinbrook Hall and Sunnyside Hall.
- Crown Land Plans of Management - Classification process complete, awaiting confirmation/response from Minister. Preparing draft reports by gathering information on each Reserve.
- Tenterfield Transport Museum – Request to lease additional land
- Administration Building final packages to be identified and priced
- Memorial Hall – Stormwater Works
 - Part 1 - Starting work under the building either week ending 14th Feb or week ending 21st Feb. This component will be finished by end of Feb.
 - Part 2 - Gutters and downpipes will commence on Wed 5th March and should be finished by Friday 7th March.
 - Part 3 - Footpath crossing will commence on or around Monday 10th March. Contractor advises this should only take 2-3 days.

If for some reason there are any prolonged delays with Parts 1 and 2 (weather or anything else) Part 3 will be postponed until after the scheduled conference.

Parks and Gardens may need to do some remedial garden works on completion of the stormwater works.

The Business of Improving the Business

A focus on commencing projects for the property portfolio as well as assisting other portfolios with their maintenance and capital projects.

Review and update of the following leases to occur:

- Mt MacKenzie Telecommunications Towers – Renewing of Leases/Licences in process.
- Optus Mobile Licence (Mt MacKenzie) awaiting draft Licence
- WIN Television Licence (Mt MacKenzie) awaiting draft Licence
- Telstra NBN Licence to be negotiated for Torrington – negotiating terms and finalising location
- Other properties - Courtyard Café, Total Care, Transport Museum and Wood Street
- Asset management plan underway

Special events, achievements of note, celebrations


School of Arts Window Restoration Complete

Memorial Hall Acoustic Panel Grant submitted

Riley Street Administration Building Refurbishment Tender advertised


Corporate & Governance


Action Title: 4.1.1.1 Compliments and Complaints Register maintained, monitored and reported.


Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Erika Bursford - Manager Customer Service, Governance & Records	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN
Action Progress Comments: 10 compliments, 6 complaints in September 2019. 22 compliments, 16 complaints in October 2019. 12 compliments, 9 complaints in November 2019. 9 compliments, 16 complaints in December 2019. 8 compliments, 9 complaints in January 2020.						
Task(s)	Responsible Person	Status	Start Date	End Date	Complete %	
B: MCSGR; C: MCSGR; D: MCSGR -	Erika Bursford - Manager Customer Service, Governance & Records	In Progress	01-Jul-2019	30-Jun-2020	66.00%	

Action Title: 4.1.1.2 Customer Service Policy and Strategy Framework reviewed and applied to ongoing delivery of Monthly Operational Plans, including development of supporting metrics.

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Erika Bursford - Manager Customer Service, Governance & Records	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN
Action Progress Comments: 227 Customer Service General Enquiries received in September 2019. 187 Customer Service General Enquiries received in October 2019. 203 Customer Service General Enquiries received in November 2019. 203 Customer Service General Enquiries received in December 2019. 178 Customer Service General Enquiries received in January 2020.						
Task(s)	Responsible Person	Status	Start Date	End Date	Complete %	
B: MCSGR; C: MCSGR; D: MCSGR - Customer Service Policy and Strategy Framework reviewed and applied to ongoing delivery of Monthly Operational Plans, including development of supporting metrics.	Erika Bursford - Manager Customer Service, Governance & Records	In Progress	01-Jul-2019	30-Jun-2020	66.00%	


Action Title: 4.1.1.3 Deliver biannual Customer Satisfaction Survey.						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Erika Bursford - Manager Customer Service, Governance & Records	In Progress	01-Jul-2019	30-Jun-2020	30.00%	58.00%	 AMBER
Action Progress Comments: Customer Satisfaction Survey to be undertaken in April/May 2020.						
Task(s)	Responsible Person		Status	Start Date	End Date	Complete %
B: MCSGR; C: MCSGR; D: RC	Karen Stewart - Records Coordinator		In Progress	01-Jul-2019	30-Jun-2020	30.00%

Action Title: 4.1.1.7 Governance policies, procedures and protocols reviewed, developed and implemented.						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Erika Bursford - Manager Customer Service, Governance & Records	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN
Action Progress Comments: Fraud prevention policy, procedure and plan being developed. procurement policy and tendering procedure being re-developed.						
Task(s)	Responsible Person		Status	Start Date	End Date	Complete %
B: MCSGR; C: MCSGR; D: MCSGR - Governance policies, procedures and protocols reviewed, developed and implemented.	Erika Bursford - Manager Customer Service, Governance & Records		In Progress	01-Jul-2019	30-Jun-2020	66.00%

Action Title: 4.1.1.8 Delivery of customer services to ratepayers, residents and visitors through streamlined processes.						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Erika Bursford - Manager Customer Service, Governance & Records	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN
Action Progress Comments: Installation and operation of new phone system to commence 19-20 September 2019. Call Centre software to be installed in November 2019. Installation and operation of new phone system hardware completed September 2019. Call centre software installed in November 2019. Remaining software for reporting currently being reviewed.						
Task(s)	Responsible Person		Status	Start Date	End Date	Complete %

B: MCSGR; C: MCSGR; D: CSO - Delivery of customer services to ratepayers, residents and visitors through streamlined processes.	Erika Bursford - Manager Customer Service, Governance & Records	In Progress	01-Jul-2019	30-Jun-2020	66.00%
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Action Title: 4.1.1.9 Procurement and tendering framework strategy and methodology review and development.

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Erika Bursford - Manager Customer Service, Governance & Records	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN

Action Progress Comments:
Discussions with CCO highlighting common issues with current procurement and tendering processes. Procurement and tendering policy, procedures and practices being reviewed as part of Council's Internal Audit, commenced in November 2019.

Task(s)	Responsible Person	Status	Start Date	End Date	Complete %
B: MCSGR; C: RO; D: RO, AO - Procurement and tendering framework strategy and methodology review and development.	Karen Stewart - Records Coordinator	In Progress	01-Jul-2019	30-Jun-2020	66.00%


Action Title: 4.1.1.10 Records management, storage and distribution as per statutory and organisational requirements.


Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Erika Bursford - Manager Customer Service, Governance & Records	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN


Action Progress Comments:
SynergySoft Disposal Module purchased from IT Vision in March 2019. Module was integrated in July and training completed August 2019. Electronic records system (AltusECM) purchased from IT Vision in October 2019. Migration and training to commence mid-November 2019 to end-December 2019. Implementation currently being performed. Data migration and training to commence first quarter of 2020.

Task(s)	Responsible Person	Status	Start Date	End Date	Complete %
B: MCSGR; C: MCSGR; D: MCSGR - Records management, storage and distribution as per statutory and organisational requirements.	Erika Bursford - Manager Customer Service, Governance & Records	In Progress	01-Jul-2019	30-Jun-2020	66.00%


Action Title: 4.1.1.11 Manage external legal services.						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Erika Bursford - Manager Customer Service, Governance & Records	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN
Action Progress Comments: One existing legal case (previously reported).						
Task(s)	Responsible Person		Status	Start Date	End Date	Complete %
B: MHRWD; C: WHSRMO; D: WHSRMO - Manage external legal services.	Wes Hoffman - Work Health Safety and Risk Management Coordinator		In Progress	01-Jul-2019	30-Jun-2020	66.00%

Action Title: 4.1.1.12 Records digitisation program continued, in line with State and Federal records digitisation programs.						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Erika Bursford - Manager Customer Service, Governance & Records	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN
Action Progress Comments: Staff continuing to digitise records. Access to 134 Manners Street delayed due to delay to remediation of asbestos.						
Task(s)	Responsible Person		Status	Start Date	End Date	Complete %
B: MCSGR; C: RC; D: RC, RO - Records digitisation program continued, in line with State and Federal records digitisation programs.	Karen Stewart - Records Coordinator		In Progress	01-Jul-2019	30-Jun-2020	66.00%

Action Title: 4.3.1.1 Customer Service Charter applied to customer services.						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Erika Bursford - Manager Customer Service, Governance & Records	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN
Action Progress Comments: Customer services being delivered with Charter timeframes. One complex customer complaint.						
Task(s)	Responsible Person		Status	Start Date	End Date	Complete %
B: MCSGR; C: MCSGR; D: CSO - Customer Service Charter applied to customer services.	Erika Bursford - Manager Customer Service, Governance & Records		In Progress	01-Jul-2019	30-Jun-2020	66.00%

Action Title: 4.3.1.2 Delivery of policy, procedure and protocol advice and guidance to Council, the Executive Management Team and staff.						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Erika Bursford - Manager Customer Service, Governance & Records	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN
Action Progress Comments: Providing ongoing advice to the organisation.						
Task(s)	Responsible Person		Status	Start Date	End Date	Complete %
B: MCSGR; C: MCSGR; D: MCSGR - Delivery of policy, procedure and protocol advice and guidance to Council, the Executive Management Team and staff.	Erika Bursford - Manager Customer Service, Governance & Records		In Progress	01-Jul-2019	30-Jun-2020	66.00%

Action Title: 4.3.1.3 Training and development of customer service staff to deliver Council Customer Service Charter, Policy and Strategy requirements and improvements.						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Erika Bursford - Manager Customer Service, Governance & Records	Completed	01-Jul-2019	30-Jun-2020	100.00%	58.00%	 GREEN
Action Progress Comments: Cash Handling Training Course commencing 16-17 October 2019 for Customer Service Staff, Waste Operators at Transfer Stations, Staff and Volunteers at the School of Arts and Visitor Information Centre. Cash handling training course completed in October 2019 for customer service staff, staff and volunteers at the School of Arts and Visitor Information Centre.						
Task(s)	Responsible Person		Status	Start Date	End Date	Complete %
B: MCSGR; C: MCSGR; D: MCSGR - Training and development of customer service staff to deliver Council Customer Service Charter, Policy and Strategy requirements and improvements.	Erika Bursford - Manager Customer Service, Governance & Records		Completed	01-Jul-2019	30-Jun-2020	100.00%


Action Title: 4.3.4.1 Development of annual Operational Plan aligned to Council's four year Delivery Plan.						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Erika Bursford - Manager Customer Service, Governance & Records	Completed	01-Jul-2019	30-Jun-2020	100.00%	58.00%	 GREEN

Action Progress Comments:

Operational Plan for 2019/20 adopted by Council 29 May 2019.

Task(s)	Responsible Person	Status	Start Date	End Date	Complete %
B: CCO; C: MCSGR; D: MCSGR - Development of annual Operational Plan aligned to Council's four year Delivery Plan.	Erika Bursford - Manager Customer Service, Governance & Records	Completed	01-Jul-2019	30-Jun-2020	100.00%

Action Title: 4.3.4.2 Development of Council Annual Report on all services.

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Erika Bursford - Manager Customer Service, Governance & Records	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN


Action Progress Comments:

Annual Report 2018/19 development initialised.

Annual Report 2018/19 adopted by Council 27 November 2019.

Task(s)	Responsible Person	Status	Start Date	End Date	Complete %
B: CCO; C: MCSGR; D: MCSGR - Development of Council Annual Report on all services.	Erika Bursford - Manager Customer Service, Governance & Records	In Progress	01-Jul-2019	30-Jun-2020	66.00%

Action Title: 4.3.4.3 Statutory Reporting, progress reports and advice provided to Council, the Executive Management Team, the Audit and Risk Committee and staff.


Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Erika Bursford - Manager Customer Service, Governance & Records	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN

Action Progress Comments:

Annual Public Interest Disclosure reporting to NSW Ombudsman's Office in July 2019. No PIDS made in 2018/19.

Task(s)	Responsible Person	Status	Start Date	End Date	Complete %
B: CCO; C: MCSGR; D: MCSGR - Statutory Reporting, progress reports and advice provided to Council, the Executive Management Team, the Audit and Risk Committee and staff.	Erika Bursford - Manager Customer Service, Governance & Records	In Progress	01-Jul-2019	30-Jun-2020	66.00%

Action Title: 4.3.4.4 Delivery of Government Information (Public) Access information services within statutory requirements and associated reporting to the Information and Privacy Commission.


Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Erika Bursford - Manager Customer Service, Governance & Records	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN

Action Progress Comments:

GIPA reporting for 2018/19 submitted to the IPC on 30 September 2019.
 No formal GIPA applications in 2018/19. No GIPA applications received in September 2019.
 One formal GIPA application received, one informal GIPA application received in October 2019.
 No formal GIPA applications received, one informal GIPA application received in November 2019.
 No formal GIPA applications received, two informal GIPA applications received for December/January.

Task(s)	Responsible Person	Status	Start Date	End Date	Complete %
B: CCO; C: MCSGR; D: MCSGR - Delivery of Government Information (Public) Access information services within statutory requirements and associated reporting to the Information and Privacy Commission.	Erika Bursford - Manager Customer Service, Governance & Records	In Progress	01-Jul-2019	30-Jun-2020	66.00%

Action Title: 4.3.4.5 Management, development and delivery of the Internal Audit Program and services to the Audit and Risk Committee. Implementation of the Audit and Risk Committee recommendations.

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Erika Bursford - Manager Customer Service, Governance & Records	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN


Action Progress Comments:

Internal Audit - Centium Group Pty Ltd engaged to undertake Internal Audits in 2019/20 (Light Fleet, Procurement and Tendering, IT Systems), commencing in October 2019.
 Requests for information and site visits undertaken in November 2019.
 Finalising documentation and awaiting report.

Task(s)	Responsible Person	Status	Start Date	End Date	Complete %
B: CCO; C: MCSGR; D: MCSGR - Management, development and delivery of the Internal Audit	Erika Bursford - Manager Customer Service, Governance & Records	In Progress	01-Jul-2019	30-Jun-2020	66.00%

Program and services to the Audit and Risk Committee. Implementation of the Audit and Risk Committee recommendations.

Action Title: 4.3.4.6 Development of a legislative compliance framework, within Council's governance framework.

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Erika Bursford - Manager Customer Service, Governance & Records	Not Started	01-Jul-2019	30-Jun-2020	0.00%	58.00%	 RED

Action Progress Comments:

Delegations updates required for new staff titles and positions in updated organisational framework. Delayed due to competing priorities with Customer Service.

Task(s)	Responsible Person	Status	Start Date	End Date	Complete %
B: CCO; C: MCSGR; D: MCSGR - Development of a legislative compliance framework, within Council's governance framework.	Erika Bursford - Manager Customer Service, Governance & Records	Not Started	01-Jul-2019	30-Jun-2020	0.00%

Action Title: 4.3.4.7 Monthly reporting to Council on fraud, misconduct, compliance breaches and legal actions via the Monthly Operational Report.

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Erika Bursford - Manager Customer Service, Governance & Records	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN

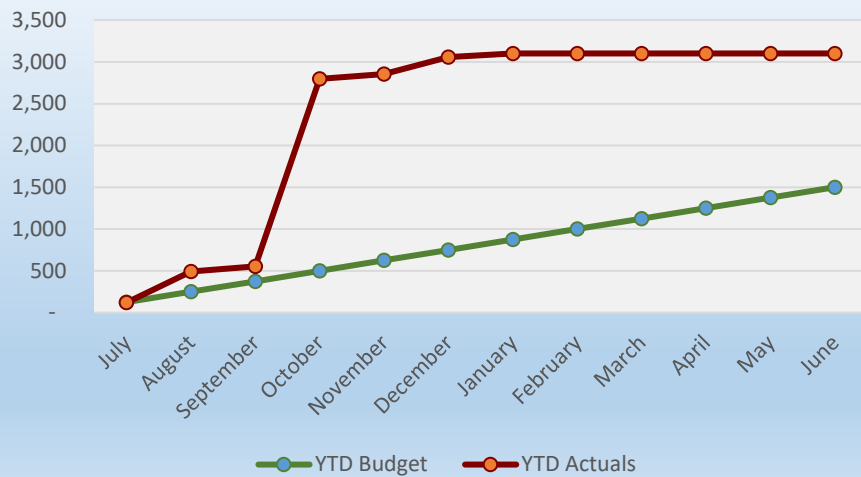
Action Progress Comments:

No fraud, misconduct or compliance breaches for September 2019. No new legal actions. One ongoing legal action (previously reported to Council).
 No fraud, misconduct or compliance breaches for October 2019. No new legal actions. One ongoing legal action (previously reported to Council).
 No fraud, misconduct or compliance breaches for November 2019. No new legal actions. One ongoing legal action (previously reported to Council).
 No fraud, misconduct or compliance breaches for December//January. No new legal actions. One ongoing legal action (previously reported to Council).

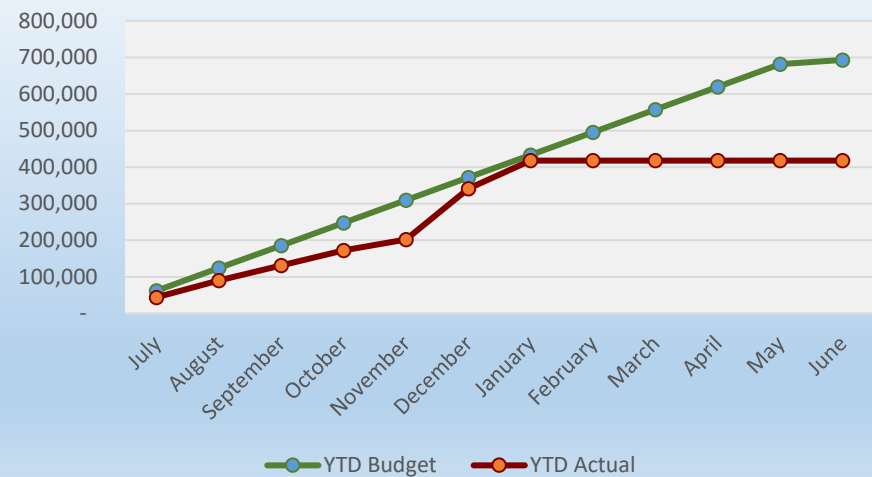
Task(s)	Responsible Person	Status	Start Date	End Date	Complete %
B: CCO; C: MCSGR; D: MCSGR - Monthly reporting to Council on fraud, misconduct, compliance breaches and legal actions via the Monthly Operational Report.	Erika Bursford - Manager Customer Service, Governance & Records	In Progress	01-Jul-2019	30-Jun-2020	66.00%

Account Type	19/20 Full Year Review1	19/20 YTD Actuals January	19/20 YTD Budgets January	19/20 YTD Variance January	19/20 Percentage Spent (Review1)	Variance Comments
Corporate and Governance	744,785	496,436	436,219	(60,217)	66.65%	
1. Operating Income	(1,500)	(3,101)	(875)	2,226	206.71%	
2. Operating Expenditure	693,285	417,918	401,506	(16,412)	60.28%	
4. Capital Expenditure	53,000	81,619	35,588	(46,031)	154.00%	

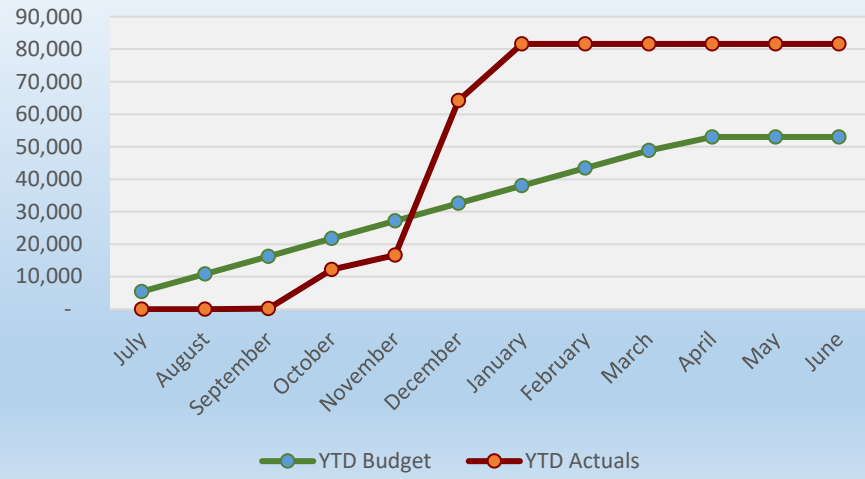
Corporate & Governance Operational Income Budget v's Actual



Corporate & Governance Operational Expenditure Budget v's Actual

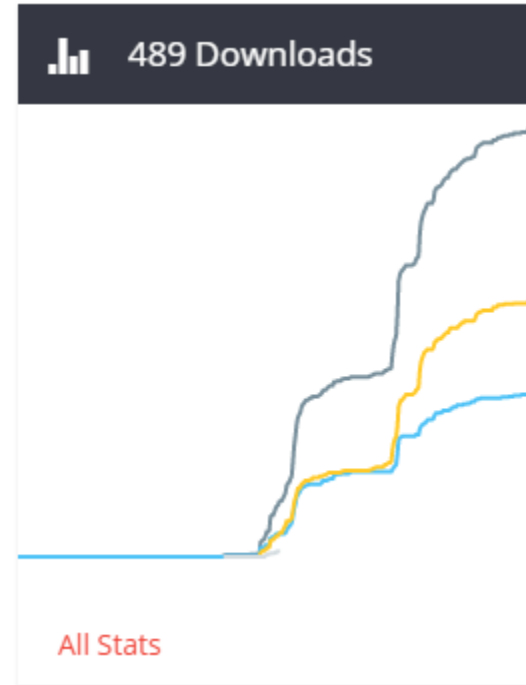
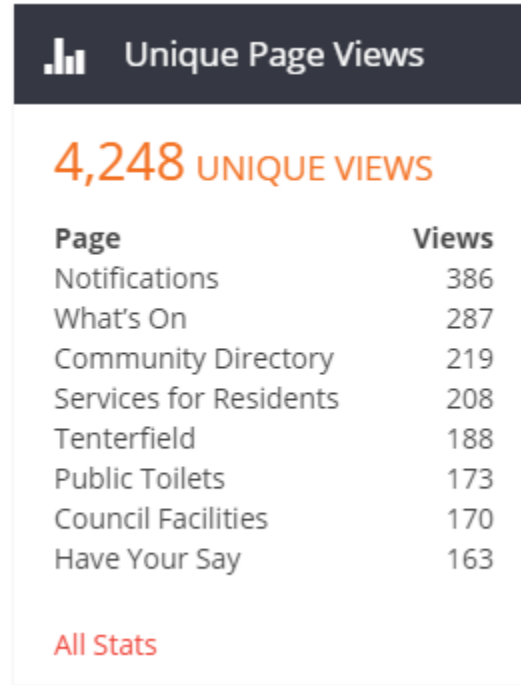


Corporate and Governance Capital Expenditure Budget v's Actual

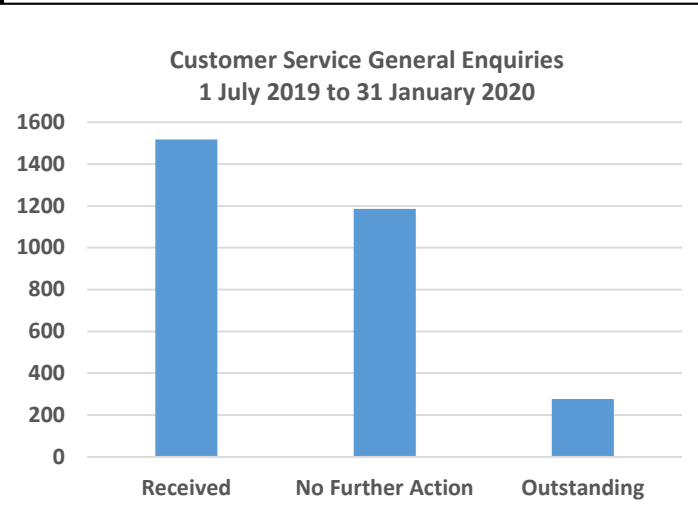
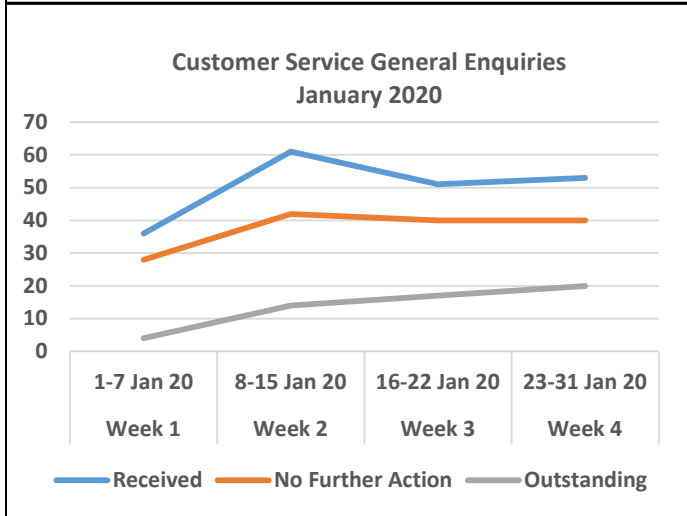
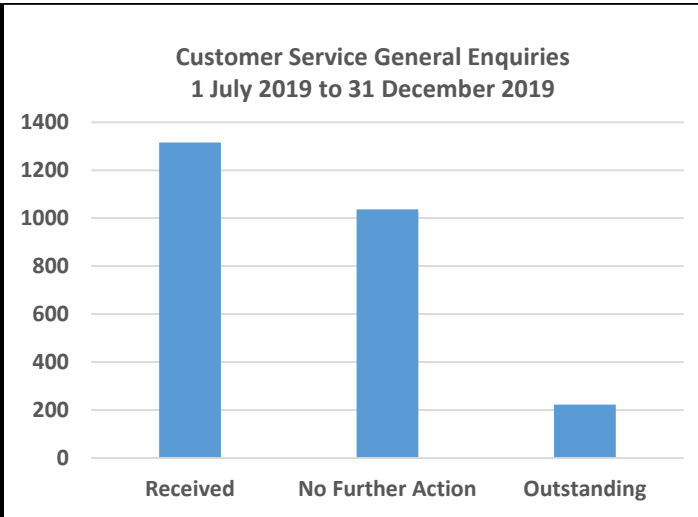
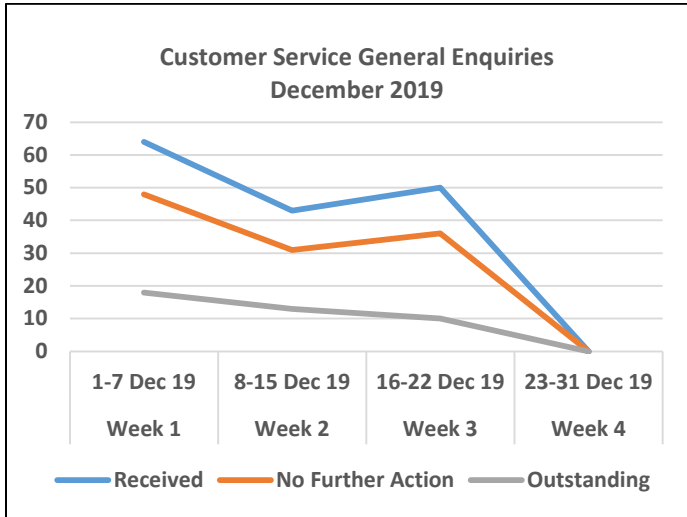


Business Statistics

Mobile Application




Customer Service




Environmental Management


Action Title: 3.2.2.1 Property inspections of high risk areas and pathways

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Mark Cooper - Manager Open Space, Regulatory & Utilities	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN
Action Progress Comments: Regular inspections are conducted on properties considered to be in high risk areas and on properties known to have high risk weed species. Tropical Soda Apple found and treated along Tooloom River on the outskirts of Urbenville and Black Knapweed found and treated on Bellevue Road and inspections and treatments done on those properties where Black Knapweed is known to be present. Monthly inspections are done on high risk pathways to identify any new incursions. No new incursions found. Ongoing.						
Task(s)	Responsible Person	Status	Start Date	End Date	Complete %	
B: OSRUS; C: OSRUS; D: WO - Property inspections of high risk areas and pathways.	Chris Battersby - Weeds Officer	In Progress	01-Jul-2019	30-Jun-2020	66.00%	

Action Title: 3.2.2.2 Regular high risk pathway and waterway inspections conducted.

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Mark Cooper - Manager Open Space, Regulatory & Utilities	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN
Action Progress Comments: Ongoing. Monthly inspections are done on high risk pathways and waterways to identify any new incursions. No new incursions found.						
Task(s)	Responsible Person	Status	Start Date	End Date	Complete %	
B: OSRUS; C: OSRUS; D: WO - Regular high risk pathway and waterway inspections conducted.	Chris Battersby - Weeds Officer	In Progress	01-Jul-2019	30-Jun-2020	66.00%	

Action Title: 3.2.2.3 Weed management funding secured annually and delivered in line with funding requirements.

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Mark Cooper - Manager Open Space, Regulatory & Utilities	In Progress	01-Jul-2019	30-Jun-2020	40.00%	58.00%	 AMBER
Action Progress Comments: Weed funding is yet to be distributed by DPI.						

Task(s)	Responsible Person	Status	Start Date	End Date	Complete %
B: OSRUS; C: OSRUS - Weed management funding secured annually and delivered in line with funding requirements.	Mark Cooper - Manager Open Space, Regulatory & Utilities	In Progress	01-Jul-2019	30-Jun-2020	40.00%

Action Title: 3.2.2.4 Delivery of Tenterfield Shire Council Weeds action plan, as aligned with Northern Tablelands Regional Strategic Weed Management plan 2017-2022.

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Mark Cooper - Manager Open Space, Regulatory & Utilities	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN

Action Progress Comments:

Ongoing. TSC have adopted and follow guidelines for inspections and control that are set within the Northern Tablelands Regional Strategic Weed Management Plan. Weeds Action Plan inspection reports are submitted each quarter to lead agency, the New England Weeds Authority and monthly to DPI. These reports for the first 2 quarters of 2020 have been completed.

Task(s)	Responsible Person	Status	Start Date	End Date	Complete %
B: OSRUS; C: OSRUS; D: WO - Weed management funding secured annually and delivered in line with funding requirements.	Chris Battersby - Weeds Officer	In Progress	01-Jul-2019	30-Jun-2020	66.00%

Action Title: 3.2.2.5 Deliver Weeds Management program and record weeds required to be compliant with Biosecurity. Monthly weed reporting to DPI.

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Mark Cooper - Manager Open Space, Regulatory & Utilities	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN


Action Progress Comments:

Ongoing. All inspections and control are recorded through TSC's weeds data capturing program (CHARTIS) and monthly report are generated and sent to the DPI.


Task(s)	Responsible Person	Status	Start Date	End Date	Complete %
B: OSRUS; C: OSRUS - Deliver Weeds Management program and record weeds required to be compliant with Biosecurity. Monthly weed reporting to DPI.	Mark Cooper - Manager Open Space, Regulatory & Utilities	In Progress	01-Jul-2019	30-Jun-2020	66.00%

Action Title: 3.2.2.6 Conduct a review of existing weed operations to identify improvements in service levels through technology.


Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
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Chris Battersby - Weeds Officer	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN
Action Progress Comments:						
Ongoing. Improvement can be made for inspections and control through the purchase of new equipment such as a drone and the relevant software. An ATV vehicle has been purchased to assist with inspections and control in hard to reach areas on properties and along river and creek lines. Contractors commenced in December 2019 and are currently conducting weed control on roadsides throughout the shire.						
Task(s)	Responsible Person		Status	Start Date	End Date	Complete %
D: WO - Conduct a review of existing weed operations to identify improvements in service levels through technology.	Chris Battersby - Weeds Officer		In Progress	01-Jul-2019	30-Jun-2020	66.00%

Action Title: 3.2.2.7 Identify and source additional resources (grants) for weed control activities, and opportunities for field days in conjunction with other government groups.

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Chris Battersby - Weeds Officer	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN
Action Progress Comments:						
Grant secured from the Communities Combating Pests and Weeds During Drought Program. Field day/information day to be organised informing local landholders of the opportunities available regarding the grant funding. Interviews have been completed for the contract weed sprayer's positions for the grant to commence as soon as the weather improves.						
Field day/information day is organised for 27 November in Deepwater informing local landholders of the opportunities available regarding the grant funding.						
An information day about the opportunities that exist for landholders with infestations of Serrated Tussock was held in Deepwater on 27 November.						
The Blackberry component of the grant will commence in December and contractors currently carrying out control on roadsides throughout the shire.						
Task(s)	Responsible Person		Status	Start Date	End Date	Complete %
D: WO - Identify and source additional resources (grants) for weed control activities, and opportunities for field days in conjunction with other government groups.	Chris Battersby - Weeds Officer		In Progress	01-Jul-2019	30-Jun-2020	66.00%

Action Title: 3.2.3.1 Attend local Agricultural Shows and issue handouts. Update the Council website in relation to weed concerns.


Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Mark Cooper - Manager Open Space, Regulatory & Utilities	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN

Action Progress Comments:

Attended Stanthorpe and Tenterfield Shows in 2019. Agquip in Gunnedah was attended in August. Website is up to date and reviewed monthly. Attended Stanthorpe for 1 day 31 January 2020. Tenterfield Show will be attended both days in February 2020..

Task(s)	Responsible Person	Status	Start Date	End Date	Complete %
B: OSRUS; C: OSRUS; D: WO - Attend local Agricultural Shows and issue handouts. Update the Council website in relation to weed concerns.	Chris Battersby - Weeds Officer	In Progress	01-Jul-2019	30-Jun-2020	66.00%

Action Title: 3.2.3.2 Public awareness weed signs installed on high risk pathways and water ways.


Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Mark Cooper - Manager Open Space, Regulatory & Utilities	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN

Action Progress Comments:

Black Knapweed and Tropical Soda Apple awareness signs are installed to high risk areas and known infestation areas with the LGA. Signs are regularly checked and replaced if need be. Ongoing.

Task(s)	Responsible Person	Status	Start Date	End Date	Complete %
B: OSRUS; C: OSRUS; D: WO - Public awareness weed signs installed on high risk pathways and water ways.	Chris Battersby - Weeds Officer	In Progress	01-Jul-2019	30-Jun-2020	66.00%

Action Title: 3.2.3.3 Provide advocacy to residents to support feral pest management. Provide advice and support any pest animal management concerns.


Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Mark Cooper - Manager Open Space, Regulatory & Utilities	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN

Action Progress Comments:

Cat traps are continually being hired out from Council office. Rangers are being contacted to assist in the control of rabbits around the town streets, sporting fields, and cemetery. Landcare also have cat/dog/bird traps for hire.

Task(s)	Responsible Person	Status	Start Date	End Date	Complete %
B: OSRUS - Provide advocacy to residents to support feral pest management. Provide advice and support any pest animal management concerns.	Mark Cooper - Manager Open Space, Regulatory & Utilities	In Progress	01-Jul-2019	30-Jun-2020	66.00%

Action Title: 3.2.3.4 Illegal dumping and pollution management and regulation provided as needed.

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Mark Cooper - Manager Open Space, Regulatory & Utilities	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN

Action Progress Comments:


Action taken immediately to investigate and remove all illegal dumping and litter reports. No illegal dumping reported for September. One abandoned vehicle reported for September, located on the Mt McKenzie Road. Awaiting police instructions to remove as it was involved in a crash.

No illegal dumping reported for October. Two abandon vehicles reported and removed for October, located on the Mt McKenzie Rd and Pretty Gully Rd.

No illegal dumping reported for December and January. Two abandon vehicles reported and removed for December and January.

Task(s)	Responsible Person	Status	Start Date	End Date	Complete %
B: OSRUS; C: OSRUS; D: OSRUS - Illegal dumping and pollution management and regulation provided as needed.	Mark Cooper - Manager Open Space, Regulatory & Utilities	In Progress	01-Jul-2019	30-Jun-2020	66.00%

Action Title: 3.2.3.5 Parking, traffic and regulatory enforcement. Regular patrols, with enforcement of parking, footpath trading and signage requirements. New footpath policy for adoption to Council.

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Mark Cooper - Manager Open Space, Regulatory & Utilities	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN

Action Progress Comments:

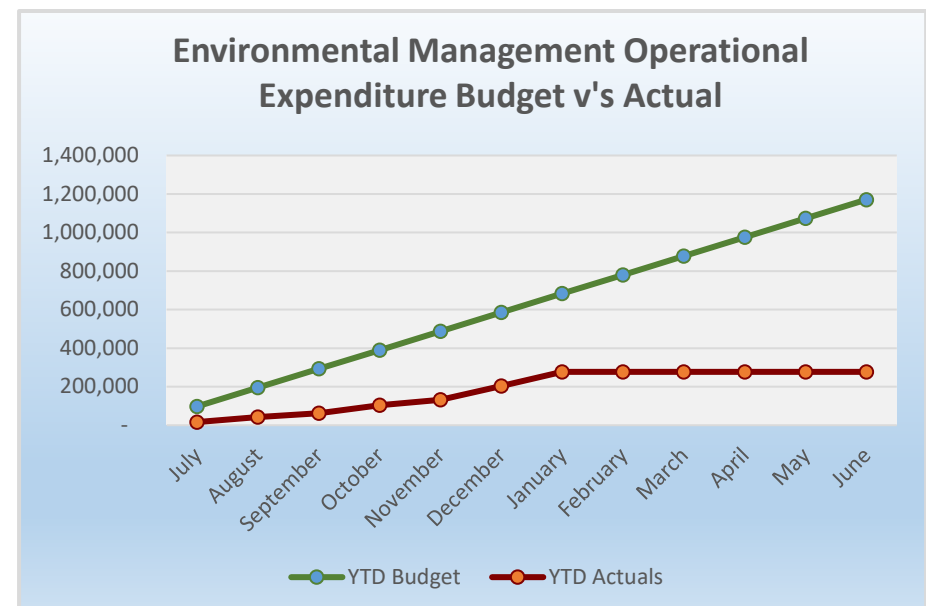
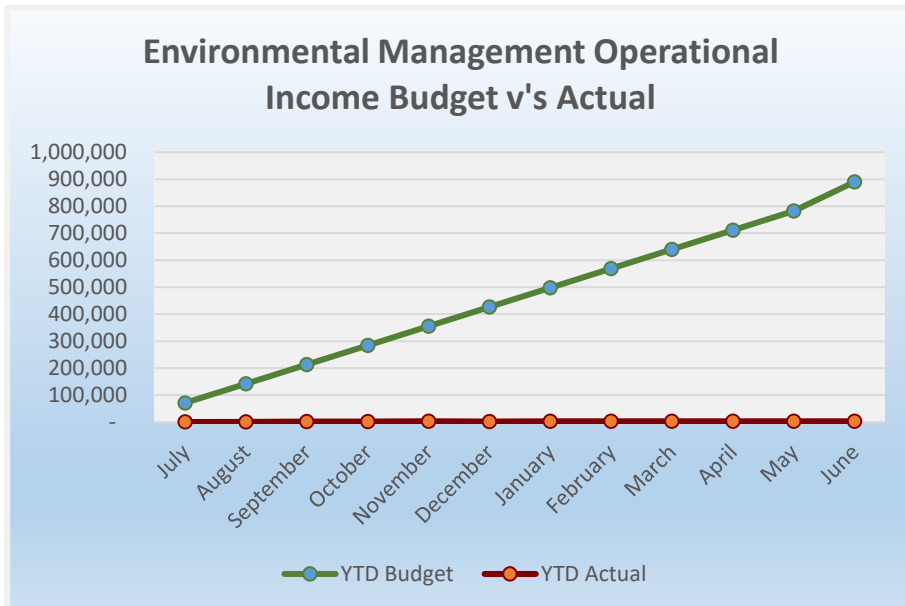
Regular patrols and ranger presence, marking of tyres has decreased complaints in relation to parking. Footpath Dining/Trading and Sandwich Board renewal all now processed and approved. The new Footpath Activities Policy was presented to Council at the September meeting. Policy is on display for 42 days for public submissions then going back to Council for the November meeting.

No submissions received. Report for November Council meeting.

The new Footpath Activities Policy was presented to the November Council and approved. No submissions were received.

Task(s)	Responsible Person	Status	Start Date	End Date	Complete %
B: OSRUS; C: OSRUS - Parking, traffic and regulatory enforcement. Regular patrols, with enforcement of parking, footpath trading and signage requirements. New footpath policy for adoption to Council.	Mark Cooper - Manager Open Space, Regulatory & Utilities	In Progress	01-Jul-2019	30-Jun-2020	66.00%

COA	19/20 Full Year Review1	19/20 YTD Actuals January	19/20 YTD Budgets January	19/20 YTD Variance January	19/20 Percentage Spent (Review1)	Variance Comments
Environmental Management	280,940	274,278	163,961	(110,317)	97.63%	
1. Operating Income	(889,849)	(2,785)	(478,821)	(476,036)	0.31%	
2. Operating Expenditure	1,170,789	277,063	642,782	365,719	23.66%	
4. Capital Expenditure	0	0	0	0	0.00%	



Business Statistics

Weed Control December and January

- Tropical Soda Apple - Tooloom River Urbenville
- Black Knapweed – Bellevue Rd and on private properties where Black Knapweed was found during inspections.
- Patterson’s curse – Four mile creek and Kildare rd.
- Frogbit – Frogbit was seized and destroyed from a local property.
- Contractor weed control works – The Majority of roadsides to the South, East and West of the Shire have been treated for various weeds including Blackberry, Sweet Briar, Tree Of Heaven, Honey Locust, Prickly Pear, Privet and tree suckers where required. There still a couple of roads on the outskirts of Tenterfield that are yet to be treated. Roadside treatments in the Northern areas of the Shire are currently underway with all 4 contractors undertaking works in those areas.

Council lands sprayed

- Tenterfield Shire Depot
- Tenterfield Sale Yards
- Tenterfield Cemetery
- Tenterfield town streets, carpark and parks lands around trees.

Inspections

- All high risk pathways and waterways on the Dumaresq River and the Clarence river
- 14 Property inspections.
- Tropical Soda Apple and Black Knapweed re-inspections to known properties.

Other

- *Attended the Stanthorpe show.*

Photos – pictures of the Frogbit that was seized and destroyed from a local online seller.




Council Special events, achievements of note, celebration

Successful application. Tenterfield Creek corridors- community restoration of Tenterfield creek. Totalling \$48,140.00.


Four (4) contractors appointed for the spraying as part of the Grant Funding.

Finance & Technology

Action Title: 2.1.1.3 Continue to improve Council's Land and Mapping Service and program application services.

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Paul Della - Manager Finance and Technology	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN
Action Progress Comments: Council continues to improve in this area.						
Task(s)	Responsible Person		Status	Start Date	End Date	Complete %
B: MFT; C: MFT; D: A - Continue to improve Council's Land and Mapping Service and program application services.	Jessica Wild - Management Accountant		In Progress	01-Jul-2019	30-Jun-2020	66.00%

Action Title: 4.1.1.4 2200500. Monthly Operational Plan Digitisation


Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Paul Della - Manager Finance and Technology	Not Started	01-Jul-2019	30-Jun-2020	0.00%	58.00%	 RED


Action Title: 4.1.1.13 Implement any actions arising from the Audit and Risk Committee of TSC Internal Audit Program as per agreed timeframes.


Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Paul Della - Manager Finance and Technology	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN
Action Progress Comments: Council staff follow up on these actions as agreed to with the Internal Audit Committee.						
Task(s)	Responsible Person		Status	Start Date	End Date	Complete %
B: MFT; C: MFT - Implement any actions arising from the Audit and Risk Committee of TSC Internal Audit Program as per agreed timeframes.	Paul Della - Manager Finance and Technology		In Progress	01-Jul-2019	30-Jun-2020	66.00%

Action Title: 4.3.4.8 Complete quarterly budget review statements in-line with statutory requirements.

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
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Paul Della - Manager Finance and Technology	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN
Action Progress Comments: The first quarterly budget review will be provided to the November Ordinary Council meeting. The first quarterly budget review was provided to the November Ordinary Council meeting. The second quarter review is being presented at this the February meeting.						
Task(s)	Responsible Person	Status	Start Date	End Date	Complete %	
B: MFT; C: MFT; D: A - Complete quarterly budget review statements in-line with statutory requirements.	Jessica Wild - Management Accountant	In Progress	01-Jul-2019	30-Jun-2020	66.00%	

Action Title: 4.3.4.9 Process accounts payable in-line with Council's protocols and suppliers terms of trade.						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Paul Della - Manager Finance and Technology	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN
Action Progress Comments: Accounts are being processes in line with Council's protocols and suppliers terms of trade.						
Task(s)	Responsible Person	Status	Start Date	End Date	Complete %	
B: MFT; D: P/AP	Sue Chorley - Payroll/Accounts Payable	In Progress	01-Jul-2019	30-Jun-2020	66.00%	

Action Title: 4.3.4.10 Complete and lodge Annual Financial Statements in accordance with Statutory Requirements.						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Paul Della - Manager Finance and Technology	Completed	01-Jul-2019	30-Jun-2020	100.00%	58.00%	 GREEN
Action Progress Comments: Council's Annual Financial Statements are due to be lodged by 31 October 2019. Draft Statements were presented to the September Council Meeting for approval to refer to Audit. The audit is nearly completed and the Audited Financial Statements will be lodged by the 31 October deadline. The audit is completed and the Audited Financial Statements will be included in the Annual Report. Council's Annual Financial Statements were lodged by 31 October 2019.						
Task(s)	Responsible Person	Status	Start Date	End Date	Complete %	

B: MFT; D: A - Complete and lodge Annual Financial Statements in accordance with Statutory Requirements.	Jessica Wild - Management Accountant	Completed	01-Jul-2019	30-Jun-2020	100.00%
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Action Title: 4.3.4.11 Complete all taxation returns and grant acquittals (where not undertaken by direct service recipients of grant funding within Council) as required by external bodies.

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Paul Della - Manager Finance and Technology	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN

Action Progress Comments:
The Drought Grant Funding was acquitted, audited and submitted and Council has now received the final payment of \$200K.

Task(s)	Responsible Person	Status	Start Date	End Date	Complete %
B: MFT; C: MFT; D: A - Complete all taxation returns and grant acquittals (where not undertaken by direct service recipients of grant funding within Council) as required by external bodies.	Jessica Wild - Management Accountant	In Progress	01-Jul-2019	30-Jun-2020	66.00%

Action Title: 4.3.4.12 Organise and manage the external audit of Council.


Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Paul Della - Manager Finance and Technology	Completed	01-Jul-2019	30-Jun-2020	100.00%	58.00%	 GREEN


Action Progress Comments:
Council's external audit commence in mid-September 2019 and is now finalised.
The external audit is now completed.

Task(s)	Responsible Person	Status	Start Date	End Date	Complete %
B: MFT; C: MFT; D: A - Organise and manage the external audit of Council.	Jessica Wild - Management Accountant	Completed	01-Jul-2019	30-Jun-2020	100.00%

Action Title: 4.3.5.3 Ensure adequate and effective internal controls are in place for all financial management and purchasing functions (Compliance).

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
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Fiona Keneally - Director Infrastructure	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN
Action Progress Comments: Council is progressively moving the risks and internal controls to mitigate them to the new Risk Management software package.						
Task(s)	Responsible Person	Status	Start Date	End Date	Complete %	
B: COO; C: MAPP; D: MAPP - Ensure adequate and effective internal controls are in place for all financial management and purchasing functions (Compliance).	David Counsell - Manager Asset & Program Planning	In Progress	01-Jul-2019	30-Jun-2020	66.00%	

Action Title: 4.3.5.4 Maintain a strategic rating structure that is equitable across the region.						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Kylie Smith - Chief Corporate Officer	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN
Action Progress Comments: Council's response to the Rating Review was submitted to the Office of Local Government before the deadline. New valuations come into effect from 1 July 2019 and a workshop was held on 12 February with the Valuer-General's Office to discuss the impact on properties within the Tenterfield Council area.						
Task(s)	Responsible Person	Status	Start Date	End Date	Complete %	
B: CCO; C: MFT; D: MFT - Maintain a strategic rating structure that is equitable across the region.	Paul Della - Manager Finance and Technology	In Progress	01-Jul-2019	30-Jun-2020	66.00%	

Action Title: 4.3.5.5 Manage investments in the long term interest of the community and within regulatory requirements - Plan, develop and manage Council's investment portfolio.						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Paul Della - Manager Finance and Technology	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN
Action Progress Comments: Interest rates are at record lows within Australia, which has resulted in a reduction in interest income to Council.						
Task(s)	Responsible Person	Status	Start Date	End Date	Complete %	

B: MFT; C: MFT; D: RevC - Manage investments in the long term interest of the community and within regulatory requirements - Plan, develop and manage Council's investment portfolio.	Penny Chisholm - Revenue Officer	In Progress	01-Jul-2019	30-Jun-2020	66.00%
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Action Title: 4.3.5.6 Implement any actions arising out of issues raised by Auditors during the interim and final audit as per agreed timeframes.

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Paul Della - Manager Finance and Technology	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN

Action Progress Comments:
Council staff follow up on these actions as agreed to with the Auditors.

Task(s)	Responsible Person	Status	Start Date	End Date	Complete %
B: MFT; C: MFT - Implement any actions arising out of issues raised by Auditors during the interim and final audit as per agreed timeframes.	Paul Della - Manager Finance and Technology	In Progress	01-Jul-2019	30-Jun-2020	66.00%


Action Title: 4.3.6.6 Finalise development of the Technology Strategic Plan to guide Council's information technology related decision making.

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Paul Della - Manager Finance and Technology	In Progress	01-Jul-2019	30-Jun-2020	40.00%	58.00%	 AMBER

Action Progress Comments:
Work continues on the development of this plan.

Task(s)	Responsible Person	Status	Start Date	End Date	Complete %
B: MFT; C: MFT - Finalise development of the Technology Strategic Plan to guide Council's information technology related decision making.	Paul Della - Manager Finance and Technology	In Progress	01-Jul-2019	30-Jun-2020	40.00%

Action Title: 4.3.6.7 Ensure managed service arrangements are effectively supporting business requirements.


Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Paul Della - Manager Finance and Technology	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN

Action Progress Comments:

Managed Service arrangements are working well.

Task(s)	Responsible Person	Status	Start Date	End Date	Complete %
B: MFT; C: MFT; D: MFT - Ensure managed service arrangements are effectively supporting business requirements.	Paul Della - Manager Finance and Technology	In Progress	01-Jul-2019	30-Jun-2020	66.00%

Action Title: 4.3.6.8 As per Council's Technology Strategic Plan and Budget ensure technology is of a sufficient standard to support Council's operations.

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Paul Della - Manager Finance and Technology	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN

Action Progress Comments:

Upgrades to some of Council Corporate systems will begin in November 2019.

Ways to improve internet speeds at Urbenville are currently being investigated. Work to improve connectivity and speeds at sites other than the main administration building should be completed in November 2019.

Upgrades to some of Council Corporate systems commenced in November 2019.


Work to improve connectivity and speeds at sites other than the main administration building are now completed.

Ways to improve internet speeds at Urbenville are currently being investigated.

Fibre Optic Cable has been laid at the Saleyards between the Weigh Office and the Administration Building to provide additional connectivity between the two areas (in addition to the wireless link which will become the backup solution). New computers will be installed at this site over the next month to further improve speed and reliability there.

Task(s)	Responsible Person	Status	Start Date	End Date	Complete %
B: MFT; C: MFT' D: MFT - As per Council's Technology Strategic Plan and Budget ensure technology is of a sufficient standard to support Council's operations.	Paul Della - Manager Finance and Technology	In Progress	01-Jul-2019	30-Jun-2020	66.00%

Action Title: 4.3.7.1 Review, revise and maintain Council's Long Term Financial Plan in line with statutory requirements.


Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Paul Della - Manager Finance and Technology	In Progress	01-Jul-2019	30-Jun-2020	40.00%	58.00%	 AMBER

Action Progress Comments:

Work has commenced on aligning the asset management plans with the Long Term Financial Plan.

Task(s)	Responsible Person	Status	Start Date	End Date	Complete %
B: MFT; C: MFT - Review, revise and maintain Council's Long Term Financial Plan in line with statutory requirements.	Paul Della - Manager Finance and Technology	In Progress	01-Jul-2019	30-Jun-2020	40.00%


Action Title: 4.3.7.2 Provide financial reports to Management and staff to assist in budget control and decision making.

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Paul Della - Manager Finance and Technology	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN


Action Progress Comments:
Powerbudget continues to be enhanced and tailored for Managers requirements.

Task(s)	Responsible Person	Status	Start Date	End Date	Complete %
B: MFT; C: MFT; D: MFT - Provide financial reports to Management and staff to assist in budget control and decision making.	Paul Della - Manager Finance and Technology	In Progress	01-Jul-2019	30-Jun-2020	66.00%


Action Title: 6.1.1.1 1810501. Computer Equipment

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Paul Della - Manager Finance and Technology	Not Started	01-Jul-2019	30-Jun-2020	0.00%	58.00%	 RED


Action Title: 6.1.1.2 1810502. IT Infrastructure - Depot

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Paul Della - Manager Finance and Technology	Not Started	01-Jul-2019	30-Jun-2020	0.00%	58.00%	 RED


Action Title: 6.1.1.3 1810503. Intranet

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Paul Della - Manager Finance and Technology	Not Started	01-Jul-2019	30-Jun-2020	0.00%	58.00%	 RED

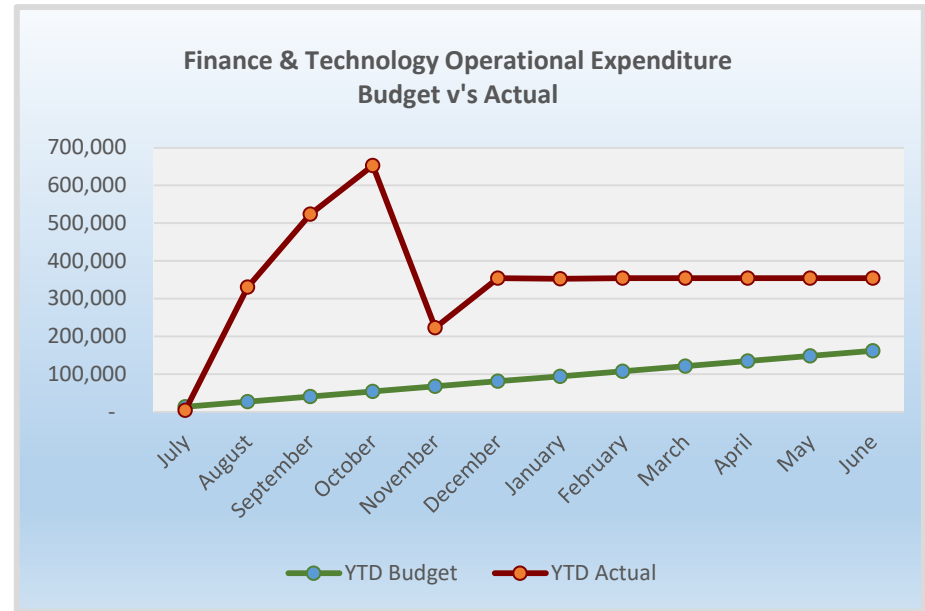
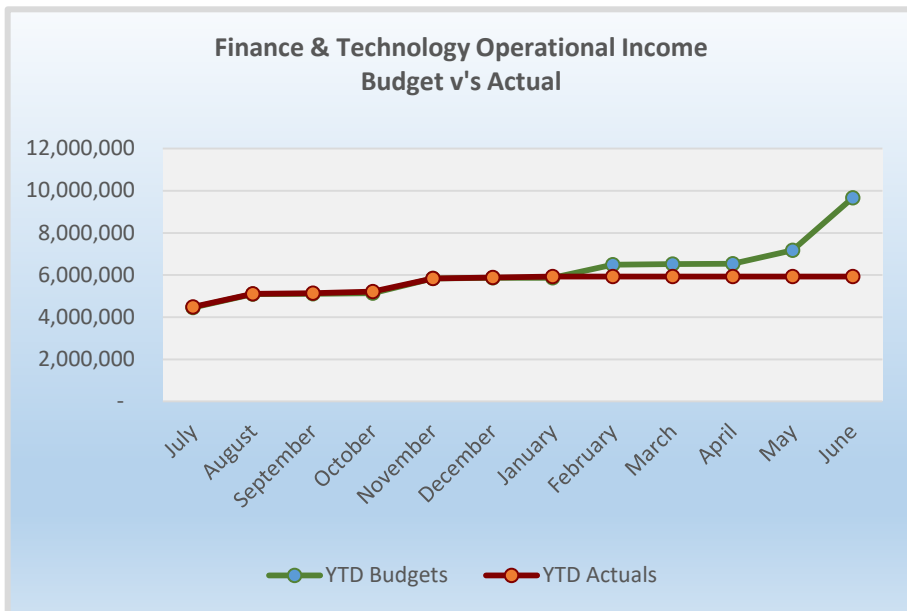
Action Title: 6.1.1.4 1810505. Financial Reporting Software

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Paul Della - Manager Finance and Technology	Not Started	01-Jul-2019	30-Jun-2020	0.00%	58.00%	 RED

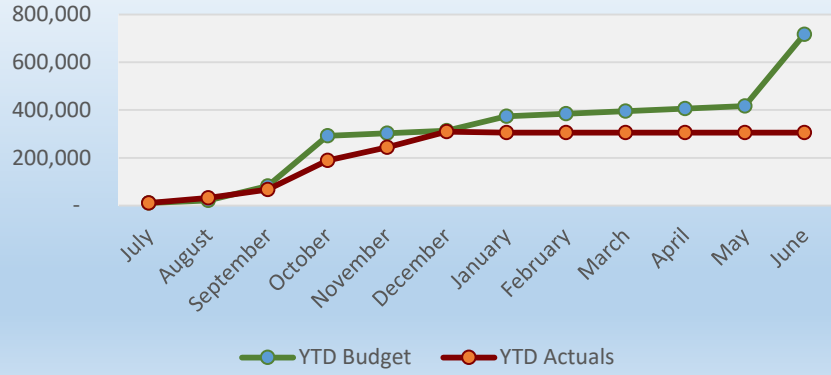
Action Title: 6.1.1.5 1810506. Power Budget SQL

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Paul Della - Manager Finance and Technology	Not Started	01-Jul-2019	30-Jun-2020	0.00%	58.00%	 RED

Account Type	19/20 Full Year Review1	19/20 YTD Actuals January	19/20 YTD Budgets January	19/20 YTD Variance January	19/20 Percentage Spent (Review1)	Variance Comments
Finance & Technology	(8,780,610)	(5,265,797)	(5,511,688)	(245,891)	59.97%	
1. Operating Income	(9,659,126)	(5,924,184)	(5,859,952)	64,232	61.33%	
2. Operating Expenditure	161,593	352,598	51,471	(301,127)	218.20%	
4. Capital Expenditure	716,923	305,789	296,793	(8,996)	42.65%	




Finance & Technology Capital Expenditure Budget v's Actual



Livestock Saleyards


Action Title: 2.1.3.1 Continue to maintain the saleyards to a high standard.

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Mark Cooper - Manager Open Space, Regulatory & Utilities	Completed	01-Jul-2019	30-Jun-2020	100.00%	58.00%	 GREEN
Action Progress Comments: Maintenance completed within budgetary constraints.						
Task(s)	Responsible Person		Status	Start Date	End Date	Complete %
B: OSRUS; C: OSRUS; D: OSRUS - Continue to maintain the saleyards to a high standard.	Mark Cooper - Manager Open Space, Regulatory & Utilities		Completed	01-Jul-2019	30-Jun-2020	100.00%

Action Title: 2.1.3.2 Conduct Saleyard Committee meetings.


Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Mark Cooper - Manager Open Space, Regulatory & Utilities	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN
Action Progress Comments: Saleyard Committee meetings are conducted every three (3) months. Attendance include: Councillors, local Agents, LLS representative, NSW Farmers representative, local stock carriers and Council staff.						
Task(s)	Responsible Person		Status	Start Date	End Date	Complete %
B: OSRUS - Conduct Saleyard Committee meetings.	Mark Cooper - Manager Open Space, Regulatory & Utilities		In Progress	01-Jul-2019	30-Jun-2020	66.00%

Action Title: 2.1.3.3 Completion of cleaning and gravelling of all the holding pens.

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Mark Cooper - Manager Open Space, Regulatory & Utilities	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN
Action Progress Comments: All selling pens and drafting pens re-graveled. There are nine ((9) holding pens remaining to be cleaned and graveled. This is an ongoing maintenance project.						
Task(s)	Responsible Person		Status	Start Date	End Date	Complete %


B: OSRUS; C: OSRUS - Completion of cleaning and gravelling of all the holding pens.	Mark Cooper - Manager Open Space, Regulatory & Utilities	In Progress	01-Jul-2019	30-Jun-2020	66.00%
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Action Title: 2.1.3.4 Ensure all signage throughout the saleyards is adhered to.

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Mark Cooper - Manager Open Space, Regulatory & Utilities	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN


Action Progress Comments:
Council staff enforce signage whilst cattle sales are being conducted for public safety.

Action Title: 2.1.3.5 Final development and implementation of the Bio-security and Emergency Disease Management Plan.

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Mark Cooper - Manager Open Space, Regulatory & Utilities	Completed	01-Jul-2019	30-Jun-2020	100.00%	58.00%	 GREEN


Action Progress Comments:
Completed.

Action Title: 2.1.3.6 Development of Asset Management, Strategic and Management Plans for the Saleyards.


Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Mark Cooper - Manager Open Space, Regulatory & Utilities	In Progress	01-Jul-2019	30-Jun-2020	40.00%	58.00%	 AMBER

Action Progress Comments:
Working towards.


Action Title: 2.1.3.7 Renew Agents Office, showers and toilets.

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Mark Cooper - Manager Open Space, Regulatory & Utilities	Completed	01-Jul-2019	30-Jun-2020	100.00%	58.00%	 GREEN

Action Progress Comments:
Completed.
Discussion on an opening date.

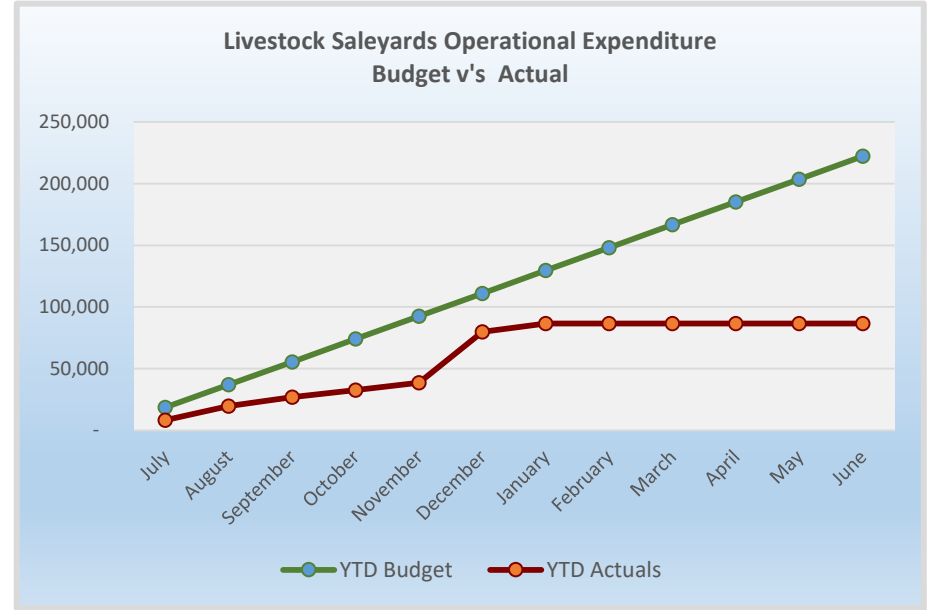
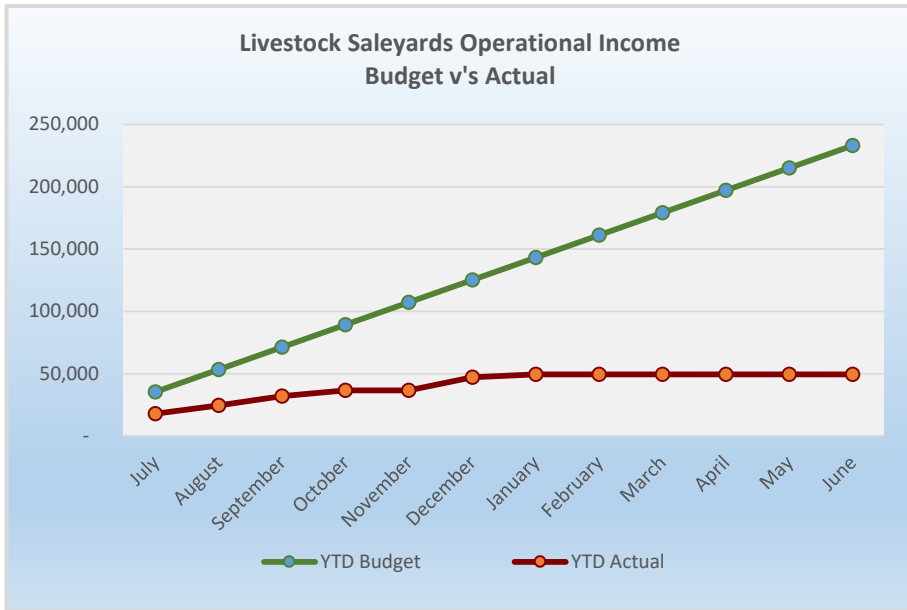
Action Title: 2.3.1.1 Completion of hard standing surface in front of ramp 4.						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Mark Cooper - Manager Open Space, Regulatory & Utilities	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN
Action Progress Comments: Awaiting the possible realignment of ramp 4 and the installation of the new double height ramp.						
Task(s)	Responsible Person		Status	Start Date	End Date	Complete %
B: OSRUS; C: OSRUS - Completion of hard standing surface in front of ramp 4.	Mark Cooper - Manager Open Space, Regulatory & Utilities		In Progress	01-Jul-2019	30-Jun-2020	66.00%

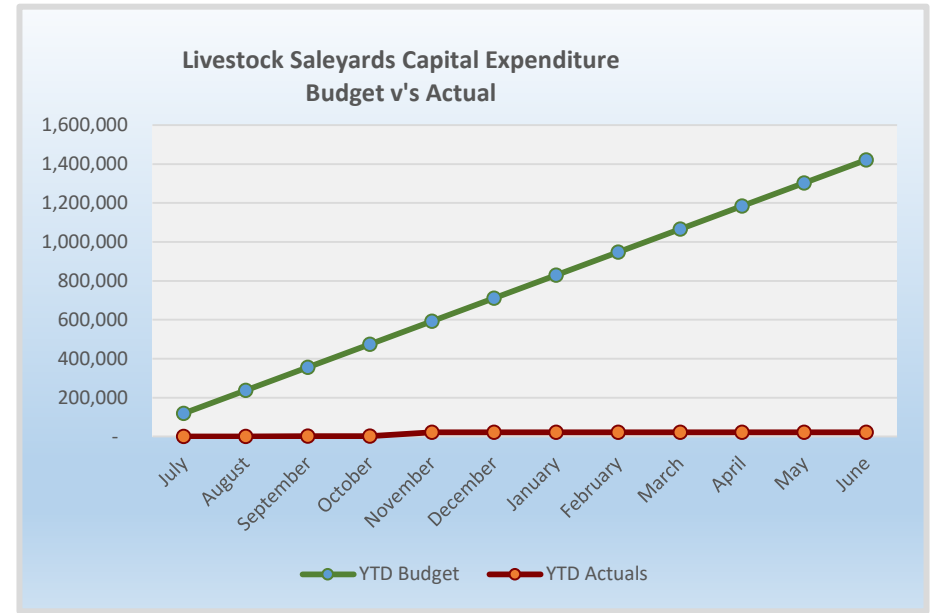
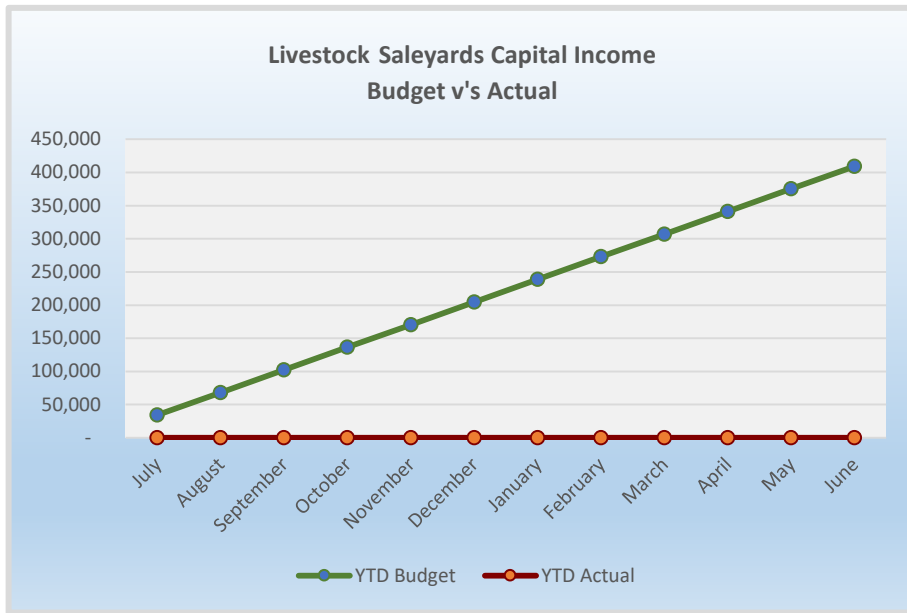
Action Title: 2.3.1.2 Continuation with the timber rail replacement program.						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Mark Cooper - Manager Open Space, Regulatory & Utilities	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN
Action Progress Comments: Completed all selling pens and drafting yards. Fully completed 15 holding pens. Fully completed 22 holding pens. Fully completed 24 holding pens.						
Task(s)	Responsible Person		Status	Start Date	End Date	Complete %
B: OSRUS - Continuation with the timber rail replacement program.	Mark Cooper - Manager Open Space, Regulatory & Utilities		In Progress	01-Jul-2019	30-Jun-2020	66.00%

Action Title: 2.3.1.3 Truck wash construction and completion.						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Mark Cooper - Manager Open Space, Regulatory & Utilities	In Progress	01-Jul-2019	30-Jun-2020	40.00%	58.00%	 AMBER
Action Progress Comments: Ongoing as per Council resolution to review options.						

Account Type	19/20 Full Year Review1	19/20 YTD Actuals January	19/20 YTD Budgets January	19/20 YTD Variance January	19/20 Percentage Spent (Review1)	Variance Comments

Livestock Saleyards	999,946	58,850	586,397			527,547	5.89%
1. Operating Income	(232,915)	(49,311)	(164,745)			(115,434)	21.17%
2. Operating Expenditure	222,224	86,597	233,464			146,867	38.97%
3. Capital Income	(409,391)	0	(238,812)			(238,812)	0.00%
4. Capital Expenditure	1,420,028	21,565	740,299	718,734	1.52%		





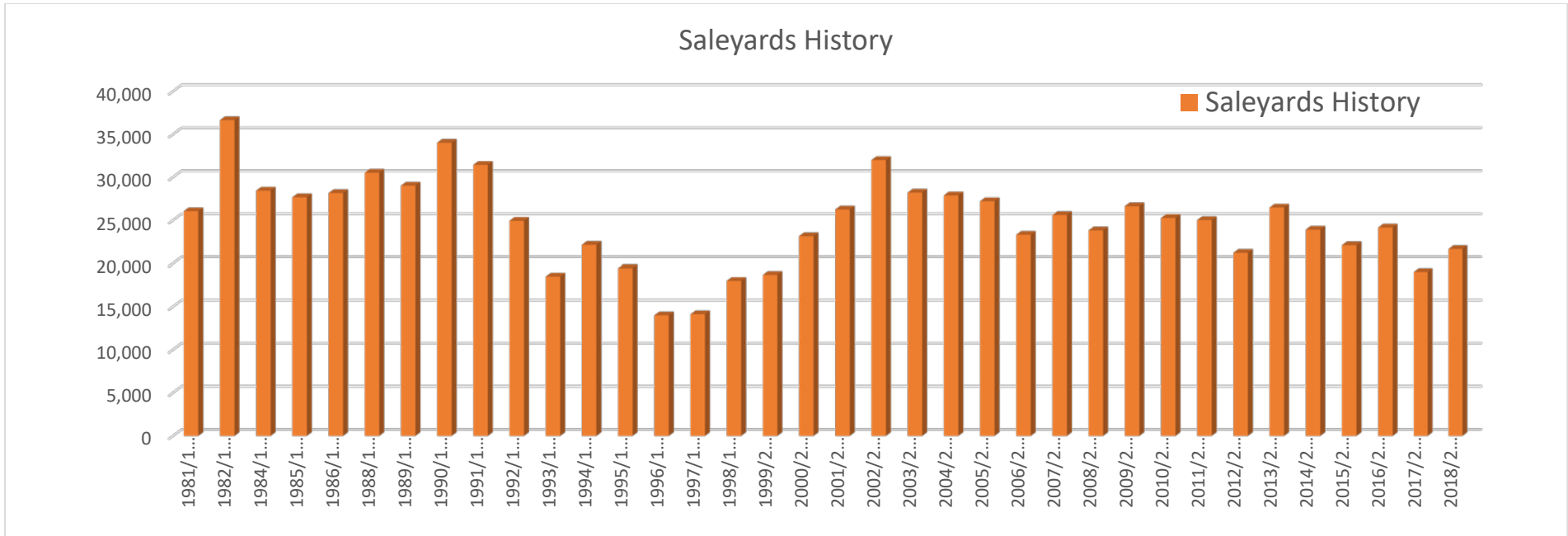
Capital Expenses:

- Purchased 12 slings of cattle rail for further replacement of the timber rails.
- 24 holding pens have been completed.
- Due to the truck wash investment the graph does not recognize the timber rail replacement program.

Operational Income:

- Numbers decreasing due to drought conditions, with cattle sales continuing to be fortnightly.
- Private weighing.
- Private yard usage and holding fees contributes to operational income.

Saleyards History



Operational Expense:

- Cleaning and gravelling pens,
- General maintenance,
- Mowing and Spraying,
- Amenities Cleaning

Capital Projects

- Timber rail replacement;
- All selling pens **completed**;
- All drafting pens **completed**;
- 24 holding pens currently completed
- Repricing of Loading Ramp and Double Height save system.

Truck wash program ongoing.





New replacement steel rails to holding pens before and after photos.

Installation of NBN cabling from scale office to new office **completed**.

Emerging Issues, Risks and Opportunities Risk

- Very large number of cattle in the area are being sold on Auction Plus.
- Some cattle are being sent direct to feedlots or meatworks or other selling centres. These factors are having a major impact on the Saleyards viability.
- Installation of the truck wash may increase income and possible throughput however will add to the expenditure. and depreciation
- Further increase in cost for non-sale cattle usage at the yards.
- Decrease in the throughput of cattle due to drought conditions.
- Less buyers are attending due to low numbers.
- Limited amount of water being used. Troughs are filled and the water is then turned off.

The Business of Improving the Business

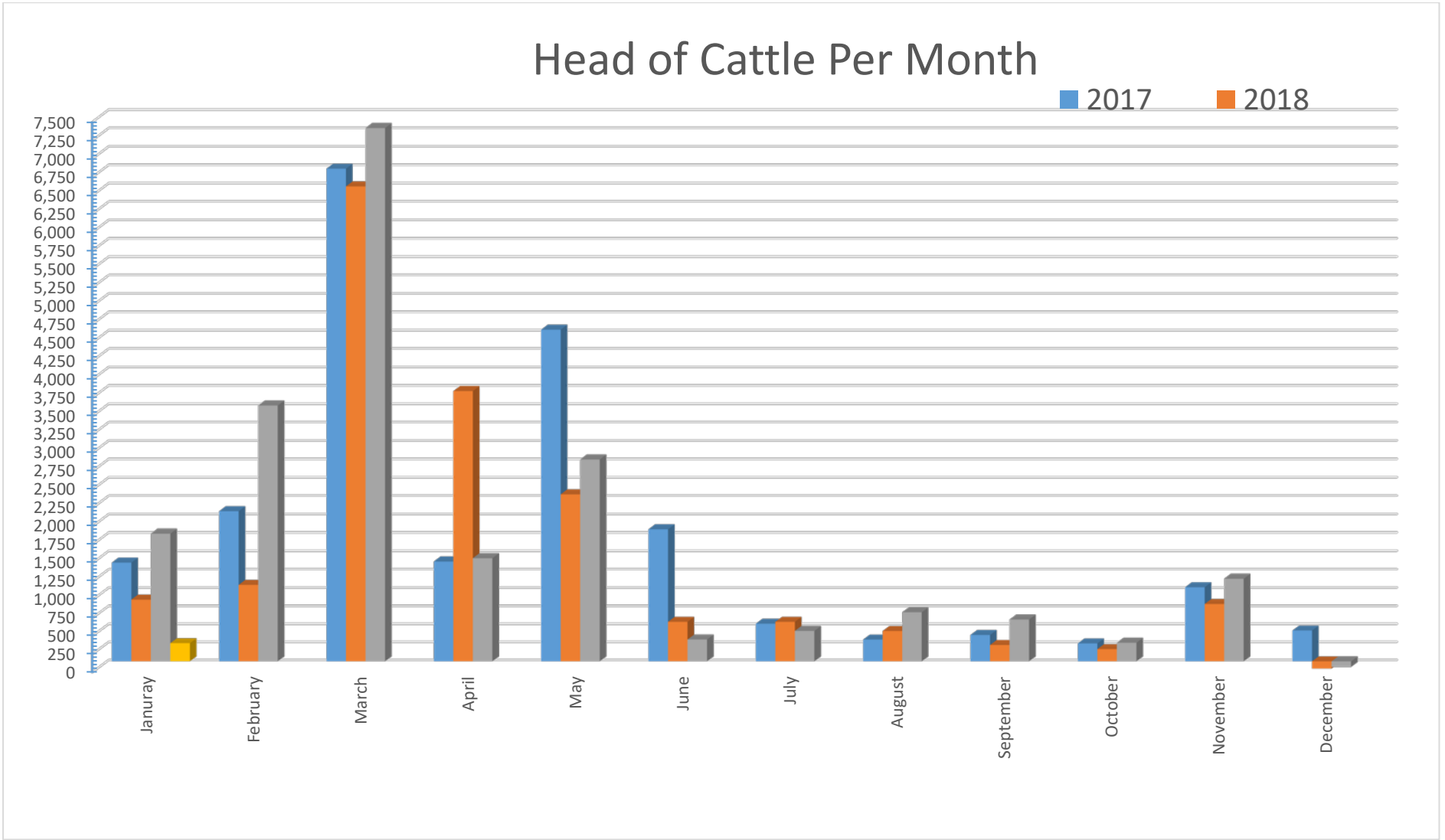
- Further improvements to the removal of rocks and the gravelling of both selling and holding pens will increase throughput and less stress on cattle.

- Presenting the Saleyards to the public in a positive manner, presenting a well maintained facility.
- Confidence in the management of the Livestock Selling Centre.
- Bio-security and Emergency Disease response plans adopted by Council.
- Comparison – same period last year numbers decreased by 1200 head

The Business of Improving the Business

Cattle sales now commence at 8am due to Glen Innes no longer conducting cattle sales Agents approached the buyers with the option of starting earlier due to this happening. Starting sales earlier will reduce the curfew times and increase the possibility of new vendors from the south.

Business Statistics



Special events, achievements of note, celebrations

Cattle numbers for December 2019/January 2020		
Prime Sale	169 Head	\$138,977.83
Feature Sales	0 Head	\$0.00
Private Weighing	206 Head	\$162,283.75
Total	<u>375 Head</u>	<u>\$301,261.58</u>
Financial Year 2019/2020		
3892 Head		<u>\$2,222,450.12</u>

Financial Year 2018/2019

21,656 Head **\$12,517,711.39**

Financial Year 2017/2018

19,027 Head **\$15,984,517.65**

Financial Year 2016/2017


24,151 Head **\$23,233,573.17**

Financial Year 2015/2016

22,654 Head **\$19,613,572.47**

Parks, Gardens & Open Space

Action Title: 1.1.5.1 Ensure maintenance standards are conducted and delivered efficiently through Parks, Gardens and Open Space Committee and Village Progress Associations.


Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Mark Cooper - Manager Open Space, Regulatory & Utilities	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN

Action Progress Comments:

Working with village progress associations to achieve positive outcomes to include Urban Design Plans and grant funding. Delivering parks, gardens and open spaces to the public that are of a high maintained standard. Maintenance plans and park schedules being reviewed. Received grant funding through Stronger Country Communities for upgrade to park facilities in villages. Further emphasis on Gardens and flowers in Rouse street plan however implementation will depend on water availability. Hand watering of gardens and street trees only.

Task(s)	Responsible Person	Status	Start Date	End Date	Complete %
B: MEDCE; C: MEDCE; D: CDO; B: OSRUS; C: PGHLC; DF: PGHLC - Ensure maintenance standards are conducted and delivered efficiently through Parks, Gardens and Open Space Committee and Village Progress Associations.	Rebekah Kelly - Community Development Officer	In Progress	01-Jul-2019	30-Jun-2020	66.00%
B: MEDCE; C: MEDCE; D: CDO; B: OSRUS; C: PGHLC; DF: PGHLC - Ensure maintenance standards are conducted and delivered efficiently through Parks, Gardens and Open Space Committee and Village Progress Associations.	Craig Milton - Parks and Gardens, Horticulture and Landscape Coordinator	In Progress	01-Jul-2019	30-Jun-2020	66.00%
B: MEDCE; C: MEDCE; D: CDO; B: OSRUS; C: PGHLC; DF: PGHLC - Ensure maintenance standards are conducted and delivered efficiently through Parks, Gardens and Open Space Committee and Village Progress Associations.	Harry Bolton - Manager Economic Development & Community Engagement	In Progress	01-Jul-2019	30-Jun-2020	66.00%
B: MEDCE; C: MEDCE; D: CDO; B: OSRUS; C: PGHLC; DF: PGHLC - Ensure maintenance standards are conducted and delivered efficiently through Parks, Gardens and Open Space Committee and Village Progress Associations.	Mark Cooper - Manager Open Space, Regulatory & Utilities	In Progress	01-Jul-2019	30-Jun-2020	66.00%

Action Title: 1.1.6.1 Work with the Tenterfield Shire Village Progress Associations and the Parks, Gardens and Open Space Committee to deliver individual town and village themes, promoting the unique aspects of each locality.


Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Mark Cooper - Manager Open Space, Regulatory & Utilities	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN

Action Progress Comments:


Discussion at Parks, Garden & Open Space Committee Meetings for ideas for village themes for beautification to be included in Urban Design plans under development with the SCCF.

Review service levels with the urban design plan for a new park area toilet and playground in Legume, village entry signage and concept planning within other Shire villages.

Task(s)	Responsible Person	Status	Start Date	End Date	Complete %
B: MEDCE; C: MEDCE; D: CDO; B: OSRUS; C: PGHLC - Work with the Tenterfield Shire Village Progress Associations and the Parks, Gardens and Open Space Committee to deliver individual town and village themes, promoting the unique aspects of each locality.	Mark Cooper - Manager Open Space, Regulatory & Utilities	In Progress	01-Jul-2019	30-Jun-2020	66.00%
B: MEDCE; C: MEDCE; D: CDO; B: OSRUS; C: PGHLC - Work with the Tenterfield Shire Village Progress Associations and the Parks, Gardens and Open Space Committee to deliver individual town and village themes, promoting the unique aspects of each locality.	Harry Bolton - Manager Economic Development & Community Engagement	In Progress	01-Jul-2019	30-Jun-2020	66.00%
B: MEDCE; C: MEDCE; D: CDO; B: OSRUS; C: PGHLC - Work with the Tenterfield Shire Village Progress Associations and the Parks, Gardens and Open Space Committee to deliver individual town and village themes, promoting the unique aspects of each locality.	Craig Milton - Parks and Gardens, Horticulture and Landscape Coordinator	In Progress	01-Jul-2019	30-Jun-2020	66.00%
B: MEDCE; C: MEDCE; D: CDO; B: OSRUS; C: PGHLC - Work with the Tenterfield Shire Village Progress Associations and the Parks, Gardens and Open Space Committee to deliver individual town and village themes, promoting the unique aspects of each locality.	Rebekah Kelly - Community Development Officer	In Progress	01-Jul-2019	30-Jun-2020	66.00%


Action Title: 1.2.1.1 Investigate options for further exercise stations sited along existing cycleway.						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
David Counsell - Manager Asset & Program Planning	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN
Action Progress Comments: Two (2) exercise stations in budget for this financial year. Designs and quotes received. Option for Gant Funding SCC Funding round 3.						
Task(s)	Responsible Person		Status	Start Date	End Date	Complete %
B: MAPP; C: MAPP; D: MW - Investigate options for further exercise stations sited along existing cycleway.	James Paynter - Manager Works		In Progress	01-Jul-2019	30-Jun-2020	66.00%

Action Title: 1.2.2.1 Implement and deliver maintenance programs for Parks, Gardens and Open Spaces.						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Mark Cooper - Manager Open Space, Regulatory & Utilities	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN
Action Progress Comments: Ongoing.						
Task(s)	Responsible Person		Status	Start Date	End Date	Complete %
B: OSRUS; C: PGHLC; D: PGHLC - Implement and deliver maintenance programs for Parks, Gardens and Open Spaces.	Craig Milton - Parks and Gardens, Horticulture and Landscape Coordinator		In Progress	01-Jul-2019	30-Jun-2020	66.00%

Action Title: 1.2.2.2 Ongoing replacement of all existing playground equipment in accordance with Australian Playground Safety Standards.						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Mark Cooper - Manager Open Space, Regulatory & Utilities	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN
Action Progress Comments: Legume replacement this financial year. Jennings will be the only playground remaining to be upgraded.						
Task(s)	Responsible Person		Status	Start Date	End Date	Complete %

B: OSRUS; C: PGHLC; D: PGHLC -Ongoing replacement of all existing playground equipment in accordance with Australian Playground Safety Standards.	Craig Milton - Parks and Gardens, Horticulture and Landscape Coordinator	In Progress	01-Jul-2019	30-Jun-2020	66.00%
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Action Title: 1.2.2.3 Renewal of Legume playground equipment.

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Mark Cooper - Manager Open Space, Regulatory & Utilities	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN

Action Progress Comments:
Started to contact suppliers for designs and quotes.

Task(s)	Responsible Person	Status	Start Date	End Date	Complete %
B: OSRUS; C: OSRUS - Renewal of Legume playground equipment.	Mark Cooper - Manager Open Space, Regulatory & Utilities	In Progress	01-Jul-2019	30-Jun-2020	66.00%

Action Title: 1.2.2.4 Investigate funding and site options for upgraded Skate Park.

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Mark Cooper - Manager Open Space, Regulatory & Utilities	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN

Action Progress Comments:
Awaiting Grant Funding. New site being alongside the Jubilee Park playground. Most recent grant application unsuccessful.


Task(s)	Responsible Person	Status	Start Date	End Date	Complete %
B: OSRUS; C: PGHLC; D: PGHLC - Investigate funding and site options for upgraded Skate Park.	Craig Milton - Parks and Gardens, Horticulture and Landscape Coordinator	In Progress	01-Jul-2019	30-Jun-2020	66.00%

Action Title: 1.2.2.5 Call for quotations and commence earthworks preparation for Tenterfield Cemetery Stage 1 expansion.

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
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Mark Cooper - Manager Open Space, Regulatory & Utilities	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN
Action Progress Comments: Ongoing. Quote received from Council for the new access road and car park for expansion stage one. Area above the garden shed has been levelled for further grave sites.						
Task(s)	Responsible Person	Status	Start Date	End Date	Complete %	
B: OSRUS; C: PGHLC; D: PGHLC -Call for quotations and commence earthworks preparation for Tenterfield Cemetery Stage 1 expansion.	Craig Milton - Parks and Gardens, Horticulture and Landscape Coordinator	In Progress	01-Jul-2019	30-Jun-2020	66.00%	

Action Title: 1.2.2.6 Public tree management, development, maintenance including arborist services.							
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %	
Mark Cooper - Manager Open Space, Regulatory & Utilities	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN	
Action Progress Comments: Used as needed. Drought conditions not helping trees that are frail.							
Task(s)	Responsible Person	Status	Start Date	End Date	Complete %		
B: OSRUS; C: PGHLC; D: PGHLC - Public tree management, development, maintenance including arborist services.	Craig Milton - Parks and Gardens, Horticulture and Landscape Coordinator	In Progress	01-Jul-2019	30-Jun-2020	66.00%		

Action Title: 1.2.2.7 Sportsgrounds and active sports management, development and booking services.							
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %	
Mark Cooper - Manager Open Space, Regulatory & Utilities	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN	
Action Progress Comments: Booking have been received from Soccer, Cricket and Touch football Little Athletics for ground usage.							
Task(s)	Responsible Person	Status	Start Date	End Date	Complete %		

B: OHRUS; C: PGHLC; D: AO - Sportsgrounds and active sports management, development and booking services.	Craig Milton - Parks and Gardens, Horticulture and Landscape Coordinator	In Progress	01-Jul-2019	30-Jun-2020	66.00%
B: OHRUS; C: PGHLC; D: AO - Sportsgrounds and active sports management, development and booking services.	Jodie Condrick - Administration Officer	In Progress	01-Jul-2019	30-Jun-2020	66.00%


Action Title: 1.2.2.8 Management of street and public lighting, including awnings, smart poles, banner poles and all park lighting.

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Heidi Ford - Manager Property & Buildings	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN

Action Progress Comments:
 Looking at options of solar lighting along the walking path, pricing received. Further trees in Rouse Street to have fairy lights installed, quote received. Installation in early December.
 Rouse Street trees have had lights installed.

Task(s)	Responsible Person	Status	Start Date	End Date	Complete %
B: PBLC; C: MAPP - Management of street and public lighting, including awnings, smart poles, banner poles and all park lighting.	David Counsell - Manager Asset & Program Planning	In Progress	01-Jul-2019	30-Jun-2020	66.00%


Action Title: 1.2.2.9 Renewal of Shirley Park Amenities Building.

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Mark Cooper - Manager Open Space, Regulatory & Utilities	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN

Action Progress Comments:
 Ready to commence.
 Outside of the Shirley Park building has been completed. Scope of works done on the inside in readiness to be quoted on.
 Onsite meeting with builders.

Action Title: 1.2.6.1 Engage with the Parks, Gardens and Open Space Committee and the Tenterfield Shire community to assist in identifying further ideas to increase open space usage throughout the Shire.

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
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Mark Cooper - Manager Open Space, Regulatory & Utilities	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN
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Action Progress Comments:

Forms part of the (ongoing) agenda for all Parks and Garden committee meetings. Successful grant funding for Tenterfield Creek restoration. Possibility of online bookings for park functions in future however needs development.

Task(s)	Responsible Person	Status	Start Date	End Date	Complete %
B: OSRUS; C: PGHLC; D: PGHLC - Engage with the Parks, Gardens and Open Space Committee and the Tenterfield Shire community to assist in identifying further ideas to increase open space usage throughout the Shire.	Craig Milton - Parks and Gardens, Horticulture and Landscape Coordinator	In Progress	01-Jul-2019	30-Jun-2020	66.00%

Action Title: 1.3.1.1 Ensure all Parks, Gardens and Open Space amenities maintenance programs are delivered to a high standard.

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Mark Cooper - Manager Open Space, Regulatory & Utilities	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN

Action Progress Comments:

Continuing to provide amenities and park facilities to the public with high levels of service within budget constraints. Daily cleaning of Tenterfield township public toilets with rubbish removal and park inspections adding to the cleanliness and appearance to the town.

Task(s)	Responsible Person	Status	Start Date	End Date	Complete %
B: OSRUS; C: PGHLC; D: PGHLC; B: PBLC; C: PGHLC; D: PGHLC - Ensure all Parks, Gardens and Open Space amenities maintenance programs are delivered to a high standard.	Heidi Ford - Manager Property & Buildings	In Progress	01-Jul-2019	30-Jun-2020	66.00%
B: OSRUS; C: PGHLC; D: PGHLC; B: PBLC; C: PGHLC; D: PGHLC - Ensure all Parks, Gardens and Open Space amenities maintenance programs are delivered to a high standard.	Craig Milton - Parks and Gardens, Horticulture and Landscape Coordinator	In Progress	01-Jul-2019	30-Jun-2020	66.00%

Action Title: 1.3.1.2 Develop and implement a tree management strategy.

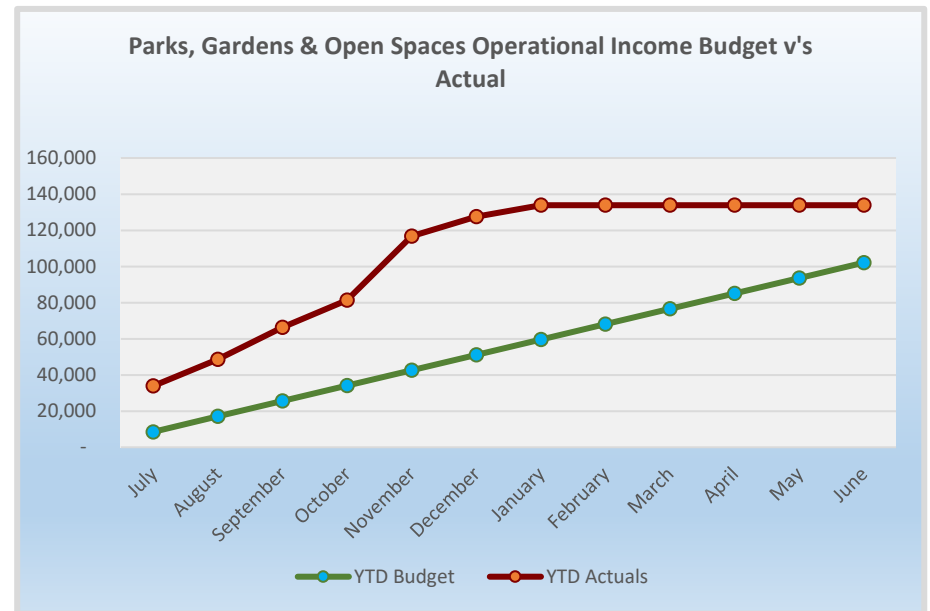
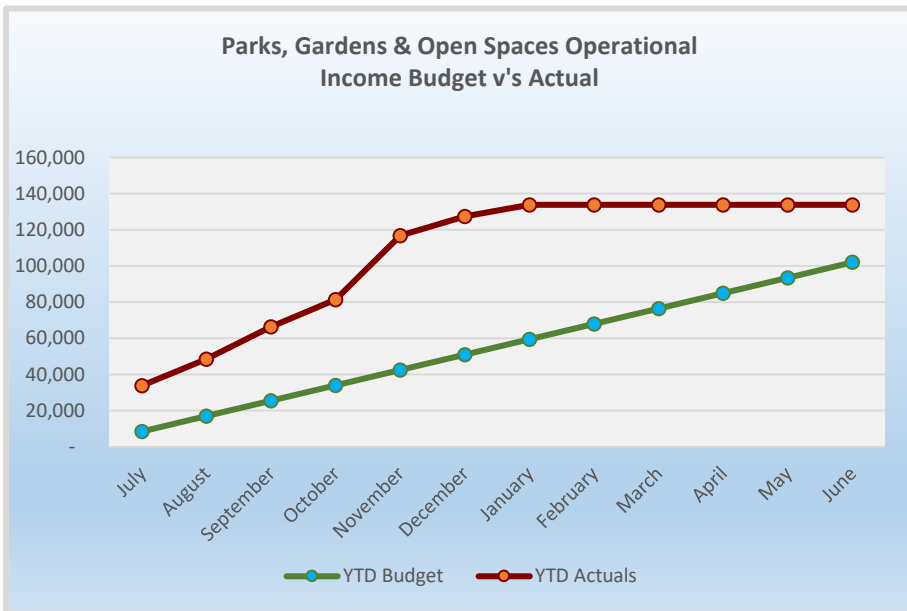
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
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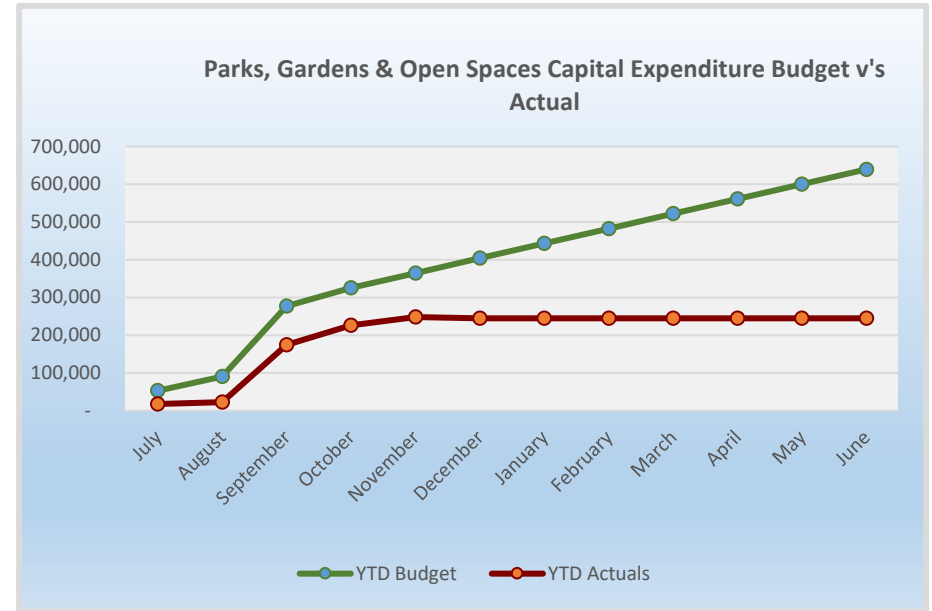
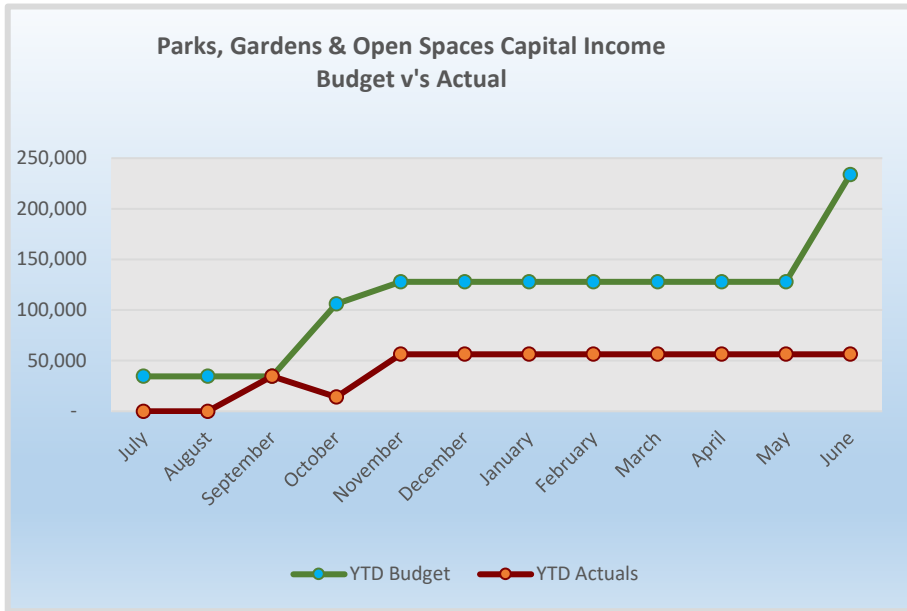


Action Progress Comments:

Near completion. Draft document supplied to Parks and Gardens Committee meeting in September.
 Draft document to be supplied to Parks and Gardens Committee meeting in March.

Account Type	19/20 Full Year Review1	19/20 YTD Actuals January	19/20 YTD Budgets January	19/20 YTD Variance January	19/20 Percentage Spent (Review1)	Variance Comments
Parks, Gardens and Open Space	1,220,520	656,600	601,041	(55,559)	53.80%	
1. Operating Income	(102,121)	(133,903)	(59,570)	74,333	131.12%	
2. Operating Expenditure	916,938	601,821	534,933	(66,888)	65.63%	
3. Capital Income	(233,846)	(56,294)	0	56,294	24.07%	
4. Capital Expenditure	639,549	244,976	125,678	(119,298)	38.30%	





Capital Income:

Income from park and hall bookings.

Capital Expenses:

Obtaining quote for the new playground at Legume.
Quote for irrigation systems for Rouse Street gardens.

Operational Income:

Through park bookings

Operational Expense:

Tree pruning and mulching.
Toilet cleaning.
Park maintenance.

Schedule SCCF - Stronger Country Community Fund

Project Number	Project Name	Location	Milestone 1 Complete By		Milestone 2 Complete By		Milestone 3 Complete By		Total
SCCF2-1063	Playground Enhancements	Woodward Park, Allison Street, Drake NSW 2469; Captain Cook Park - Urban Street, Urbenville	31/01/2019 \$34,485	+1	30/06/2019 \$34,485	+1	31/09/2019 \$35,530	+1	\$104,500 Completed

Comments	Playgrounds have been installed waiting to install signage so the last payment can be made. Third payment has been invoiced.								
Project Number	Project Name	Location	Milestone 1 Complete By		Milestone 2 Complete By		Milestone 3 Complete By		Total
SCCF2-1105	Toilet Block Enhancements at Urbenville and Legume	Tooloom St, Urbenville NSW 2475; Acacia Avenue, Legume	31/01/2019 \$56,164	+1	30/07/2019 30/09/2019 \$56,164	+1	30/10/2019 30/04/2020 \$57,866	0	\$170,194
Comments	First payment has been received. Second claim made in November. New location has been approved for Urbenville from Crown Lands, toilets are to be completed by 30 April 2020.								
Project Number	Project Name	Location	Milestone 1 Complete By		Milestone 2 Complete By		Milestone 3 Complete By		Total
SCCF2-1107	Shirley Park Amenity Refurbishment and Tenterfield Rugby Park Fencing	High St, Tenterfield NSW 2372; Simpson Street, Tenterfield	31/01/2019 \$42,270	+1	30/10/2019 \$42,270	+1	31/08/2020 \$43,552	0	\$128,092 Fence Completed
Comments	First payment has been received. Fencing has been completed, External work has been completed on the amenities block and second claim made in November. Tenders to go out in December 2020 for internal work to the building. and Tenders have gone out for the external work on Shirley Park amenities block. Work to commence in September 19 and to be finished early November 19.								

Emerging Issues, Risks and Opportunities

Nil to Report

The Business of Improving Business

Continuation of SCC grant funding will improve village amenities.

Customers

Watering of Trees.

Remove dead trees in front of properties

Inspection of tree dying due to the drought

Business statistics

Nil to report

Special events, achievements of note, celebrations

No special events or achievements for the month of November.

Note: Parks has been working on new plantings for Rouse Street landscape and planter boxes and work started recently on cleaning and re-blocking damaged planter boxes. In addition, the tree database is up and running and GPS of trees have been collected and can be viewed in IntraMaps as shown below.

The screenshot displays the IntraMaps interface. The main map shows a grid of streets including Rouse Street, High Street, Manners Street, Logan Street, Forrest Lane, Bulwer Street, McCowen Lane, and Wood Street. Numerous trees are marked with green icons, and one tree on Manners Street is circled in blue. A blue arrow points from this circled tree to a detailed data panel on the right side of the screen.

Field	Value
Tree	891
Tree ID	e841bc8f-3003-4c31-98bf-8839eba853ee
Tree Number	MA065
Street	FORREST LANE
Suburb	TENTERFIELD
Tree Removal	
Notes	

Below the data panel, there is a photo of a tree with pink flowers. Below the photo, it says "No Photo 2". At the bottom of the panel, there is a section for "TREE SPECIES" with a "YES (1)" indicator.

Planning & Regulation

Action Title: 1.1.4.1 Administer the Companion Animals legislation across the Shire and operate pound facility.


Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Mark Cooper - Manager Open Space, Regulatory & Utilities	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN
Action Progress Comments: Operational - as required.						
Task(s)	Responsible Person	Status	Start Date	End Date	Complete %	
B: OSRUS; C: R; D: R - Administer the Companion Animals legislation across the Shire and operate pound facility.	Mark Cooper - Manager Open Space, Regulatory & Utilities	In Progress	01-Jul-2019	30-Jun-2020	66.00%	
B: OSRUS; C: R; D: R - Administer the Companion Animals legislation across the Shire and operate pound facility.	Leah Osborne - Ranger	In Progress	01-Jul-2019	30-Jun-2020	66.00%	

Action Title: 1.1.4.2 Assess and process swimming pool barrier compliance certificate applications.

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Tamai Davidson - Manager Planning & Development Services	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN
Action Progress Comments: No applications received in September. No applications received in October. No applications received in November. No applications received December/January.						
Task(s)	Responsible Person	Status	Start Date	End Date	Complete %	
B: MPDS; C: MPDS; D: EHBS - Assess and process swimming pool barrier compliance certificate applications.	Jamie Murphy - Environmental Health and Building Surveyor	In Progress	01-Jul-2019	30-Jun-2020	66.00%	

B: MPDS; C: MPDS; D: EHBS - Assess and process swimming pool barrier compliance certificate applications.	Tamai Davidson - Manager Planning & Development Services	In Progress	01-Jul-2019	30-Jun-2020	66.00%
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Action Title: 1.1.4.3 Carry out food premises inspections and education on registration requirements to ensure compliance with the Food Act.

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Tamai Davidson - Manager Planning & Development Services	Completed	01-Jul-2019	30-Jun-2020	100.00%	58.00%	 GREEN

Action Progress Comments:
Inspections completed and annual report filed.

Task(s)	Responsible Person	Status	Start Date	End Date	Complete %
B: MPDA; MPDS; D: EHBS - Carry out food premises inspections and education on registration requirements to ensure compliance with the Food Act.	Jamie Murphy - Environmental Health and Building Surveyor	Completed	01-Jul-2019	30-Jun-2020	100.00%


Action Title: 1.1.4.4 Develop, deliver and manage a Development Application/Building Application compliance audit process.

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Tamai Davidson - Manager Planning & Development Services	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN

Action Progress Comments:
Ongoing - Council's Rangers assisting with ongoing matters.
Numerous instances of camping grounds operating without consent being followed up.


Task(s)	Responsible Person	Status	Start Date	End Date	Complete %
B: MPDS; C: MPDS; D: EHBS - Develop, deliver and manage a Development Application/Building Application compliance audit process.	Jamie Murphy - Environmental Health and Building Surveyor	In Progress	01-Jul-2019	30-Jun-2020	66.00%

Action Title: 1.1.4.5 Land Use Data and Reporting – Collate and manage data, mapping and reporting.

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Tamai Davidson - Manager Planning & Development Services	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN

Action Progress Comments: Ongoing.						
Task(s)	Responsible Person	Status	Start Date	End Date	Complete %	
B: MPDS; C: MPDS; D: EHBS - Land Use Data and Reporting – Collate and manage data, mapping and reporting.	Jamie Murphy - Environmental Health and Building Surveyor	In Progress	01-Jul-2019	30-Jun-2020	66.00%	


Action Title: 1.1.4.8 Undertake review of the Local Environmental Plan and associated Development Control Plan.

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Tamai Davidson - Manager Planning & Development Services	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN

Action Progress Comments:
To be undertaken during LSPS process. Current LEP amendment to remove crematorium as permitted use from RUS Village zone. Maps being prepared for finalisation of amendment. Report to February Council seeking finalisation.

Task(s)	Responsible Person	Status	Start Date	End Date	Complete %	
B: MPDS; C: MPDS; D: MPDS - Undertake review of the Local Environmental Plan and associated Development Control Plan.	Tamai Davidson - Manager Planning & Development Services	In Progress	01-Jul-2019	30-Jun-2020	66.00%	

Action Title: 1.3.3.1 Monitor application of Tenterfield DCP. Apply outcomes of Chapter 8 review – Signage & Outdoor Advertising.


Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Tamai Davidson - Manager Planning & Development Services	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN

Action Progress Comments:
Ongoing.

Task(s)	Responsible Person	Status	Start Date	End Date	Complete %	
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B: MPDS; C: MPDS; D: MPDS - Monitor application of Tenterfield DCP. Apply outcomes of Chapter 8 review – Signage & Outdoor Advertising.	Tamai Davidson - Manager Planning & Development Services	In Progress	01-Jul-2019	30-Jun-2020	66.00%
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Action Title: 1.4.1.1 Liaison and oversight of the Heritage Advisor and community in the development and upgrade of heritage assets.

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Tamai Davidson - Manager Planning & Development Services	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN

Action Progress Comments:
Ongoing liaison and site visits with Advisor.

Task(s)	Responsible Person	Status	Start Date	End Date	Complete %
B: MPDS; C: MPDS; D: MPDS - Liaison and oversight of the Heritage Advisor and community in the development and upgrade of heritage assets.	Tamai Davidson - Manager Planning & Development Services	In Progress	01-Jul-2019	30-Jun-2020	66.00%


Action Title: 1.4.1.2 Advertise and seek applications for 2019/20 funding to local owners of heritage listed/conservation area items.

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Tamai Davidson - Manager Planning & Development Services	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN

Action Progress Comments:
Applications considered at August Council meeting - letter of offer forwarded to recipients.
All applications accepted and progressing.

Task(s)	Responsible Person	Status	Start Date	End Date	Complete %
B: MPDS; C: MPDS; D: MPDS - Advertise and seek applications for 2019/20 funding to local owners of heritage listed/conservation area items.	Tamai Davidson - Manager Planning & Development Services	In Progress	01-Jul-2019	30-Jun-2020	66.00%

Action Title: 1.4.1.3 Provision of urban design planning. Strategise, collaborate and conceptualise urban design plans for all towns and villages.


Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Tamai Davidson - Manager Planning & Development Services	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN

Action Progress Comments:

Being undertaken as part of Stronger Country Community funding for all villages without UPDs.

Task(s)	Responsible Person	Status	Start Date	End Date	Complete %
B: MPDS; C: MPDS; D: MPDS - Provision of urban design planning. Strategise, collaborate and conceptualise urban design plans for all towns and villages.	Tamai Davidson - Manager Planning & Development Services	In Progress	01-Jul-2019	30-Jun-2020	66.00%

Action Title: 1.4.4.7 Undertake inspections of commercial and industrial buildings.

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Tamai Davidson - Manager Planning & Development Services	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN

Action Progress Comments:

As required.

Task(s)	Responsible Person	Status	Start Date	End Date	Complete %
B: MPDS; C: MPDS; D: EHBS - Undertake inspections of commercial and industrial buildings.	Jamie Murphy - Environmental Health and Building Surveyor	In Progress	01-Jul-2019	30-Jun-2020	66.00%

Action Title: 1.4.4.8 Ensure that building certification and inspection is carried out as per National Construction Code and the requirements of the Building Professionals Board.


Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Tamai Davidson - Manager Planning & Development Services	In Progress	01-Jul-2019	30-Jun-2020	40.00%	58.00%	 AMBER

Action Progress Comments:

As required - online logging of inspection data program ongoing.

Task(s)	Responsible Person	Status	Start Date	End Date	Complete %
B: MPDS; C: MPDS; D: EHBS - Ensure that building certification and inspection is carried out as per National Construction Code and the requirements of the Building Professionals Board.	Jamie Murphy - Environmental Health and Building Surveyor	In Progress	01-Jul-2019	30-Jun-2020	40.00%

Action Title: 2.1.6.1 Review current guideline documents and prepare new guideline document for Temporary Events.


Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Tamai Davidson - Manager Planning & Development Services	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN

Action Progress Comments:

First draft revised - amendments being made.

Task(s)	Responsible Person	Status	Start Date	End Date	Complete %
B: MPDS; C: MPDS; D: MPDS - Review current guideline documents and prepare new guideline document for Temporary Events.	Tamai Davidson - Manager Planning & Development Services	In Progress	01-Jul-2019	30-Jun-2020	66.00%

Action Title: 3.1.1.1 Undertake review of existing rural residential subdivision potential in village locations as per council resolution.

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Tamai Davidson - Manager Planning & Development Services	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN

Action Progress Comments:

To be considered in Local Strategic Planning Statements. Draft LSPS due to be completed mid Feb. Project to be completed end June 2020.

Task(s)	Responsible Person	Status	Start Date	End Date	Complete %
B: MPDS; C: MPDS; D: MPDS - Undertake review of existing rural residential subdivision potential in village locations as per council resolution.	Tamai Davidson - Manager Planning & Development Services	In Progress	01-Jul-2019	30-Jun-2020	66.00%

Action Title: 3.1.1.2 Assess and determine regulatory applications, including Development Applications, Complying Development Certificates, Construction Certificates, Section 68 Certificates and Conveyancing Certificates.


Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Tamai Davidson - Manager Planning & Development Services	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN

Action Progress Comments:

Assessment ongoing.


Task(s)	Responsible Person	Status	Start Date	End Date	Complete %
Assess and determine regulatory applications, including Development Applications, Complying Development Certificates, Construction Certificates, Section 68 Certificates and Conveyancing Certificates.	Jenni Pentland - Senior Administration and Planning Assistant	In Progress	01-Jul-2019	30-Jun-2020	66.00%
B: MPDS; C: MPDS; D: PBAO; D: EHBS - Assess and determine regulatory applications, including Development Applications, Complying Development Certificates, Construction Certificates, Section 68 Certificates and Conveyancing Certificates.	Jamie Murphy - Environmental Health and Building Surveyor	In Progress	01-Jul-2019	30-Jun-2020	66.00%

Action Title: 3.1.3.1 Preparation of the 2019/20 State of the Environment Report.							
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %	
Tamai Davidson - Manager Planning & Development Services	Completed	01-Jul-2019	30-Jun-2020	100.00%	58.00%	 GREEN	
Action Progress Comments: To be completed by November 2019 - information gathering to occur with staff during September. Completed.							
Task(s)	Responsible Person	Status	Start Date	End Date	Complete %		
B: MPDS; C: MPDS; D: MPDS - Preparation of the 2019/20 State of the Environment Report.	Tamai Davidson - Manager Planning & Development Services	In Progress	01-Jul-2019	30-Jun-2020	66.00%		

Action Title: 3.2.1.1 Notices and Orders to be issued or served where necessary as per the Local Government Act, EPA Act and POEO Act and Associated Regulations.							
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %	
Tamai Davidson - Manager Planning & Development Services	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN	
Action Progress Comments: No Notices issued in September. No Notices issued in October. No Notices issued in November. No Notices issued December/January.							

Task(s)	Responsible Person	Status	Start Date	End Date	Complete %
B: MPDS; C: MPDS; D: EHBS - Notices and Orders to be issued or served where necessary as per the Local Government Act, EPA Act and POEO Act and Associated Regulations.	Jamie Murphy - Environmental Health and Building Surveyor	In Progress	01-Jul-2019	30-Jun-2020	66.00%


Action Title: 5.2.2.1 As required when traffic studies completed – no specific action identified.

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Tamai Davidson - Manager Planning & Development Services	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN


Action Progress Comments:
As required.

Task(s)	Responsible Person	Status	Start Date	End Date	Complete %
B: MPDS; C: MPDS; D: MAPP - As required when traffic studies completed – no specific action identified.	Tamai Davidson - Manager Planning & Development Services	In Progress	01-Jul-2019	30-Jun-2020	66.00%
B: MPDS; C: MPDS; D: MAPP - As required when traffic studies completed – no specific action identified.	David Counsell - Manager Asset & Program Planning	In Progress	01-Jul-2019	30-Jun-2020	66.00%


Action Title: 6.1.1.6 3009000. Tenterfield Shire - Vibrant & Connected Legume SCCF Round 1

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Tamai Davidson - Manager Planning & Development Services	Not Started	01-Jul-2019	30-Jun-2020	0.00%	58.00%	 RED


Action Title: 6.1.1.7 3001000. Tenterfield Shire - Vibrant & Connected Mingoola - SCCF - Round 1

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Tamai Davidson - Manager Planning & Development Services	Not Started	01-Jul-2019	30-Jun-2020	0.00%	58.00%	 RED


Action Title: 6.1.1.8 3001100. Tenterfield Shire - Vibrant & Connected Torrington - SCCF - Round 1

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Tamai Davidson - Manager Planning & Development Services	Not Started	01-Jul-2019	30-Jun-2020	0.00%	58.00%	 RED


Action Title: 6.1.1.9 3005000. Tenterfield - Vibrant & Connected Urbenville

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Tamai Davidson - Manager Planning & Development Services	Not Started	01-Jul-2019	30-Jun-2020	0.00%	58.00%	 RED


Action Title: 6.1.1.10 3006000. Tenterfield - Vibrant & Connected Drake Town Entry Signs - SCCF - Round 1

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Tamai Davidson - Manager Planning & Development Services	Not Started	01-Jul-2019	30-Jun-2020	0.00%	58.00%	 RED


Action Title: 6.1.1.11 3007000. Tenterfield Shire Vibrant & Connected - Jennings (Wallangara) SCCF-Round 1

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Tamai Davidson - Manager Planning & Development Services	Not Started	01-Jul-2019	30-Jun-2020	0.00%	58.00%	 RED

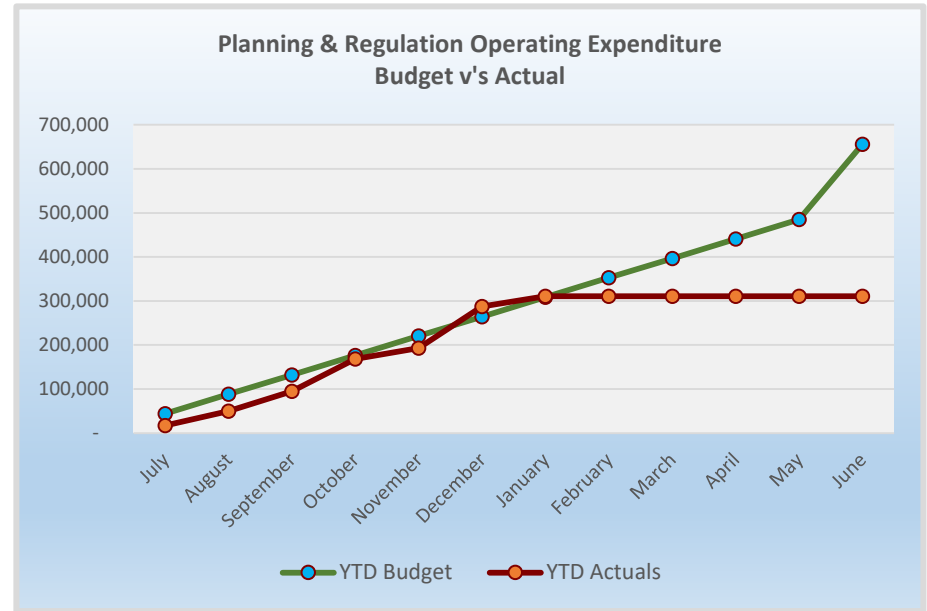
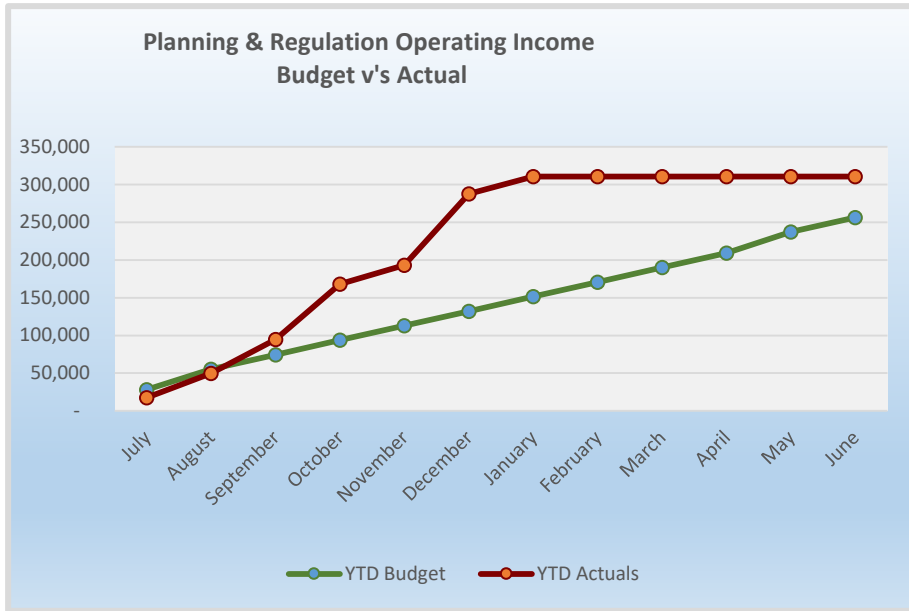
Action Title: 6.1.1.12 3008000. Tenterfield Shire - Vibrant & Connected Liston SCCF - Round 1

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Tamai Davidson - Manager Planning & Development Services	Not Started	01-Jul-2019	30-Jun-2020	0.00%	58.00%	 RED

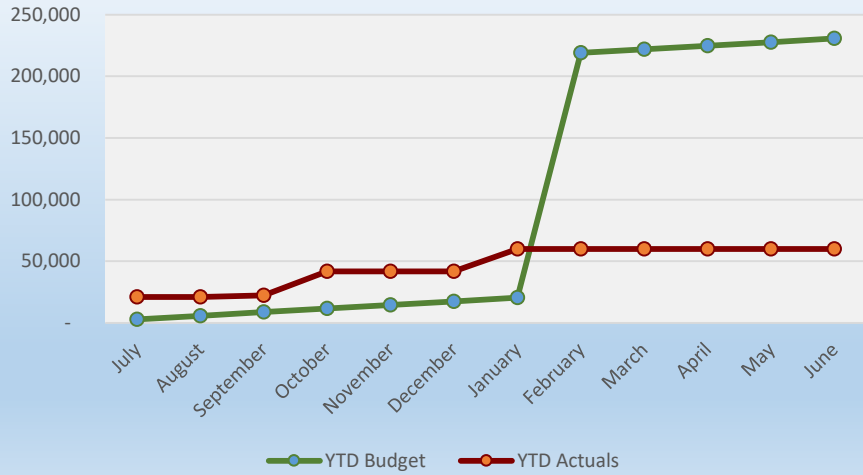
Action Title: 6.1.1.13 3010200. Local Heritage Strategic Project

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Tamai Davidson - Manager Planning & Development Services	Not Started	01-Jul-2019	30-Jun-2020	0.00%	58.00%	 RED

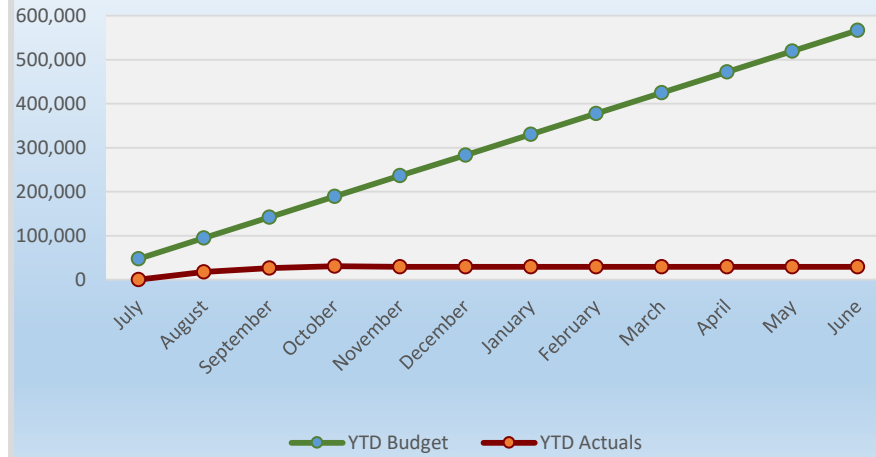
Account Type	19/20 Full Year Review1	19/20 YTD Actuals January	19/20 YTD Budgets January	19/20 YTD Variance January	19/20 Percentage Spent (Review1)	Variance Comments
Planning & Regulation	757,059	142,126	151,032	8,906	18.77%	
1. Operating Income	(256,500)	(149,180)	(149,625)	(445)	58.16%	
2. Operating Expenditure	655,789	310,806	308,581	(2,225)	47.39%	
3. Capital Income	(230,657)	(59,855)	(20,419)	39,436	25.95%	
4. Capital Expenditure	567,008	29,652	0	(29,652)	5.23%	



**Planning & Regulation Capital Income
Budget v's Actual**



**Planning & Regulation Capital Expenditure
Budget v's Actual**



Capital Projects

Schedule SCCF - Stronger Country Community Fund

Project Number	Project Name	Location	Milestone 1 Complete By		Milestone 2 Complete By		Milestone 3 Complete By		Total
SCCF2-1069	Tenterfield Shire - Vibrant and Connected	247 Rouse St, Tenterfield NSW 2372; Multiple locations across the Shire in each of its towns and villages.	31/01/2019 \$195,657	+1	30/08/2019 30/12/2019 \$195,657	0	1/10/2020 31/10/2020 \$201,587	0	\$592,901
Comments	Heritage Walk interpretive signage - drafts sent to signmakers for proofs to be drawn up - signage does not need to be completed until Milestone 3 - 31/10/2020. First Payment has been made.								

Emerging Issues, Risks and Opportunities

Council was handed the responsibility for the enforcement of the NSW UPSS (Underground Petroleum Storage System) Regulations from 1 September 2019 (The EPA will retain regulatory responsibility for those UPSS managed and operated by public authorities and those in the unincorporated areas of the state, as well as those UPSS subject to an existing notice, direction or requirement – that is a notice issued prior to 1 September 2019 and still in force at that date – and for UPSS subject to an environment protection licence).

Companion Animal Activities

- Three (3) dogs and Zero (0) cat were impounded in; January;
- Zero (0) dog and zero (0) cats were released from the pound in January.
- Zero (0) dogs and zero (0) cats were picked up and returned home in January
- Zero (0) dogs and Zero (0) cats were surrendered in January;
- Three (3) dogs and Zero(0) cat were euthanased; in January

Registration

- There were a total of Three (3) dogs and Zero (0) cat permanently identified (micro chipped) and registered in January.

Barking/Nuisance Dogs

- There were One (1) barking complaints received in January. Council investigated the complaint and found the offending dog was not located at the address given by the complainant.

Dog Attacks

Zero Dog Attack reported in January.

Illegal Dumping

- Zero complaints received regarding illegal dumping in January.

Untidy/Unhealthy Premises

- Council Rangers are currently dealing with several properties regarding untidy/unhealthy. Where required Notices and correspondence have been issued and Council Officers have spoken directly with property owner/occupants.

Infringement Notices

- Zero (0) infringement Notices was issued (Companion Animals related) in January
- Zero (0) Infringement Notices were issued for parking offences in January.

Business Statistics

Applications For Development Lodged With Council in December 2019

App No.	Lodged	Applicant	Lot/Sec/DP	Location	Development
DA 2019.123	02-Dec-19	MINOGUE Michael & Margaret	1/431737, 1/14212 & 32 & 42/751061	1762 Hootons Road, Tabulam	Primitive Camping Ground
DA 2019.124	02-Dec-19	Tenterfield Surveys (McCowen)	1/190474 & 109/751498	Mount Speribo Road, Tenterfield (Bolivia)	Two (2) Lot Boundary Adjustment
DA 2019.125	02-Dec-19	Tenterfield Surveys (McCowen)	107, 108, 126,127, 150 & 158/751498 & 12/831665	6309 New England Highway & McCliftys Road, Tenterfield (Bolivia)	Five (5) Lot Boundary Adjustment
DA 2019.126	05-Dec-19	Wes Smith Building Pty Ltd (Hensley)	11/1173703	21 Millers Lane, Tenterfield	Tourist & Visitor Accommodation (Services Apartment)
DA 2019.127	06-Dec-19	DJL Consolidated Pty Ltd (Worthington)	8/1256161	285 East Street, Tenterfield	Shed
DA 2019.128	11-Dec-19	PETRIE Paul Francis	5/4/57797	251 Rouse Street, Tenterfield	Detached Studio/Carport & Shed

Applications For Development Lodged With Council in January 2020

App No.	Lodged	Applicant	Lot/Sec/DP	Location	Development
DA 2020.001	02-Jan-20	Wes Smith Building Pty Ltd (Hensley)	11/1173703	21A Millers Lane, Tenterfield	Dwelling
DA 2020.002	02-Jan-20	Darryl McCarthy Constructions P/L (Smith)	35/751486	890 Kildare Road, Tenterfield	Extractive Industry - Gravel Quarry
CDC 2020.003	08-Jan-20	Vinecombe Construction Pty Ltd (Rochford)	22/1096327	8944 New England Highway, Tenterfield	Shed
CDC 2020.004	15-Jan-20	CMC Constructions (Reynolds & Joe)	6/802356	65 Riley Street, Tenterfield	Extension to Existing Dwelling
DA 2020.005	22-Jan-20	Uniplan Group Pty Ltd (Woods)	1/839146	Sandy Flat Road, Tenterfield	Manufactured Dwelling
DA 2020.006	23-Jan-20	Tenterfield Surveys (Rotolone)	3, 26 & 48/751486	Gunyah Road, Tenterfield	Two (2) Lot Boundary Adjustment
DA 2020.007	29-Jan-20	DJL Consolidated Pty Ltd (Offer)	B/160679	Molesworth Street, Tenterfield	Shed
DA 2020.008	29-Jan-20	Shelter Building Design (Wright & Stubbings)	13/709551	Frames Road, Tabulam	Dwelling

Determinations ISSUED – December 2019

App No.	Lodged	Date of Approval	No. of Days	Applicant	Lot/Sec/DP	Locality	Description of Development
DA 2019.115	20-Nov-19	10-Dec-19	1 Day	GALLAGHER Michael & Kerrie Ann	1052/124080	265 Mt Lindesay Road, Tenterfield	Manufactured Dwelling
DA 2019.119	28-Nov-19	4-Dec-19	7 Days	SCOFIELD Michael John	1/370038	19 Stephen Street, Urbenville	Shed
DA 2019.120	29-Nov-19	2-Dec-19	4 Days	Rhombus Contracting (Bolton)	29/2/975665	13 High Street, Tenterfield	Shed

CDC 2019.121	29-Nov-19	10-Dec-19	12 Days	MORTON Richard (Rudge)	A/156216	177 Manners Street, Tenterfield	Garage
CDC 2019.122	29-Nov-19	2-Dec-19	4 Days	Rhombus Contracting (Cowin)	29/25/738673	9 Molesworth Street, Tenterfield	Shed
DA 2019.127	06-Dec-19	18-Dec-19	4 Days	DJL Consolidated Pty Ltd (Worthington)	8/1256161	285 East Street, Tenterfield	Shed
DA 2019.128	11-Dec-19	17-Dec-19	7 Days	PETRIE Paul Francis	5/4/57797	251 Rouse Street, Tenterfield	Detached Studio/Carport & Shed

Determinations ISSUED – JANUARY 2020

App No.	Lodged	Date of Approval	No. of Days	Applicant	Lot/Sec/DP	Locality	Description of Development
DA 2019.116	22-Nov-19	3-Jan-20	43 Days	SNT Projects Pty Ltd (Serge Rosato)	10/1241545	159 Rouse Street, Tenterfield	Extension to Existing Petrol Station
DA 2019.117	27-Nov-19	3-Jan-20	38 Days	PUGLISI Sebastiano	52/1246357	199 Schroders Lane, Tenterfield	Dwelling
DA 2020.001	02-Jan-20	22-Jan-20	20 Days	Wes Smith Building Pty Ltd (Hensley)	11/1173703	21A Millers Lane, Tenterfield	Dwelling
CDC 2020.003	08-Jan-20	9-Jan-20	2 Days	Vincombe Construction Pty Ltd (Rochford)	22/1096327	8944 New England Highway, Tenterfield	Shed
CDC 2020.004	15-Jan-20	20-Jan-20	5 Days	CMC Constructions (Reynolds & Joe)	6/802356	65 Riley Street, Tenterfield	Extension to Existing Dwelling
DA 2020.005	22-Jan-20	24-Jan-20	2 Days	Uniplan Group Pty Ltd (Woods)	1/839146	550 Sandy Flat Road, Tenterfield	Manufactured Dwelling

s4.55 Modifications of Consent

Application No.	Applicant	Lot/DP	Location	Description of Development
Nil				

Outstanding APPLICATIONS

Applicati on No.	Lodged	Status of Application/Comment	Applicant	Location	Proposed Development
DA 2017.045	18-Apr-17	Information Required from Applicant	Currie Brown Australia P/L	1823 New England Hwy, Jennings	Demolition of Existing Service Station & Construction of New Service Station
		Insufficient Information provided to complete assessment			
DA 2018.072	6-Aug-18	Information Required from Applicant	Tenterfield Shire Council	66-80 Boundary Road, Tenterfield	Truck Wash Facility
		Insufficient Information provided to complete assessment			
DA 2019.055	17-May-19	Information Required from Applicant	RAWNSLEY Derek & PAINE Janine	632 Sugarbag Road, Drake	Tourist & Visitor Accommodation (Backpackers Accommodation)
		Insufficient Information provided to complete assessment			
DA 2019.059	29-May-19	Under Assessment	Enerparc Australia Pty Ltd (Benjamin Hannig)	Old Racecourse Road, Tenterfield	Electricity Generating Works - Solar Farm
DA 2019.078	25-Jul-19	Information Required from Applicant	THOMPSON Kim	141 Miles Street, Tenterfield	Bed & Breakfast Accommodation & Part Time Function Centre
		Insufficient Information provided to complete assessment			

DA 2019.101	10-Oct-19	Under Assessment	Darryl McCarthy Constructions P/L (Dowe)	668 Mount Lindesay Road, Tenterfield	Extractive Industry – Continued Use and Expansion of Dowe's Gravel Quarry
DA 2019.104	15-Oct-19	Information Required from Applicant	Wilshire & Co Superannuation Fund (Todd Wilshire)	1-9 Manners Street, Tenterfield	New Shed & Extension to Existing Shed (Awning)
		Insufficient Information provided to complete assessment			
DA 2019.107	22-Oct-19	Awaiting NSW RFS Recommendations	Australian Motorcyclist Association Ltd	1590 Upper Rocky River Road Rocky River	Temporary Use - Recreation Facility (Outdoor) Motorcycle Event
		All Council Requirements Completed			
DA 2019.113	19-Nov-19		Darryl McCarthy Constructions P/L (Macnish)	8801 New England Highway, Tenterfield	Extractive Industry - Gravel Quarry
DA 2019.123	2-Dec-19	Awaiting NSW RFS Recommendations	MINOGUE Michael & Margaret	1762 Hootons Road, Tabulam	Primitive Camping Ground
		All Council Requirements Completed			
DA 2019.126	05-Dec-19	Awaiting NSW RFS Recommendations	Wes Smith Building (Hensley)	Millers Lane, Tenterfield	Tourist & Visitor Accommodation (Serviced Apartment)
		All Council Requirements Completed			
DA 2020.002	02-Jan-20		Darryl McCarthy Constructions P/L (Smith)	890 Kildare Road, Tenterfield	Extractive Industry - Gravel Quarry

DA 2020.006	23-Jan-20	Awaiting NSW RFS Recommendations	Tenterfield Surveys (Rololone)	Gunyah Road, Tenterfield	Two (2) Lot Boundary Adjustment
		All Council Requirements Completed			
DA 2020.007	29-Jan-20		DJL Consolidated (Offer)	85 Molesworth Street, Tenterfield	Shed
		Awaiting Heritage Recommendation			
DA2020. 008	29-Jan-20		Shelter Building Design(Wright & Stubbings)	147 Frames Road, Tabulam	Dwelling
		In Progress			
DA 2020.009	04-Feb-20		PITKIN Scott & Kelly	308B Mt Lindesay Road, Tenterfield	Alterations to Existing Dwelling (Patio Cover & Carport & Shipping Container)
		In Progress			
DA 2020.010	04-Feb-20		O'CONNOR Katie Jane	Rover Park Road, Sandy Hill	Use of Existing Building as a Dwelling & Extension
		In Progress			
DA 2020.011	04-Feb-20	Awaiting NSW RFS Recommendations	Talofa Properties Pty Ltd	285 Upper Rocky River Road, Tenterfield	Primitive Camping Ground/Amenities Block Temporary Event
		Neighbour Notification			

FY 19/20 Development Statistics


		Dwellings	Additions/ Renovations to Existing Dwellings	Garages, Carports & Sheds	Commercial or Industrial Works	Subdivision	Recreation/ Tourism	FY 19/20 Monthly Total	FY 18/19 Monthly Total
Jul-19	No.	3	0	2	2	2	1	10	10
	Value	\$240,000.00	\$0.00	\$51,093.00	\$55,000.00	\$0.00	\$0.00	\$346,093.00	\$594,905.00
Aug-19	No.	2	1	7	0	0	0	10	8
	Value	\$370,000.00	\$159,000.00	\$257,488.00	\$0.00	\$0.00	\$0.00	\$786,488.00	\$1,535,825.00
Sep-19	No.	2	0	2	0	4	0	8	11
	Value	\$711,763.00	\$0.00	\$26,500.00	\$0.00	\$0.00	\$0.00	\$738,263.00	\$2,350,431.00
Oct-19	No.	2	0	4	4	2	1	13	21
	Value	\$420,000.00	\$0.00	\$157,020.00	\$453,878.00	\$0.00	\$0.00	\$1,030,898.00	\$1,785,525.00
Nov-19	No.	2	1	5	2	0	1	11	16
	Value	\$304,932.00	\$7,000.00	\$78,540.00	\$180,000.00	\$0.00	\$0.00	\$570,472.00	\$1,451,972.00
Dec-19	No.	1	0	2	1	2	1	7	2
	Value	\$90,000.00	\$0.00	\$81,000.00	\$515,000.00	\$0.00	\$13,600.00	\$699,600.00	\$79,700.00
Jan-20	No.	3	1	2	1	1	0	8	11
	Value	\$512,198.00	\$110,000.00	\$75,783.00	\$0.00	\$0.00	\$0.00	\$697,981.00	\$1,431,946.00
Feb-20	No.							0	6
	Value							\$0.00	\$386,304.00
Mar-20	No.							0	14
	Value							\$0.00	\$5,541,832.00
Apr-20	No.							0	10
	Value							\$0.00	\$261,570.00
May-20	No.							0	20
	Value							\$0.00	\$25,999,489.00
Jun-20	No.							0	12
	Value							\$0.00	\$628,192.00
No. (Year to Date)		15	3	24	10	11	4	67	141
FY 19/20 Total Value (Year to Date)		\$2,648,893.00	\$276,000.00	\$727,424.00	\$1,203,878.00	\$0.00	\$13,600.00	\$4,869,795.00	
FY 18/19 Total Value		\$8,968,132.00	\$821,820.00	\$989,152.00	\$30,554,587.00	\$0.00	\$714,000.00		\$42,047,691.00


Compliance Issue Update


A further external inspection of the Drake property has found that the issue has now been resolved, the last caravan has been removed.

No Further Action Required.

Swimming Complex


Action Title: 1.2.3.1 Implement Tenterfield War Memorial Baths (TWMB) Management Plan, review and update as necessary.						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Heidi Ford - Manager Property & Buildings	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN
Action Progress Comments: Adopted plan continues to be implemented.						
Task(s)	Responsible Person	Status	Start Date	End Date	Complete %	
B: PBLC; D: PBLC - Implement Tenterfield War Memorial Baths (TWMB) Management Plan, review and update as necessary.	Heidi Ford - Manager Property & Buildings	In Progress	01-Jul-2019	30-Jun-2020	66.00%	

Action Title: 1.2.3.2 Continue and implement Inspection and Maintenance schedules for the pool, concourse, plant and equipment.						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Heidi Ford - Manager Property & Buildings	In Progress	01-Jul-2019	30-Jun-2020	30.00%	58.00%	 AMBER
Action Progress Comments: Ongoing. Concourse grinding works commenced, approx. 30% complete.						
Task(s)	Responsible Person	Status	Start Date	End Date	Complete %	
B: PBLC; C: PS - Continue and implement Inspection and Maintenance schedules for the pool, concourse, plant and equipment.	Jennifer Donadel - Property Specialist	In Progress	01-Jul-2019	30-Jun-2020	30.00%	

Action Title: 1.2.3.3 Identify repair work and potential projects through the Inspection and Maintenance Schedules and work.						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Heidi Ford - Manager Property & Buildings	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN
Action Progress Comments: Ongoing. Items identified being repaired in off-season or as necessary.						

Task(s)	Responsible Person	Status	Start Date	End Date	Complete %
B: PBLC; C: PS - Identify repair work and potential projects through the Inspection and Maintenance Schedules and work.	Jennifer Donadel - Property Specialist	In Progress	01-Jul-2019	30-Jun-2020	66.00%


Action Title: 1.2.3.4 Develop TWMB Master Plan.

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Heidi Ford - Manager Property & Buildings	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN

Action Progress Comments:
Scope for Master Plan being developed for quotation.

Task(s)	Responsible Person	Status	Start Date	End Date	Complete %
B: PBLC; C: PBLC - Develop TWMB Master Plan.	Heidi Ford - Manager Property & Buildings	In Progress	01-Jul-2019	30-Jun-2020	66.00%

Action Title: 1.2.3.5 Implement and monitor operational systems and processes in accordance with the updated TWMB Management Plan.


Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Heidi Ford - Manager Property & Buildings	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN


Action Progress Comments:
Will commence in new season.
Has commenced.


Task(s)	Responsible Person	Status	Start Date	End Date	Complete %
B: PBLC; C: PBLC - Implement and monitor operational systems and processes in accordance with the updated TWMB Management Plan.	Heidi Ford - Manager Property & Buildings	In Progress	01-Jul-2019	30-Jun-2020	66.00%

Action Title: 1.2.3.6 Continue water testing to ensure compliance with Government regulations for public pools.

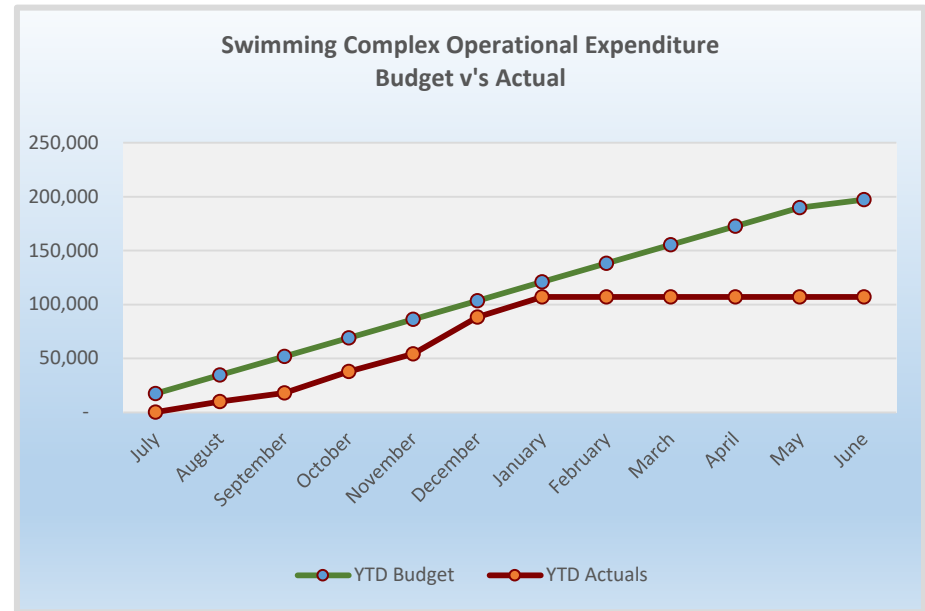
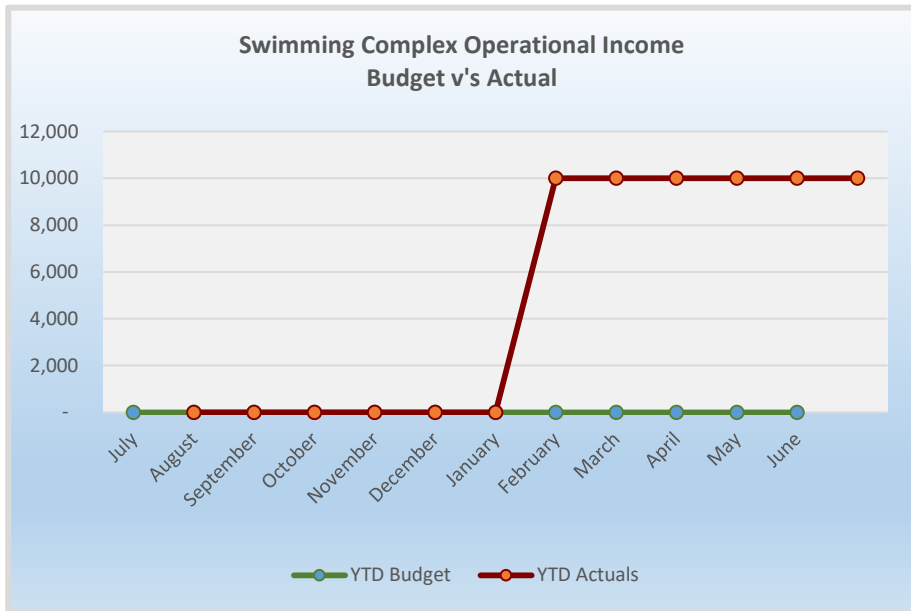
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
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Heidi Ford - Manager Property & Buildings	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN
Action Progress Comments: Will commence in new season. Has commenced.						
Task(s)	Responsible Person	Status	Start Date	End Date	Complete %	On Target %
B: PBLC; D: PBLC - Continue water testing to ensure compliance with Government regulations for public pools.	Heidi Ford - Manager Property & Buildings	In Progress	01-Jul-2019	30-Jun-2020	66.00%	

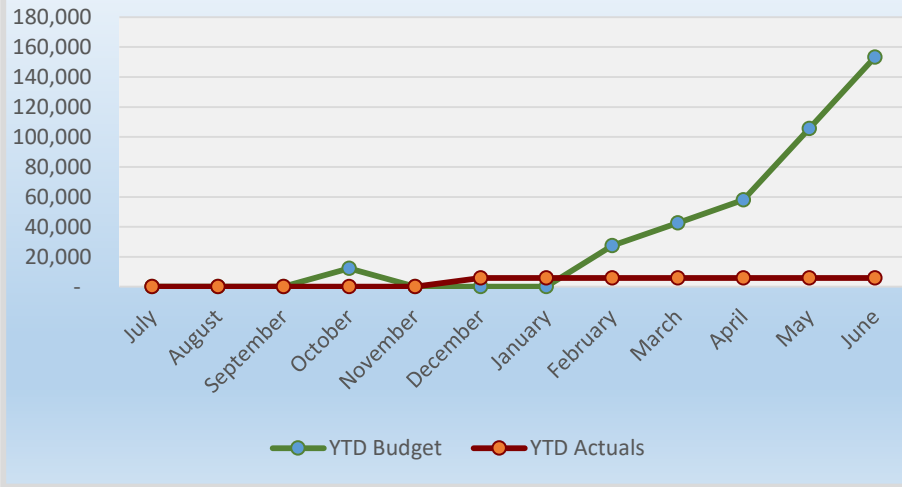
Action Title: 1.2.3.7 Maintain supervision levels based on patronage and service delivery for carnivals and aquatic events						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Heidi Ford - Manager Property & Buildings	In Progress	01-Jul-2019	30-Jun-2020	66.00%	58.00%	 GREEN
Action Progress Comments: Will commence in new season. Has commenced.						
Task(s)	Responsible Person	Status	Start Date	End Date	Complete %	On Target %
B: PBLC; C: PBLC - Maintain supervision levels based on patronage and service delivery for carnivals and aquatic events.	Heidi Ford - Manager Property & Buildings	In Progress	01-Jul-2019	30-Jun-2020	66.00%	

Action Title: 6.1.1.22 4600504. Masterplan for the Memorial Pool						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Tamai Davidson - Manager Planning & Development Services	Not Started	01-Jul-2019	30-Jun-2020	0.00%	58.00%	 RED

Account Type	19/20 Full Year Review1	19/20 YTD Actuals January	19/20 YTD Budgets January	19/20 YTD Variance January	19/20 Percentage Spent (Review1)	Variance Comments
Swimming Complex	350,448	102,918	203,070	100,152	29.37%	
1. Operating Income	0	(10,000)	0	10,000	0.00%	
2. Operating Expenditure	197,162	107,132	120,813	13,681	54.34%	
3. Capital Income	0	0	0	0	0.00%	
4. Capital Expenditure	153,286	5,786	82,257	76,471	3.77%	



Swimming Complex Capital Expenditure Budget v's Actual



Operational Expense:

Pool season commenced 26 October 2019 and will be extended approx. 1 week, until 5 April 2020.

Capital Projects

Shade structure grant applied for to extend the size of the area, with the Community Building Partnership Program grant.

Masterplan consultants RMP & Associates and Donovan Payne Architects have been engaged to carry out the Master Plan and community consultation process. Meetings with Stakeholders and a Community Consultation event are to be held in February 2020.

Emerging Issues, Risks and Opportunities

Grant funding has become available to assist with a percentage reimbursement for the month of January 2020 for season pass holders, and also reduced entry fees for the month of January 2020. Marketing and a media release has made the information available to the public. Council Administration are administering the season pass refunds, reduced entry fees are being processed at the pool.

The Business of Improving the Business

Investigation into acquiring a new back up pump for the pool has been put on hold due to the engagement of the Master Plan Consultants.

New entry signage has been installed at the pool making patrons aware of the rules of entry.

Customers

Council Administration are administering the season pass refunds, reduced entry fees are being processed at the pool.

Special events, achievements of note, celebrations

Aqua Aerobics has recommenced after not being held for several weeks.