



## FUNERARY AND MONUMENT/MASONRY SERVICES

### Summary:

The purpose of this policy is to provide clear direction for the administration of funerary and monument/masonry services at Tenterfield Shire Council's cemeteries.

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<b>Department</b>	Office of Chief Corporate
<b>Policy Custodian</b>	Manager Open Space, Regulatory & Utilities
<b>Superseded Documents</b>	N/A
<b>Related Legislation</b>	<ul style="list-style-type: none"><li>• Public Health Act (NSW) 2010 and regulations under the Act, especially the 'Public Health Regulation 2012' (Disposal of Bodies) as amended</li><li>• AS4204 - Australian Standards Association "Headstones in Cemetery Monuments</li><li>• The Burra Charter (The Australia ICOMOS charter for places of cultural significance).</li><li>• Cemeteries and Crematoria Act 2013</li><li>• Local Government Act, 2013</li><li>• Crowns Land Act, 1989</li><li>• Tenterfield Local Environmental Plan (LEP), 2013</li></ul>

## 1. Overview

This policy provides information to providers of Funerary and Monumental / Stone Masonry services who are not Council's employees or Council's contractors. The Policy advises of responsibilities with regard to Work Health and Safety, Risk Management and Public Liability whilst undertaking activities at the cemeteries, memorial wall/gardens controlled and managed by the Council.

## 2. Policy Principles

To provide information to suppliers of funerary and monument/masonry services as to their responsibilities when working in Council Cemeteries.

## 3. Policy Objectives

To provide details as to the requirements for work carried out in Council's Cemeteries ~~relating to cemeteries~~ across the Shire.

## 4. Policy Statement

The policy includes all chapels, crematoria, memorial gardens and any cemeteries for which Tenterfield Shire Council is the trustee and controller. It includes the operational cemeteries at:

- Tenterfield
- Drake
- Torrington
- Stannum
- Legume
- Wilsons Downfall
- Urbenville, and
- Any others that are controlled or administered by Council.

### Duty of Care

Council has a legal responsibility to provide a duty of care to providers and the public to ensure they are not exposed to any risk of injury or illness as under Section 8 (2) of the Work Health and Safety Act 2011 and Regulation 2011.

### Work Permit

A permit issued by the Council to allow commencement of Funerary or Monument/Stone Masonry Services in the Tenterfield Shire Council cemeteries. This is to include:

- **Permit for Burial** - A permit issued by Council allowing a burial in a specific burial site allotment in a cemetery.
- **Monument Work Permit** - a permit issued by Council to allow the construction, erection, repair, restoration or cleaning of a monument or headstone over a specific burial site allotment in a cemetery.

### Permission to Carry Out Work in a Cemetery

### Application

Anyone wanting to conduct funerary and monument / stone masonry activities at a Tenterfield Shire Council Cemeteries must formally apply to Council to obtain approval and if necessary, a work permit, before commencing work.

### Application Form

All application forms shall be in a format approved by the Council. Application forms are available ~~at the Customer Service Desk at the Council Chambers or download in PDF format~~ via the Tenterfield Shire Council website [www.tenterfield.nsw.gov.au](http://www.tenterfield.nsw.gov.au) All providers and their associates are required to complete the form prior to the commencement of their activities in Tenterfield Shire Council cemeteries.

### Withdrawal of Permission to Carry our Work in a Cemetery

In instances of misconduct or breaches of relevant responsibilities or non-compliance with Legislative/Regulatory requirements or non-conformance with Council Policy and Procedure (e.g. no work permit), the Council may withdraw permission to carry out work in a cemetery and request that the service provider leave the premises, or not permit access to a cemetery. Where necessary the Council shall act to enforce this requirement.

### **Work Health and Safety**

When working in cemeteries, providers are not considered to be employees of Council; however, they are still subject to a statutory duty (see Work Health & Safety Act Section 8(2) of care and the maintenance of Work Health & Safety Legislation.

Before providers are permitted to undertake their work in a cemetery, a risk assessment of the activity must be undertaken by the holder of the work permit to identify the hazards. This should include:

- Checking the surrounding area for hazards, weather conditions and ground should be considered and other people working in or visiting the surrounding areas,
- Confirming the activity is relevant to the duties of Providers,
- Checking the activity does not place Providers, Tenterfield Shire Council staff or public at any risk to their health and safety,
- Confirming that the Providers have the knowledge, skills and training required to undertake the activity in a safe manner.
- Providers are responsible for advising Council staff of any hazards.

### Council's Responsibility

Council staff shall inform Providers of any WH&S matter and/or known hazards which may impact on their activity. Council is to ensure the following matters are addressed before the activity is commenced:

- The potential hazards have been identified,
- A risk assessment has been completed,
- Consultation has been undertaken with the Provider regarding safe work methods,
- Risk management procedures have been developed by Providers ,

- Providers are provided with information and instruction with regard to risk management procedures,
- Any plant or equipment to be used by Providers is safe,
- Advise Funerary and Providers of the requirement to keep records and attendance details, tasks undertaken and information on incidents including near misses, which must be reported to Council.

### **Provider's Responsibilities for Work Health & Safety**

While undertaking activities in a cemetery, providers have responsibilities with the respect to the Work Health and Safety Act 2011 and Regulation 2011.

In particular, providers, through their actions or omissions, are not to place themselves or other persons at risk while undertaking work in a cemetery. Depending on the nature of the activity the responsibilities for providers may include the following:

- Be aware of and follow the approved risk management procedures for the activity,
- Use plant or equipment in accordance with the correct procedures,
- Bring to the attention of the Council staff any matter which could affect the safe undertaking of the activity,
- Report to the appropriate person as soon as practical any incidents or near misses which relate to health and safety,
- Observe the directions of the Council staff responsible for the site.

### **Induction Training**

Council will provide Induction Training (in required) sessions for to providers working in Council cemeteries. This will include the following:

- WH&S Induction Training,
- Hazard identification including risk assessment processes,
- Responding to an emergency,
- Emergency evacuation.

The Induction Training will be provided every two (2) years by Tenterfield Shire Council accredited representative and periodically for the new employees of Providers. Periodic update / refresher training sessions may be required dependent on any legislative or policy framework changes. The sessions must be attended to maintain the currency of approvals.

### **Code of Conduct**

A code of conduct is provided in the **Induction Handbook for Providers of Funerary and Monument/Stone Masonry Service Providers working in Council's cemeteries and Memorial Gardens**. All providers of Funerary and Monument/Stone Masonry Services are required to observe these requirements.

### **Media Protocol**

Providers are not permitted to make any comments to the Media on behalf of Council.

### **Privacy and Personal Information Protection Act**

Council will obtain personal information from Providers including names, address, telephone numbers, child protection screening (where applicable) and other contact details. Personal information obtained by Council is governed by the Privacy and Personal Information Protection Act (PPIPA). This legislation provides direction for the collection, protection, storage, disposal, access and use of personal information by Council.

Council ~~will store all details on the safehold program take all reasonable care to protect personal information from misuse, loss, unauthorised access, modification or disclosure.~~ To ensure that personal information held by Council is current, please notify Council if any of your details change.

~~For further information, please contact Council's Public Officer on 02 — 6736 6000.~~

## **Insurance**

- Provision of Information

All parties must, before commencing work in a Tenterfield Shire Council managed cemetery, provide Council with evidence that they have their own current insurance policies for:

- Workers' compensation,
- Public liability cover to a (minimum of \$~~1~~20,000,000.00) issued by an Australian Prudential Regulatory Authority (APRA) endorsed company. This policy should note the interest of Tenterfield Shire Council.

The currency of these insurances shall be maintained for the period of time during which Providers will be undertaking their business upon Council premises and copies of renewed documentation will be required to be submitted to Council staff when they fall due.

- Personal Property

Provider's personal items are not covered by Council's insurance whilst undertaking their activities on Council premises.

## **Use of Council Equipment**

Providers may be provided with Council equipment to assist in performing some activities. If a licence or qualification is required to operate plant or equipment, Providers must provide evidence of such qualification or license prior to use of equipment. Care must be taken to ensure that equipment is used correctly and within the guidelines or instructions provided.

Council's insurance policy does not cover any wilful or deliberate damage to Council property. Damage must be advised to the Council and reported on the relevant forms.

## **Grievance Procedure**

~~The following process should be followed if, If~~ a Funerary or Monument/Stone Masonry Service Providers has a grievance about any aspect of their tasks, other Funerary or Monument/Stone Masonry Service Providers or Council staff, ~~the following process should be followed:~~

1. Refer the matter to the Council.

2. If the matter remains unresolved, the Funerary or Monument/Stone Masonry Service Provider may request the matter be referred to the ~~General Manager~~ Chief Executive for review.

## **IMPLEMENTATION**

The ~~General Manager~~ Chief Executive and staff will administer this policy.

## **REVIEW**

To be reviewed within 1 year of the election of a new Council or earlier should circumstances arise to warrant revision.

## **APPLICATION OF ESD PRINCIPLES**

Encouraging the protection of native vegetation when working in cemeteries.

## ~~**APPENDIX 1 – REFERENCES**~~

~~• "Right of Burial" and "License of Burial" defined in common law notably SMITH V TAMWORTH CITY COUNCIL, SUPREME COURT OF NSW EQUITY DIVISION 1997.~~

## **5. Scope**

To provide details as to the requirements for work carried out in Council's Cemeteries ~~relating to cemeteries~~ across the Shire.

## **6. Accountability, Roles & Responsibility**

### **Elected Council**

Adopt the policy to provide guidance to the activity

### **Chief Executive, Executive and Management Teams**

Open Spaces Regulatory & Utilities Manager, approval and maintenance of procedures/protocols that support the Council's Policies.

### **Council Staff**

Will provide administration support and accept applications

## **7. Definitions**

**Council** – means Tenterfield Shire Council

**Provider** – means Funerary and Monumental / Stone Masonry Service Provider

**Cemetery** – means any cemetery, memorial wall/garden controlled by Tenterfield Shire

## **8. Related Documents, Standards & Guidelines**

- Public Health Act (NSW) 2010 and regulations under the Act, especially the 'Public Health Regulation 2012' (Disposal of Bodies) as amended
- AS4204 - Australian Standards Association "Headstones in Cemetery Monuments
- The Burra Charter (The Australia ICOMOS charter for places of cultural significance).

- Cemeteries and Crematoria Act 2013
- Local Government Act, 2013
- Crowns Land Act, 1989
- Tenterfield Local Environmental Plan (LEP), 2013

## 9. Version Control & Change History

Version	Date	Modified by	Details
V1.0	26/08/09	Council	Adoption of Original Policy (Res No. 1194/09)
V2.0	22/08/12	Council	Review/Amended (Res No. 313/12)
V3.0	26/08/15	Council	Review/Amended (Res No. 268/15)
V4.0	23/08/17	Council	Review/Amended (Res No. 168/17)



An online Induction booklet for Funerary and Monument Mason Providers.

# 1. WELCOME AND INTRODUCTION

Welcome to Tenterfield Shire Council's Induction Handbook for Providers of Funerary and Monument/Stone Masonry Services, supporting Council's Funerary & Monument/Masonry Services Policy. The handbook covers important matters in regards to work health, safety and conduct at Council. Its purpose is to help you understand our safety system and conduct standards, so that when you are carrying out your work in a Council cemetery you can be a part of our safety system and uphold our conduct standards for the benefit of yourself, your employees, your clients, bereaved families, others and the organisation.

The purpose of inducting you is to:

- Provide you with basic information on how we operate our organisation;
- Inform you of our conduct standards;
- Provide you with information about our safety system to protect your health, safety and wellbeing, and that of other people when you carry out your work in a cemetery, and memorial gardens operated by Council;
- Allow your participation in creating and maintaining a safe environment for you to undertake your activities in any of the cemeteries, and memorial gardens operated by Council;
- Recognise your status as a Corporately Inducted Person, other than a Council worker, who carries out work in any of the cemeteries, and memorial gardens operated by Council; and
- Fulfil our organisational requirement to comply with WHS (Work Health Safety) legislation.

Safety is a priority in our organisation. Our safety motto is - SAFETY IS EVERYONE'S RESPONSIBILITY. We have this motto because safety requires everyone's participation. I formally invite you to be part of this system.

I encourage you to read this booklet carefully and seek any help you need in understanding its contents. We have a dedicated WHS department that can be contacted during business hours on (02) 6736 6000. Further contact details are enclosed in the rear of this booklet.

On behalf of Councillors and staff, I wish to convey our sincere appreciation and thanks to you for undertaking funerary and monument/stone masonry work that is providing such a valuable service to the Tenterfield Shire's community.

Cheif Executive



## 2. DEFINITIONS

### Cemetery

Cemetery means any cemetery, or memorial garden controlled by Tenterfield Shire Council. The definition includes:

- Old Section, Tenterfield Cemetery;
- Lawn Section, Tenterfield Cemetery;
- Old Niche Memorial Wall & Fred Pavel Memorial Wall;
- Memorial Rose Garden, Tenterfield;
- Drake Cemetery;
- Legume Cemetery;
- Torrington Cemetery;
- Urbenville Cemetery;
- Wilsons Downfall Cemetery; and
- Stannum Cemetery.

### Funerary Service Provider

An activity, usually a Person Conducting a Business or Undertaking (PCBU) and their workers, who arrange and conduct funerals on the instruction of the families and estates of the deceased.

As part of Funerary services a representative will liaise with Council's Parks, Gardens & Open Space Department to commit the deceased's body to a cemetery. The committal may involve as little as delivering the body, to gatherings of several hundred people at a cemetery, where they participate in the funeral service. A Funerary Service Provider's primary function is to care for the deceased, co-ordinate and control the flow of service to ensure that it is carried out according to the accepted custom, tradition and client's needs, and that it commences and finishes punctually. Funerary Service Providers are subject to the Public Health Act (NSW) 1991 and regulations under the Act, especially "The Public Health Regulation (Disposals of Bodies) NSW 2012", as amended.

### Monument / Stone Masonry Service Provider

An activity, usually a Person Conducting a Business or Undertaking (PCBU) and their workers who, upon instructions from a third party, will construct, erect, restore, repair and sometimes remove monuments, headstones and other structures over specific graves in the cemeteries.

Monument / Stone Masonry involves many building construction tasks. As such it is "construction work". Monuments shall be constructed in accordance with and meet the requirements of AS 4204-2019 Monuments and Headstones in Cemeteries. All work must be conducted in a professional and tradesperson like manner.

### Work Permit

A permit issued by Council to allow commencement of Funerary or Monument/Stone Masonry Services in the Tenterfield Shire Council cemeteries. This may include:

- **Burial Permit** – A permit issued by Council allowing a Burial License to be issued in a specific burial site allotment in a cemetery.

- **Monument Work Permit** - a permit issued by Council to allow the construction, erection, repair, restoration or cleaning of a monument or headstone over a specific burial site allotment in a cemetery.
- **Site Supervisor** – Designated Council employee with responsibility for the workplace Work Health Safety.

## 3. INFORMATION ABOUT INDUCTION FOR FUNERARY AND STONE MONUMENT/MASONRY SERVICE PROVIDERS

A Tenterfield Shire Council Inducted Funerary or Monumental/Stone Masonry Service Provider is a person recognised by Council who:

1. Has signed that they have read and understood the contents of this booklet (at Appendix A);
2. Has agreed to comply with Council's Health and Safety System while undertaking Funerary and Monument/Stone Masonry activities within cemeteries, and memorial gardens, under the care, control and management of Council;
3. Has agreed to comply with the "Funerary and Monument / Stone Masonry Policy; and

Agrees to abide by any other relevant policies and procedures of Tenterfield Shire Council, where applicable, when performing Funerary or Monument/Stone Masonry services in the cemeteries and memorial gardens, under the care, control and management of Council.

Council will notify in writing / consult on changes to policies/procedures that may affect / relate to the work of Funerary and Monument/Stone Masonry Services providers.

Inducted Funerary and Monument / Stone Masonry Service Providers are eligible to be issued with a card. This card lasts for two years from the date of issue.

## 4. WORK HEALTH AND SAFETY

### 4.1 Council's WHSMS (Work Health Safety Management System)

The basis of ensuring health and safety at Council is our WHS Management System. A major part of this system is the requirement that everyone gets involved in work health and safety, subject to their role in the organisation. As such all workers, including contractors, Funerary and Monument / Stone Masonry Service Providers coming onto our workplaces to carry out their work, have a level of safety they need to adhere to.

The WHS activities involved in providing funerary and/or monument/stone masonry services are as follows:

- Generally apply good Work Health Safety practice to all tasks you perform; and

- Co-operate and take an active role by participating in the Work Health Safety system by:
  - Being responsible for the safety of yourself, all others and all property & equipment;
  - Complying with all safety procedures, rules and standards, and observe directions on health and safety from designated officers of the organisation;
  - Actively participating in training where provided or requested;
  - Utilising plant and equipment as instructed;
  - Not interfering with, or misuse, any device or equipment that has been provided in the interests of work health & safety;
  - Detecting workplace hazards and taking prompt remedial action (in your area of control and subject to your level of authority);
  - Undertaking risk management activities & implementing control measures;
  - Reporting all incidents/accidents, unsafe acts or conditions, injuries and near hits;
  - Utilising all personal protective equipment (PPE) where required for your personal protection; and
  - Ensuring that when someone comes onto a site they understand the essential health and safety issues pertaining to that site. This is called 'site induction'.

## 5. RISK MANAGEMENT

### 5.1 Detect Hazards

If you find anything capable of producing adverse effects on the health and safety of persons, you must report the hazard to the site supervisor or designated officer as soon as possible. Risk is the likelihood and consequence of a hazard producing adverse effects on the health and safety of persons.

### 5.2 Risk Assessment

Risk assessment is the process of identifying hazards, assessing the level of risk, prioritising the order in which hazards will be controlled, and determining appropriate control measures.

#### 5.2.1 Identify the hazard

Hazards may be identified a variety of ways, including observation, the introduction of new equipment, incident reports and site specific risk assessments.

#### 5.2.2 Rank the hazard

It is much better to report a problem than have an incident occur, but because there are so many potential hazards in doing any activity, we need to rank the risk. The questions we are asking when we rank risk are: what is the likelihood of this hazard having a consequence, and how serious is this consequence? Council uses the Risk Ranking Chart to help us determine the answer.

E = Extreme H = High M = Medium L = Low

LIKELIHOOD	CONSEQUENCES				
	Catastrophic	Major	Moderate	Minor	Insignificant
Almost Certain	E	E	H	H	M
Likely	E	H	H	M	M
Moderate	H	H	H	M	L
Unlikely	H	M	M	L	L

Rare

H

M

M

L

L

You should also conduct a self-assessment of your physical and other capacity (i.e. skill and experience) related to undertaking any activity.

### 5.2.3 Control the hazard

After ranking the risk of each hazard, we need to determine control measures. Starting with risks ranked Extreme, we use the Hierarchy of Risk Control, starting with elimination as the most preferred method of risk control through to PPE as the last preferred method of risk control:

1. Elimination
2. Substitution
3. Isolation
4. Engineering
5. Administration
6. PPE

For example, we identify/consider controlling the risk of using a noisy piece of equipment:

- Can the hazard be eliminated altogether? (e.g. Do we really have to use this noisy machine?)
- Can the hazard be dealt with by substitution? (e.g. Can we get a quieter one?)
- Can we apply engineering controls? (e.g. Can we build a sound-proof booth around this noisy machine?)
- Can we apply administrative controls? (e.g. Can we rotate staff so they are working near this noisy machine for only short periods at a time?)
- Can we supply personal protective equipment (PPE)? (e.g. ear muffs, gloves)

In the hierarchy of hazard control, you have to start at the top of these options, and only move to the next one if the first one is not practical.

## 5.3 Reporting incidents and injuries

### 5.3.1 Incidents

If there is an accident, illness or injury at a site, regardless of whether you saw it or not, and regardless of your involvement, you must report any information you have to Council's site supervisor or designated officer as soon as possible after the event. This is essential so that Council can deal with the incident as per organisational and legislative procedures, including undertaking remedial and preventative actions.

Council policy is that all incidents are reported immediately to a designated officer of Council. It is essential that serious incidents are reported immediately.

### 5.3.2 Injuries

In the case of an emergency, the Council First Aid Officer if on site may assist First Aid when required, or call 000.

Council policy is that all injuries are reported immediately to a designated officer of Council. It is essential that serious injuries are reported immediately.

### 5.3.3 Personal Protective Equipment (PPE)

The use of PPE should be the last option in reducing workers' exposure to hazards and only used when all other methods of control (Hierarchy of Controls) are not feasible or effective in reducing these

hazards/risks as low as reasonably practicable. All Funerary and Stone Monument / Masonry Service Providers must wear PPE specific to activities undertaken. Types of PPE used may include:

- Safety helmets – must be worn whenever there is a risk from falling objects, and in other circumstances such as construction work. Safety Helmets must be within their current use by date.
- Hearing protection – must be worn where hazardous noise is detected. Hearing protection is standard in all sign posted high noise areas.
- Eye protection – eye protection is required when working in dusty conditions, when there is a risk from flying debris, while mixing and dispensing chemicals, and using grinders or other like equipment.
- Safety footwear – is to be worn at all times where there is a risk of foot injuries.
- Respiratory protection.
- Gloves – different gloves are used for different tasks. i.e. Leather gloves for handling timber, concrete and steel, Cloth Gloves for general material handling, Plastic gloves for handling herbicides and pesticides, Chemical Resistant gloves for handling acids, solvents and other substances.
- High visibility clothing – all persons working on roads, road reserves or other areas where they could be exposed to risk of injury from plant or other traffic must wear approved high visibility clothing.

## 6. SITE INDUCTION

Before commencing your activity or work in a cemetery, or memorial gardens controlled by Council you must ensure that you have been inducted to that site and you understand the risks associated with being on that site.

Changes to a site, new activity procedures, and the introduction of new equipment can bring additional or changed risks to health and safety. When such changes occur, it is important to make sure that you and others are revised in these risks.

Risk Assessment Checklists must be used on site. You must ensure that you and your workers on site are involved in the completion of Risk Assessments, and that they are thorough and address all issues on that site.

### 6.1 General Activity Guidelines

If you are unsure about the safe operation or procedure involved in undertaking any activity please discuss your concerns with the Council's Open Space Regulatory & Utilities Manager. If you are not satisfied with the information you are provided, do not undertake the task. You can also contact Council's WHS department on 02 6736 6000 at any time.

Inducted Funerary and Stone Monument / Masonry Service Providers are authorised to make recommendations for improvement to the management of health and safety and to consult with personnel about health and safety matters.

#### 6.1.1 Fire and Evacuation Procedures

Should there be an emergency on Council's premises, and Council officers are on site, they will implement an Emergency Evacuation Procedure which you must comply with. Stay calm and follow the evacuation instructions.

As part of a site inspection or induction you will have been shown or identified evacuation routes. Where no Council officers are on site it is your responsibility to determine the safest evacuation route prior to

commencing activities.

### **6.1.2 Hazardous Manual Task**

The need to lift, move or arrange an object may pose a risk to your body. You must ensure that you follow safe manual handling procedures for all activities.

You also need to consider factors that affect the risk to your body, such as the duration and frequency of manual handling, weights, your skills and experience, your age and health, clothing, and any other relevant factor.

Control the risk by moving your body in the right way, and use mechanical aids where possible. If you feel the risk of injury is high then do not undertake the activity, or look for and discuss alternatives.

When manual handling any object, stop and think first, and avoid twisting.

### **6.1.3 Safe Handling of Sharps**

If you find a needle or syringe (also called a Sharp) in the course of providing Funerary and Stone Monument / Masonry Services in the cemeteries, or memorial gardens under management of Council, refer the matter to Parks, Gardens & Open Space staff or Council's representative on site.

### **6.1.4 Activities Involving Electrical Devices**

Ensure the appliance to be used is suitable for the task. All Council electrical equipment has a current test tag attached to the lead. If one is absent, do not use the device. Do a visible inspection of the condition of the appliance, including its general condition and the lead and plug. If you find a fault do not use it and report it to the Parks, Gardens & Open Space Department.

### **6.1.5 Hazardous Substances**

- Council holds hazardous substances on its premises, including the cemeteries.
- All chemicals and hazardous substances used within the workplace have a Safety Data Sheet (SDS). The SDS provides information about the chemical including its safe use, ingredients, toxicity, first aid requirements, spill control and storage and handling requirements. You should have access to an SDS for any hazardous substance that you use while providing Funerary and Stone Monument / Masonry Services for Council. The Council Officer controlling the site can provide you with the SDS.
- A register of all hazardous substances used is kept in Council Records.
- A risk assessment of all hazardous substances must be carried out. The risk assessment is to be made readily available to people that may be exposed to the hazardous substance.
- Containers that hold any chemicals must be properly labelled. If a chemical is decanted into another container, that container must be clearly labelled. Labels containing all required information can be obtained from Council's Chemwatch system by your cemetery or crematorium supervisor.

### **6.1.6 Housekeeping**

Keeping sites in a clean and orderly state is an essential part of an effective accident prevention program. As a minimum requirement please make sure that:

- Sites are kept clean and free from debris and waste material;
- Walkways and other work areas are free of obstructions;
- Protruding objects such as nails and sharp metal are removed upon exposure;
- Combustible waste materials are placed in metal containers with metal lids and disposed of on a regular basis;

- Contaminated waste is collected and disposed of according to local disposal requirements;
- Work areas are cleaned and returned to a safe condition at the completion of work; and
- Waste storage is kept away from meal areas.

### 6.1.7 Sun Protection

When working outdoors it is strongly advisable to protect yourself from UV exposure by wearing an appropriate hat, protective clothing, sunglasses that comply with AS 1067-1, and minimum 30+ SPF sunscreen and lip protection. (The items listed are a guide from the Cancer Council).

## 6.2 Specific Activities

Below are listed some specific activities that Funerary and Stone Monument / Masonry Service Providers may engage in. There are others not listed that may require detailed safety procedures, and/or require the completion of accredited courses. Council workers have the authority to ask to see up-to-date training certification prior to you engaging in such activities.

A risk assessment must be conducted by the site supervisor in conjunction with workers exposed to risks to determine appropriate controls to ensure health and safety.

### 6.2.1 Construction Work

Construction work includes monument and headstone removal, construction, repair etc (this is subject to review with WorkCover). If you engage in any construction work you must have a current (WorkCover) National Construction Induction qualification (White Card) and Tenterfield Shire Council 'Work Activity WHS Induction Training' and you must have your card on your person.

### 6.2.2 Confined Space Work

A confined space means an enclosed or partially enclosed space that:

- Is not intended or designed primarily to be occupied by a person, and
- Is at atmospheric pressure, and
- May have an atmosphere with potentially harmful contaminants, an unsafe level of oxygen or stored substances that may cause engulfment, and
- May (but need not) have restricted means of entry and exit.

#### Examples:

Entering vaults, crypts, open graves, exhumation spaces. Should Funerary and Stone Monument / Masonry Service Providers be required to enter a confined space they must have completed an accredited confined space training program and be issued with an accredited certificate, a copy of which must be made available to Open Space, Regulatory & Utilities Manager prior to work being undertaken.

### 6.2.3 Excavation Work

Funerary and Stone Monument / Masonry Service Providers may be involved in excavation work in that their work will bring them in close proximity of open grave sites.

An adequate system of safety must be in place to control risks to health and safety arising from excavation work. Risks can include the:

- Fall or dislodgement of earth and rock
- Instability of the excavation or any adjoining structure

- Rush of water
- Placement of excavated material
- Instability due to plant or persons working adjacent to the excavation
- Instability due to mourners and others approaching the edge of a burial site excavation
- Collapse of monuments over or near the burial site excavation.

A risk assessment must be conducted by the site supervisor in conjunction with workers exposed to risks to determine appropriate controls to ensure health and safety. The risk assessment should take into account the following:

- Depth of excavation and nature of strata
- Fractures or faults in rock
- Presence of moisture
- Possible exposure to wet weather and water
- Loads near the edges of excavations
- Vibration and exposure time
- Previous ground disturbance
- Monuments over the excavation
- Adjoining buildings and structures such as monuments.

Excavations at a depth of one (1) metre or more must be inspected by a competent person at intervals determined during the risk assessment process. Burial site excavations are generally between 1200mm and 2100mm deep.

Safe access to and egress from the excavation must be provided.

#### 6.2.4 Falling Objects

Risks associated with falling objects are to be controlled by the use of the following measures:

- Safe systems of raising and lowering objects
- Provision of physical barriers
- Provisions to arrest the fall of objects
- Provision of appropriate PPE.

Refer to the "Workcover Guide to Safe Working at Heights, 2004". Also refer to ASN/NZS 1891.4, Part 1 to Part 4.

## 7. HOURS OF WORK

Funerary and Stone Monument / Masonry Service Providers should only work in cemeteries at those times when the Tenterfield Shire Council Office is open, i.e. 8:30am to 4:30pm weekdays. Access outside of these hours needs to be specifically agreed with the Parks, Gardens & Open Space Manager.

## 8. NOTIFICATION OF COMMENCEMENT &



# CESSATION OF WORKING IN CEMETERIES

Funerary and Stone Monument / Masonry Service Providers working in a cemetery must advise the Parks, Garden & Open Space Department on dates they wish to commence and complete the work. This can be done once the approval for a work permit has been given to install the monument.

## 9. FUNERARY AND MONUMENT/STONE MASONRY CONDUCT STANDARD

Funerary and Stone Monument / Masonry Service Providers are required to adhere to the Conduct Standard identified below when carrying out their work on a Council controlled workplace, such as a cemetery, and memorial gardens.

Funerary Service Providers generally already adhere to a strict formal dress code. It is expected that this standard will be maintained.

### 9.1 Confidentiality

Funerary and Stone Monument / Masonry Service Providers may occasionally, from its dealings with Council and specifically Council's Parks Gardens & Open Spaces Department, become aware of private information about others or information that may be confidential. For example, Funerary and Stone Monument / Masonry Service Providers will frequently need to know details about grantees to burial rights, which may be regarded as private and confidential.

Funerary and Stone Monument / Masonry Service Providers shall not use Tenterfield Shire Council's confidential information gained through their activities in a cemetery.

Funerary and Stone Monument / Masonry Service Providers shall not disclose any Tenterfield Shire Council confidential information for any reason without the authority to do so.

Funerary and Monument /Stone Masonry Service Providers shall not use or disclose private or personal information as defined in the Privacy and Personal Information Act 1998 without lawful reason.

### 9.2 Use of Resources

Funerary and Stone Monument / Masonry Service Providers must not improperly use Council resources.

Funerary and Stone Monument/ Masonry Service Providers shall use Council resources effectively and economically.

### 9.3 Policy and Procedures

Funerary and Stone Monument / Masonry Service Providers agree to adhere to relevant policies and procedures of Tenterfield Shire Council when working in Council controlled premises.

Council will notify in writing changes to policies/procedures that affect/relate to the work of Funerary and Stone Monument / Masonry Service Providers.

### 9.4 Equitable Treatment of People and Situations

Funerary and Stone Monument / Masonry Service Providers shall treat members of the public, Council Staff and Councillors fairly and equitably and with respect, courtesy, compassion and sensitivity.

## 9.5 Alcohol and Drugs

Funerary and Stone Monument / Masonry Service Providers are not permitted to drink alcohol or take illegal drugs while they are performing work in a place controlled by Council.

## 9.6 Reporting of Corrupt Conduct

Council is committed to an ethical workplace and requires Funerary and Stone Monument / Masonry Service Providers to report suspected Council corrupt conduct, maladministration or serious substantial waste.

The following positions within Council are available to engage in confidential discussions about such matters, they are able to be reached by contacting 02 6736 6000:

- The General Manager
- Chief Corporate Officer
- Open Space, Regulatory & Utilities Manager

## 9.7 Smoking

Council properties are deemed non-smoking areas.

# 10. IMPORTANT CONTACTS WITHIN COUNCIL

Council Chambers

247 Rouse Street

**TENTERFIELD NSW 2372**

Cheif Excutive	02 6736 6000
Cheif Corporate Officer	02 6736 6000
Human Resources & Workforce Manager	02 6736 6000
WHS Risk Management Officer	02 6736 6000
Open Space, Regulatory & Utilities Manager	0411 864 042





## LOCAL ORDERS FOR THE KEEPING OF ANIMALS IN URBAN AREAS OF TENTERFIELD SHIRE

### Summary:

This policy seeks to provide clear direction to the Tenterfield Shire Community of Councils responsibilities and regulatory powers concerning the keeping of animals in the Tenterfield Shire area and the process which Council uses to determine when to enforce the controls within this policy.

As such, it is not the intent of the Council nor the policy to enforce controls within this policy in the first instance but to work with owners of domestic animals to ensure that the keeping of domestic animals does not have adverse impact on adjoining properties.

<b>Policy Number</b>	3.120
<b>File Number</b>	
<b>Document version</b>	V5.0
<b>Adoption Date</b>	To Be Confirmed – 7 Jan 2020 Placed on exhibition from 25 November 2020 to 7 January 2021 proposed effective date 7 January 2021
<b>Approved By</b>	Council
<b>Endorsed By</b>	Council
<b>Minute Number</b>	(Insert)
<b>Consultation Period</b>	(Insert dates) – 42 days unless statutory period – Part of the Local Orders Policy - Policy No 3.123
<b>Review Due Date</b>	January 2024 – 3 years
<b>Department</b>	The Office of the Chief Corporate
<b>Policy Custodian</b>	Manager Open Space, Regulatory & Utilities
<b>Superseded Documents</b>	<b>23 August 2017 - 168/17</b> <b>28 September 2011 - 467/11</b> <b>24 October 2012 - 445/12</b> <b>25 March 2015 - 69/15</b>
<b>Related Legislation</b>	<ul style="list-style-type: none"> <li>• Local Government Act 1993 Chapter 7, Sections 124 and 159;</li> <li>• The Companion Animals Act 1998;</li> <li>• The Protection of the Environment Operations Act, 1998;</li> </ul>

## Delegations of Authority

- The Impounding Act, 1993;
  - The Food Act, 2003 (prohibits animals to be kept where food is handled for sale and in certain food service areas, Guide Dogs are exempt).
- 
- Chief Executive,
  - Chief Corporate Officer;
  - Open Spaces, Regulatory and Utilities Manager;
  - Planning & Development Services Manager;
  - Ranger.

### 1. Overview

This policy seeks to inform the Tenterfield community of Council's regulatory powers concerning the keeping of animals in the Tenterfield Shire area. This Policy, in conjunction with Council's Local Orders Policy ~~2015~~ aims to:

- a) Minimize the incidence of nuisance being caused to persons;
- b) Protect the welfare of companion and farm animals;
- c) Protect the welfare and habitat of wildlife;
- d) Minimize the disturbance of or damage to protected vegetation; and,
- e) Safeguard the environment.

It is well documented that the keeping of companion animals and/or pet animals is beneficial to the well-being of people. Nevertheless, on occasions, complaints are made to Council where animals of an inappropriate kind or number are being kept or where the animals and their accommodations are not being looked after properly.

It is not intended within this policy to completely regulate the manner in which animals should be kept. It is however necessary that this policy should inform the reasonable limits (both statutory and advisory) which apply concerning the maximum number of animals and the circumstances under which they may be kept on residential premises.

Responsible ownership is a very important component of nuisance control and this document also contains advice to the animal owner regarding their responsibilities to prevent a nuisance from occurring.

### 2. Policy Principles

This policy applies to animals kept for domestic purposes, as companion animals, pets or for hobby interests. This policy is not intended to replace or supersede the requirements of the Companion Animals Act 1998 or the Prevention of Cruelty to Animals Act 1979.

### 3. Policy Objectives

- To inform the community of the main statutory restrictions and acceptable limits which apply to the keeping of certain animals for domestic purposes.

- To give guidance and advice to persons enquiring as to the keeping of animals for domestic purposes.
- To establish local standards, acceptable to the community, for the keeping of animals.
- To publicly notify the circumstances that the Council will consider in determining whether to serve an Order under Section 124 of the Local Government Act, 1993 to prohibit restrict or in some other way, require things to be done regarding the keeping of animals. Furthermore, to act in accordance with Councils Local Orders Policy ~~2015~~.

## 4. Policy Statement

### 1. PRESCRIPTIVE REQUIREMENTS

- 1.1 The number of animals that may be kept at a premises should not exceed the number shown as appropriate to the kind of animal listed in the table included with this policy.
- 1.2 The type of animal that is suitable to be kept at any premises will be determined having regard for the size of the available yard area and the distance to the nearest dwelling or other prescribed building. Certain statutory requirements also apply as noted in the table.
- 1.3 ***YARD AREA means an appropriate pastured paddock area situated on urban residential land that is suitably fenced, has water available and feed, shelter and shade appropriate to the animals being kept at the premises.***
- 1.4 It should not be assumed that animals of all kinds may be kept on premises which are part of a multiple dwelling allotment. Where a dwelling is owned within Strata Plan it will be necessary for the rules of the Body Corporate to be examined for requirements relevant to the keeping of animals.
- 1.5 Animals should be kept in a manner which does not:
  - a) Contravene assessment criteria outlined in part 5 of Council's Local Orders Policy 2015;
  - b) Create unclean or unhealthy conditions for people or for the animals;
  - c) Attract or provide a harbourage for vermin;
  - d) Create offensive noise or odours;
  - e) Cause a drainage nuisance or dust nuisance;
  - f) Create waste disposal problems or pollution problems;
  - g) Create an unreasonable annoyance to neighbouring residents or fear for safety; or,
  - h) Cause nuisance due to proliferation of flies, lice, fleas or other insects.

- 1.6 Suitable shelter(s) should be provided for all animals. Certain kinds of animals are required to be kept in cages to prevent escape or attack by predators. Generally other animals are to be securely enclosed with adequate fencing to prevent escape. The containment of companion animals using electrical devices/containment systems must comply with the Prevention of Cruelty to Animals Act 1979 and Prevention of Cruelty to Animals (General) Regulation 2006."
- 1.7 Certain animal shelters should not be erected or located at a premises **without the prior approval of Council**. Please contact Council's Environmental and Community Services Department for further details.
- 1.8 Design Guidelines for the size, layout and construction of animal shelters are produced by the various animal welfare organizations and the Department of Primary Industries. These may be adopted from time to time as supplements to this policy.

## **2. COUNCIL'S POWERS TO CONTROL AND REGULATE THE KEEPING OF ANIMALS**

- 2.1 Generally, Council's powers to control and regulate the keeping of animals is provided under Section 124 of the Local Government Act, 1993 and the Companion Animals Act 1998.
- 2.2 The Council may, in the appropriate circumstances, issue an Order to:
  - a) Prohibit the keeping of various kinds of animals;
  - b) Restrict the number of various kinds of animals to be kept at a premises; and/or,
  - c) Require that animals be kept in a specific manner.
- 2.3 The Council may also issue Orders requiring:
  - a) Demolition of animal shelters built without the prior approval of Council; and/or,
  - b) The occupier to do or refrain from doing such things as are specified so as to ensure that land or premises are placed or kept in a safe, tidy or healthy condition.
- 2.4 It is advised that Council can exercise further controls over animals under the following Acts.
  - a) The Companion Animals Act 1998;
  - b) The Protection of the Environment Operations, 1998;
  - c) The Impounding Act, 1993; and/or,
  - d) The Food Act, 2003 (prohibits animals to be kept where food is handled for sale and in certain food service areas, Guide Dogs are exempt).

## **3. GIVING OF ORDERS BY COUNCIL**

3.1 The procedures for the issuing of Notices and Orders is outlined in Council's Local Orders Policy 2015. Generally, where a problem is identified with the keeping of animals and it cannot be resolved by consultation, the Council will proceed to issue a Notice of Intention to serve an Order. Normally a person will be given opportunity to make representations to Council prior to a formal Order being issued. In situations where urgency is required an emergency Order may be issued without prior notice.

#### 4. TABLE OF REQUIREMENTS

4.1 The following table indicates the essential requirements and relevant considerations regarding the keeping of animals.

KIND OF ANIMAL	MAXIMUM NUMBER (Excludes Offspring to 3 months of age)	MINIMUM DISTANCE (from certain buildings) (See Note A)	APPLICABLE REGULATIONS AND OTHER ADVISORY MATTERS
Dogs	2		<p>Under the Companion Animals Act a companion animal must be microchipped from 12 weeks of age.</p> <p>A companion animal must be registered from 6 months of age.</p> <p>Dogs must be under effective control at all times.</p> <p>Adequate fencing is essential and must be enclosed so as to prevent the dog from escaping.</p> <p>Where complaints are received, odour, noise or other issues relating to the keeping of dogs, Council will conduct an inspection of the property. Council has the power under section 124 of the Local Government Act to impose restrictions on the numbers and manner in which dogs are kept on a particular property.</p>



Working Dogs	Seek prior approval from Council as to the number to be allowed on site.		<p>Dogs used for the purpose of tending or droving stock or the protection of stock.</p> <p>The companion animals Act 1998 requires all working dogs to be permanently identified and registered in accordance with part 2 of the Act. However no registration fee applies.</p> <p>Demonstrations may be required.</p> <p>Working dogs must also be kept in accordance with the above listed conditions.</p>
Cats	2		<p>The Companion Animals Act 1998 requires permanent identification and lifetime registration.</p> <p>Under the Companion Animals Act a permit is required to own a cat that is four (4) months old or older that is not desexed.</p> <p>Cats should be kept inside the dwelling and/or an enclosure from dusk until dawn.</p> <p>Compliance with desexing, use of identity collars with multiple bells, proper care, restriction of access to outdoors at night.</p>
Poultry, domestic and guinea fowl	<p>10 hens per property (not members of a recognized poultry club or association).</p> <p>Persons who are members of a</p>	10m	<p>Local Government (Orders) Regulation 1993 applies</p> <p>Hard paving must be provided under roosts in poultry houses if within</p>

<p>Poultry other than fowls including geese, turkeys, peafowl and other pheasants.</p> <p><i>*See further information regarding Registered Poultry Breeders at the end of this table.</i></p>	<p>recognized poultry club or association (must be able to provide membership documentation), please see table (pg 9) under registered breeders for proposed numbers</p> <p>2</p>	<p>15m</p>	<p>15.2 metres of a dwelling, public hall or school.</p> <p>Poultry yards must be enclosed to prevent escape of poultry and be kept free of rats and mice.</p> <p><b>Keeping of poultry must not create a nuisance to neighbouring properties. At all times poultry yards must be kept clean and free from offensive odours.</b></p> <p><b>Roosters are only to be kept by persons who are members of a recognized poultry club or association.</b></p> <p><b>Membership details must be provided to Council.</b></p>
<p>Pigeons</p> <p>NOTE: to establish the permissible number of pigeons by locality of premises, it will be necessary for Council Officers to assess the site conditions</p>	<p>As appropriate to species, size of cage, aviary or bird room</p>	<p>6m</p>	<p>Nuisance due to noise and also free flight of pigeons is to be minimised. Lofts must be constructed of hard paving with a smooth surface and graded to drain. Open lofts are not permitted.</p> <p>Lofts are to be kept clean at all times. Manure is to be cleaned up daily and disposed of correctly.</p> <p>Keepers of more than fifty (50) birds are to be members of official or registered aviculture societies.</p> <p>Upon complaint, Council may liaise with society representatives /officials to resolve the complaint.</p>

Birds including canaries, budgerigars, quails, finches and parrots.	Up to 30 30+	3m 6m	Cages and aviaries must be of appropriate size and regularly cleaned.  National Parks and Wildlife permit is required to keep many native birds. Exemptions include Budgerigar, Zebra Finch, Galah and Sulphur Crested Cockatoo  Noisy birds should be restricted in number.
Sulphur Crested Cockatoo and Long Billed Corella.	2 portable cages	3m	Sulphur Crested Cockatoo and Long Billed Corella are likely to be noisy if kept as single caged birds.
Rabbits	2	3m	Must be domestic breed and kept in cage. Wild rabbits are not permitted to be kept.  <b>Do not release into the environment.</b>
Ferrets	2	10m of a neighbouring dwelling	The keeping of ferrets is not recommended, however where proper care (including appropriate secure cages) is available, the keeping of ferrets may be approved.
Pet rats and mice	2 of each	Recommended for indoors only	Must be kept in appropriate cages and not released into the environment.
Guinea pigs	2	3m	Must be kept in appropriate cages and not released into the environment.

**The keeping of livestock within an allotment containing a residential dwelling is prohibited.**

Sheep and goats	1 (one animal per one tenth hectare of land as a general guide) 5/½hectare	6m	Billy goats should not ordinarily be kept on residential premises. These animals are not to be slaughtered at the premises where they are kept.
Pigs	Prohibited in residential area.		The keeping of pigs is not considered appropriate in residential areas.

Horses and Cattle	1 (one animal per half hectare of pastured land as a general guide)	<del>30m</del> 10m	Separation distances may vary at the discretion of Councils authorised Officers. In instances where officers establish the distance is causing a nuisance they can direct the distance to be lengthened.
Stallions	On vacant building block  Prohibited		Fencing must be strong and durable to prevent escape. Stables and sheds must be hard paved and graded to drain and also located at least 30m from any other dwelling or building.

#### NOTES:

- a) The distances indicated in the third column of the above table are to be measured in metres from the animal yard or enclosure to the nearest dwelling, public hall school or premises used for the manufacture, preparation, sale or storage of food;
- b) Animal includes a mammal, bird, reptile, amphibian or fish. It does not include a human being (as defined by the Prevention of Cruelty to Animals Act);
- c) Schedule 2 5 of the Local Government Act, 1993 specifies minimum standards for issue of Notices and orders with respect to the keeping of animals;
- d) All Government institutions eg. Education research etc are exempt from this policy providing that all animals are kept on these premises are maintained to RSPCA standards;
- e) Existing households (identified as of 2012) that currently have animals (dogs, cats) in excess of the prescribed number will be able to keep these animals until they die. Then once the allowable number is reached the animal numbers cannot rise above the number stated in this policy;**
- f) Councils' authorised officers reserve the right to reduce numbers of animals further if deemed to be a health risk to the public or create offensive noise, odours, insufficient feed or for repeated offences with owners that fail to rectify the cause of the offence;
- g) Councils' authorised officers reserve the right to allow for more numbers if of the opinion to do so will not affect public health or create offensive noise, odours, and sufficient feed is available.

#### **MEMBERS OF A RECOGNIZED POULTRY CLUB OR ASSOCIATION**

## **CODE OF PRACTICE:**

- All birds must be kept in a way that provides minimal impact to neighbours living on all sides of the property;
- Breeders must maintain numbers of fowl with the ideal of minimizing impact on neighbours;
- Poultry must not be kept under such conditions as to create a nuisance or be dangerous or injurious to health;
- Poultry yards must use appropriate manure and waste management practices so that there are no negative impacts to the environment;
- Fowls must not be kept within the specified distances of a neighbouring dwelling, public hall, school or premises used for the manufacture, preparation, sale or storage of food. Where no distance is explicitly noted, 10 metres shall be used as a standard;
- Owners must ensure that poultry yards be enclosed so as to prevent the escape of poultry from the property
- All poultry food and water vessels must be kept in hygienic condition;
- Poultry must be checked regularly and kept free from parasites;
- Owners must regularly take precautions to discourage rodents such as rats and mice;
- Owners are encouraged and advised to seek help on health and general poultry keeping issues from their local poultry club or veterinarian. Councils can provide poultry club contacts;
- All poultry enclosures to have fully enclosed roofs.

### Proposed Numbers

<b>Land Size</b>	<b>Registered Poultry Keepers Female Stock</b>	<b>Registered Poultry Keepers Male Stock</b>
< 1000m <sup>2</sup>	10	1
1001-2000	20	2
2001-4000	30	4
>4001	70	8

### NOTE

#### Juvenile Stock

Juvenile stock should be allowed for the replacement of breeding or exhibition stock or for food purposes. Exemption of juvenile stock in the overall numbers of poultry should be allowed until poultry are of selection age. For breeding stock, the selection age should be up to one year and for food production, less than four months would be suitable.

## 5. Scope

This policy applies to animals kept for domestic purposes, as companion animals, pets or for hobby interests and commercial breeders.

This policy applies to urban residential areas of Tenterfield and Villages within the Shire, namely LEP zoning RU1, however, assessment of what constitutes "urban" will be dependent upon the locale of the property in question and its surroundings.

The principles contained in the prescriptive requirements will also apply to the keeping of animals for commercial purposes, including boarding, breeding, grooming, caring treatment, training.

However, where it is intended to keep animals for any commercial purposes (except the keeping of livestock on rural properties), it is necessary that **a development application be submitted to Council and planning consent obtained**. Consent to the operation of Commercial Animals Management Establishments may not be allowed where Council considers that the proposal would be harmful to the amenity of the locality.

This policy relates to Orders specified in Part 5 of Council's Local Orders Policy 2015.

## 6. Accountability, Roles & Responsibility

### Elected Council

Adopt policies to enable the administration of Legislation and Regulatory requirements

### General Manager, Executive and Management Teams

Open Spaces Regulatory & Utilities Manager, are responsible for the Regulatory provisions, approval and maintenance of procedures/protocols that support the Council's Policies.

### Council Staff

Ranger - Responsible for ensuring compliance with this policy; and Staff will provide administration support.

## 7. Definitions

**Nuisance:** - a person or thing causing inconvenience or annoyance

**Prohibited:** - That has been forbidden; banned.

## 8. Related Documents, Standards & Guidelines

- Companion Animals Act 1998

- Local Government Act 1993
- Impounding Act 1993
- Poultry Association Code of Practice.

## 9. Version Control & Change History

Version	Date	Modified by	Details
V1.0	28/09/11	Council	Adoption of Original Policy (467/11)
V2.0	24/10/12	Council	Review/Amended (Res No. 445/12)
V3.0	25/03/15	Council	Review/Amended (Res No. 69/15)
V4.0	23/08/17	Council	Review/Amended (Res No. 168/17)

# Tenterfield Shire Council

Budget review for the quarter ended - 31 December 2020

## Report by Responsible Accounting Officer

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005.

*It is my opinion that the Quarterly Budget Review Statement for the Tenterfield Shire Council for the quarter ended 31 December 2020 indicates that Council's projected financial position at 30 June 2021 will be unsatisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.*

*Under Regulation 203 (2) of the Local Government Act, I am required to suggest recommendations for remedial action.*

*To that end, I recommended in the September Quarterly Budget Review that:*

*1) No additional operating or capital expenditure outside of the recommendations in this review be approved by Council unless it is offset by other savings (eg with roads for example, resheeting with a plan to reduce maintenance costs) or grant funded and even then only where there will be no additional operating costs as a result of the expenditure ie if capital related expenditure, it should be for the replacement of existing assets only not new assets.*

*2) As part of Council's New Asset Management System implementation and asset revaluation processes for 2020/21, a thorough review of depreciation be undertaken to ascertain if depreciation expenditure can be reduced and that further discussions be held with the State Government re them taking back some roads from Council.*

*3) That correspondence be sent to the Australian Accounting Standards Board re the issue of having to recognise some grant income in a different accounting period to when the expenditure will be incurred.*

*4) That the issue of rate pegging and cost shifting be raised again in appropriate forums.*

*5) That a plan be developed to increase operational income and further reduce operational expenditure recognising that as per previous discussions and comments in the Monthly Operational Report, such a plan may include a Special Rates Variation request with a view to returning Council's operating position to surplus.*

*The above recommendations still stand and with regard to e) above, Council staff have met to discuss a plan for reducing operational expenditure and further meetings are planned to finalise a document for distribution to all staff and Councillors.*

Signed:  .....

Date: 12/2/2021

Responsible Accounting Officer



# Tenterfield Shire Council

Budget Statement for the year ended - 31 December 2020

## Income and Expenditure Review by Function

	Original Budget 2020/21	Approved Changes	Recommended Changes	PROJECTED year end Result 2020/21	ACTUAL YTD as at 31/12/20
		September Review	December Review		
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Income</b>					
- Civic Office	-	-	16	16	-
- Organisational Leadership	-	-	-	-	-
- Community Development	7	(1)	-	6	3
- Economic Growth and Tourism	38	957	53	1,048	821
- Theatre and Museum Complex	184	-	(95)	89	12
- Library Services	88	-	-	88	84
- Workforce Development	69	(14)	-	55	106
- Emergency Services	136	143	4	283	283
- Finance and Technology	8,534	-	(390)	8,144	5,420
- Corporate and Governance	2	-	-	2	1
- Environmental Management	43	387	51	481	389
- Livestock Saleyards	130	-	(54)	76	32
- Parks, Gardens and Open Spaces	261	52	-	313	66
- Planning and Regulation	298	673	100	1,071	585
- Buildings and Amenities	205	1,580	109	1,894	901
- Swimming Complex	200	20	-	220	20
- Asset Management and Resourcing	160	-	(150)	10	1
- Commercial Works	145	-	160	305	51
- Plant, Fleet and Equipment	185	-	-	185	42
- Transportation Network	21,409	8,485	847	30,741	7,351
- Waste Management	2,707	53	35	2,795	2,666
- Water Supply	2,764	10,504	-	13,268	2,321
- Sewerage Service	2,618	-	(35)	2,583	2,512
- Stormwater & Drainage	73	-	-	73	71
<b>Total Income including Capital Grants &amp; Contributions</b>	<b>40,256</b>	<b>22,839</b>	<b>651</b>	<b>63,746</b>	<b>23,738</b>
<b>Expenses</b>					
- Civic Office	366	-	16	382	199
- Organisational Leadership	1,004	-	(100)	904	449
- Community Development	98	103	-	201	133
- Economic Growth and Tourism	533	1,424	34	1,991	1,002
- Theatre and Museum Complex	311	(17)	(37)	257	105
- Library Services	484	-	-	484	216
- Workforce Development	872	-	144	1,016	570
- Emergency Services	532	136	27	695	308
- Finance and Technology	416	500	125	1,041	904
- Corporate and Governance	706	-	-	706	337
- Environmental Management	292	428	13	733	479
- Livestock Saleyards	185	-	(40)	145	63
- Parks, Gardens and Open Spaces	922	162	73	1,157	634
- Planning and Regulation	531	82	10	623	257
- Buildings and Amenities	1,052	126	(19)	1,159	660
- Swimming Complex	221	-	-	221	100
- Asset Management and Resourcing	866	-	-	866	360
- Commercial Works	112	-	130	242	157
- Plant, Fleet and Equipment	(482)	(43)	14	(511)	(140)
- Transportation Network	7,278	226	(43)	7,461	3,589
- Waste Management	2,078	5	245	2,328	1,110
- Water Supply	2,455	118	57	2,630	1,241
- Sewerage Service	1,807	-	(50)	1,757	805
- Stormwater & Drainage	100	-	-	100	50
<b>Total Expenses</b>	<b>22,739</b>	<b>3,250</b>	<b>599</b>	<b>26,588</b>	<b>13,588</b>
<b>Total Surplus/ (Deficit)</b>	<b>17,517</b>	<b>19,589</b>	<b>52</b>	<b>37,158</b>	<b>10,150</b>
Capital Grants and Contributions	17,242	21,189	692	39,123	9,488
<b>Net Operating Result excluding Capital Grants and Contributions</b>	<b>275</b>	<b>(1,600)</b>	<b>(640)</b>	<b>(1,965)</b>	<b>662</b>
<b>Operating Ratio (including Capital Income)</b>	<b>43.51%</b>			<b>58.29%</b>	<b>42.76%</b>
<b>Operating Ratio (excluding Capital Income)</b>	<b>1.19%</b>			<b>-7.98%</b>	<b>4.65%</b>

**Notes:**

ORIGINAL Budget +/- approved budget changes in previous quarters = REVISED Budget  
 REVISED Budget +/- recommended changes this quarter = PROJECTED year end result

## Budget Variations - Explanations

Recommended Income Variations this Quarter	(000's)	Explanation:
- Civic Office	16	Australia Day Branding grant \$1,000; Covid Safe Australia Day grant \$15,000
- Economic Growth and Tourism	53	BCRRF grant Community Events \$62,500; reduction Industrial Estate lease income -\$10,000
- Theatre and Museum Complex	(95)	Reduced income: Cinema tickets -\$45,000; Theatre -\$15,000, building asset income -\$35,464
- Emergency Services	4	Backtrack Program Reimbursement \$3,694
- Finance and Technology	(390)	Reduced income from Investments -\$200,000; removed Technology grant income -\$190,000
- Environmental Management	51	Increased Weeds Action Program grant \$50,500
- Livestock Saleyards	(54)	Reduced income: Saleyard dues -\$45,000; WHS surcharge fees -\$8,500
- Planning and Regulation	100	Increased income: DA fees \$15,000; 149 Certificates \$10,000; Construction Certificates \$40,000; Compliance Certificates \$35,000
- Buildings & Amenities	109	BCRRF grant Memorial Hall \$187,500. Removed Admin building asbestos grant -\$60,000; Public Hall fees -\$12,000. Reduced income: Commercial properties -\$6,800
- Asset Management and Resourcing	(150)	Removed WHS/Environmental Enhancements grant -\$150,000
- Commercial Works	160	Increased Private Works income \$160,000
- Transport Network	847	Mt Lindesay Rd & Boundary Rd Intersection Safety grant \$24,800; LRCI extension grant \$869,559. Reduced income to match actual funding: Repair Program -\$4,742; Block Grant -\$42,000; Traffic Facilities -\$500
- Waste Management	35	Increased income: Transfer Station fees \$15,000; Recycling \$20,000
- Sewerage Services	(35)	Reduced income: Sewer Discharge Charges -\$40,000; Trade Waste Charges -\$10,000. Addition: Developer Contributions Sewerage services \$15,000
<b>Total Recommended Income Variations this Quarter</b>	<b>651</b>	
<b>Recommended Expenditure Variations this Quarter</b>	<b>(000's)</b>	<b>Explanation:</b>
- Civic Office	16	Australia Day Branding grant \$1,000; Covid Safe Australia Day grant \$15,000
- Organisation and Leadership	(100)	Reduced salary costs from CEO vacancy -\$100,000
- Economic Growth and Tourism	34	BCRRF grant Community Events \$62,500; Angry Bull Mountain Bike contribution \$30,000; Reduced operational costs -\$58,844
- Theatre and Museum Complex	(37)	Reduced operational costs -\$37,224
- Workforce Development	144	Increased Workers Compensation Premiums \$40,000; Fringe Benefits Tax \$20,000; Recruitment of Senior Staff \$44,231; Covid-19 Costs \$40,000
- Emergency Services	27	RFS Pretty Gully Station dust abatement \$12,000, RFS Torrington seal entrance \$5,500; SES shed maintenance \$5,000; Backtrack program expenses \$3,594; RFS M & R expenses \$550
- Finance and Technology	125	Increased depreciation \$140,687; Insurance \$20,038; BYOD staff payments \$14,000; Operational savings -\$50,000
- Environmental Management	13	Increased Weeds Action Program grant \$38,833; Budget savings from reduced operations moved to Parks & Gardens budgets -\$26,000
- Livestock Saleyards	(40)	Budget savings from reduced operations moved to Parks & Gardens budgets -\$40,000
- Parks, Gardens and Open Space	73	Budget savings from reduced operations in Environment \$26,000 & Saleyards \$40,000 moved to Parks & Gardens budgets; Increased depreciation \$7,291
- Planning and Regulation	10	Contractor services for development applications \$10,000
- Building and Amenities	(19)	Reduced operational costs -\$18,800
- Commercial Works	130	Increased Private Works costs \$130,000
- Plant, Fleet and Equipment	14	Increased depreciation \$37,066. Operational budget moved to capital -\$22,594
- Transport Network	(43)	Increased depreciation \$48,596; Reduced operational costs -\$91,096
- Waste Management	245	Increased costs: Recycling Operations \$75,000; Boonoo Boonoo Landfill Fire \$150,000; Depreciation \$19,889
- Water Supply	57	New costs: Urbenville Water Options Report \$50,000; Mole River Advocacy & Technical Services \$32,000. Reduced operational costs -\$25,500
- Sewerage Services	(50)	Reduced operational costs -\$50,000
<b>Total Recommended Expenditure Variations this Quarter</b>	<b>599</b>	

**Capital Budget Review**

	Original Budget 2020/21	Approved Changes		RECOMMENDED Changes	PROJECTED Year End Result 2020/21	ACTUAL YTD as at 31/12/20
		September Review	December Review			
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Capital Funding</b>						
Rates and other untied funding	1,155	3,239	2,531	6,925	-	-
Capital Grants & Contributions	17,242	21,189	692	39,123	9,488	9,488
<i>External Restrictions</i>						
- Specific Purpose Unexpended Grants (included in liabilities)	-	509	-	509	509	509
- Unspent LIRS Loan Funds (included in liabilities)	-	19	-	19	19	19
- Developer Contributions	39	-	61	100	100	100
- Specific Purpose Unexpended Grants	-	1,075	-	1,075	1,075	1,075
- Water Supplies	422	243	214	879	879	879
- Sewerage Services	1,078	164	(11)	1,231	1,231	1,231
- Domestic Waste Management	-	377	-	377	377	377
- Stormwater Management	130	100	-	230	230	230
- Bruxner Way Rewidening (RMS)	-	57	-	57	57	57
<i>Internal restrictions</i>						
- Plant & Vehicle Replacement	3,282	1,732	(2,481)	2,534	2,534	2,534
<i>Other Capital Funding Sources e.g.</i>						
- Loans	3,664	-	-	3,664	-	-
Income from sale of assets	2,421	82	-	2,503	808	808
<b>Total Capital Funding</b>	<b>29,433</b>	<b>28,786</b>	<b>1,006</b>	<b>59,226</b>	<b>17,307</b>	<b>17,307</b>
<b>Capital Expenditure</b>						
<b>New Assets</b>						
<b>CHIEF EXECUTIVE OFFICE</b>						
- Civic Office	-	-	-	-	-	-
- Organisational Leadership	-	-	-	-	-	-
- Community Development	-	-	-	-	-	-
- Economic Growth and Tourism	-	145	-	145	75	75
- Theatre and Museum Complex	2	-	-	2	-	-
- Library Services	-	-	-	-	-	-
- Workforce Development	-	10	-	10	-	-
- Emergency Services	-	-	-	-	-	-
<b>CHIEF CORPORATE OFFICE</b>						
- Finance and Technology	-	-	-	-	-	-
- Corporate and Governance	-	-	-	-	-	-
- Environmental Management	-	-	-	-	-	-
- Livestock Saleyards	-	-	-	-	-	-
- Parks, Gardens and Open Spaces	35	200	-	235	5	5
- Planning and Regulation	-	-	-	-	-	-
- Buildings and Amenities	-	-	-	-	-	-
- Swimming Complex	-	40	-	40	-	-
<b>CHIEF OPERATING OFFICE</b>						
- Asset Management and Resourcing	-	-	8	8	8	8
- Commercial Works	-	-	-	-	-	-
- Plant, Fleet and Equipment	-	-	-	-	-	-
- Transportation Network	-	-	-	-	-	-
- Waste Management	763	284	(6)	1,041	99	99
- Water Supply	-	918	30	948	554	554
- Sewerage Service	50	-	-	50	-	-
- Stormwater & Drainage	-	-	-	-	-	-
<b>Renewals (Replacement)</b>						
<b>CHIEF EXECUTIVE OFFICE</b>						
- Civic Office	-	1	-	1	1	1
- Organisational Leadership	-	-	-	-	-	-
- Community Development	-	-	-	-	-	-
- Economic Growth and Tourism	-	44	(34)	10	11	11
- Theatre and Museum Complex	13	13	-	26	8	8
- Library Services	41	18	-	59	8	8
- Workforce Development	-	-	-	-	-	-
- Emergency Services	-	158	-	158	-	-
<b>CHIEF CORPORATE OFFICE</b>						
- Finance and Technology	380	-	(75)	305	171	171
- Corporate and Governance	-	-	-	-	-	-
- Environmental Management	-	4	-	4	-	-
- Livestock Saleyards	-	158	-	158	-	-
- Parks, Gardens and Open Spaces	125	141	-	266	97	97
- Planning and Regulation	-	633	-	633	219	219
- Buildings and Amenities	330	2,872	128	3,330	1,645	1,645
- Swimming Complex	200	18	-	218	18	18
<b>CHIEF OPERATING OFFICE</b>						
- Asset Management and Resourcing	150	103	(60)	193	157	157
- Commercial Works	-	-	-	-	-	-
- Plant, Fleet and Equipment	3,282	1,732	23	5,037	952	952
- Transportation Network	20,885	11,223	814	32,922	6,766	6,766
- Waste Management	747	198	6	951	5	5
- Water Supply	502	9,609	184	10,295	532	532
- Sewerage Service	1,028	164	(11)	1,181	92	92
- Stormwater & Drainage	130	100	-	230	3	3
Loan Repayments (principal)	770	-	-	770	350	350
<b>Total Capital Expenditure</b>	<b>29,433</b>	<b>28,786</b>	<b>1,007</b>	<b>59,226</b>	<b>11,776</b>	<b>11,776</b>

\* Some restricted cash is finalised as part of the end of year Financial Statement Process.

### Recommended changes to revised budget

**Include:**

- an explanation for recommended changes and any impact on Council's original management / operational plan, delivery program or LTFP.
- any impacts of YTD expenditure on recommended changes to the budget

**NOTE:** Explanations are to be in plain English and in a style easily understood by readers of non-financial information. This narrative is important in understanding why budget changes are necessary.

<b>Proposed Expenditure Variations</b>	<b>(000's)</b>	
<b>New Assets</b>		
- Asset Management and Resourcing	<b>8</b>	Commbox Touchscreen Display \$8,017
- Waste Management	<b>(6)</b>	Moved budgets between projects: Green Waste Hungry Bin \$6,000
- Water Supply	<b>30</b>	Apex Park Bore Dispenser \$30,000
<b>Total New Asset Budget Adjustments</b>	<b>32</b>	
<b>Renewal Assets</b>		
- Economic Growth and Tourism	<b>(34)</b>	VIC refurbishment masterplan -\$34,000
- Finance and Technology	<b>(75)</b>	Removed: Computer equipment -\$20,000; Fibre Optic cabling of sites - \$50,000; Equipment -\$5,000
- Building and Amenities	<b>128</b>	BCRRF grant Memorial Hall \$187,500. Removed Admin building asbestos removal -\$60,000
- Asset Management and Resourcing	<b>(60)</b>	Reduced budgets: Fuel Tank Investigation/ UPSS Compliance -\$30,000; WHS & Environmental Initiative Enhancements -\$30,000
- Plant, Fleet and Equipment	<b>23</b>	Budget moved from Operational - Minor Plant Purchases \$22,594
- Transportation Network	<b>814</b>	Mt Lindesay Rd & Boundary Rd Intersection Safety grant \$24,800; LRCI extension grant \$869,559; Purchase of land from Unpaid Rates auction \$21,000. Reduced budgets: Repair Program -\$9,483; Rural Culverts & Pipes - \$92,355
- Waste Management	<b>6</b>	Moved budgets between projects: Industrial Bins \$34,000; WTS Groundwater Bores -\$28,000
- Water Network	<b>184</b>	Tenterfield Mains Replacement \$183,834
- Sewerage Network	<b>(11)</b>	Moved budgets between projects: Network renewal -\$50,000; Equipment renewal \$36,777; Urbenville STP equipment \$2,345
<b>Total Renewal Asset Budget Adjustments</b>	<b>975</b>	
<b>Total Proposed Expenditure Variations</b>	<b>1,007</b>	

*This document forms part of Tenterfield Shire Council's Quarterly Budget Review Statement for the quarter ended 30 September 2020 and should be read in conjunction with other documents in the QBRS*

**Budget Statement for the year ended - 31 December 2020**

**Cash and Investment Review**

	Opening Balance 30/06/2020 from Audited Financial Statements \$'000	Approved Changes September Review \$'000	RECOMMENDED Changes December Review \$'000	PROJECTED year end Result 2020/21 \$'000	Closing Balance 31/12/2020 \$'000
<b>Externally restricted</b>					
<i>Specific Purpose Unexpended Grants (included in liabilities)</i>	921	(921)	-	-	114
<i>Unspent LIRS Loan Funds (included in liabilities)</i>	19	(19)	-	-	19
<i>Developer Contributions - General Fund</i>	-	-	82	82	82
<i>Developer Contributions - Water Fund</i>	-	-	6	6	6
<i>Developer Contributions - Sewer Fund</i>	-	-	8	8	8
<i>Developer Contributions - Waste Fund</i>	-	-	4	4	4
<i>Developer Contributions - Stormwater Fund</i>	-	-	1	1	1
<i>Specific Purpose Unexpended Grants</i>	2,575	(2,444)	-	131	670
<i>Water Supplies</i>	1,030	(260)	603	1,373	1,495
<i>Sewerage Services</i>	3,528	(164)	170	3,533	4,401
<i>Domestic Waste Management</i>	2,949	(382)	(880)	1,688	3,671
<i>Stormwater Management</i>	990	(100)	(58)	832	1,032
<i>Bruxner Way Rewidening (RMS)</i>	57	(57)	-	-	26
<i>RMS Contributions</i>	-	-	-	-	-
<b>Total Externally restricted</b>	<b>12,069</b>	<b>(4,347)</b>	<b>(64)</b>	<b>7,658</b>	<b>11,529</b>
<b>Internally restricted</b>					
<i>Plant &amp; Vehicle Replacement</i>	2,333	(1,650)	366	1,049	2,648
<i>Employees Leave Entitlements</i>	461	-	-	461	461
<i>International Town Partnerships</i>	10	-	-	10	10
<i>Roads &amp; Bridges (Pending outcomes of grant applications)</i>	-	-	447	447	447
<i>Special Projects</i>	120	-	-	120	120
<i>RFS Unspent Funds</i>	-	-	52	34	157
<b>Total Internally restricted</b>	<b>2,924</b>	<b>(1,650)</b>	<b>865</b>	<b>2,121</b>	<b>3,843</b>
<b>Total Restricted</b>	<b>14,993</b>	<b>(5,997)</b>	<b>801</b>	<b>9,779</b>	<b>15,372</b>
<b>Available Cash (Unrestricted Funds)</b>	<b>73</b>	<b>(73)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Cash and Investments</b>	<b>15,066</b>	<b>(6,070)</b>	<b>801</b>	<b>9,779</b>	<b>15,372</b>

**Notes:**

The available cash position excludes restricted funds. External restrictions are funds that must be spent for a specific purpose and cannot be used by council for general operations. Internal restrictions are funds that council has determined will be used for a specific future purpose. Internal and external restrictions are not determined fully until after year end.

ORIGINAL Budget +/- approved budget changes in previous quarters = REVISED Budget  
 REVISED Budget +/- recommended changes this quarter = PROJECTED year end result

### Comment on Cash and Investments Position

Some restricted cash is finalised as part of the end of year Financial Statement Process,

Council's Cash and Investments are performing within anticipated parameters.

### Recommended Changes to Revised Budget

**Include:**

- an explanation for recommended changes and any impact on Council's original management plan / operational plan, delivery program or LTFFP,
- any impacts of YTD expenditure on recommended changes to the budget

All changes required are in respect of the variations detailed in both the Capital budget and the Income and Expenditure Review

### Certification regarding Investments and Bank Reconciliations

**Investments**

It is hereby certified that all investments listed below have made in accordance with the requirements of the Local Government Act 1993, (Section 625), the companion Regulations and Council's Investment Policy.

**Cash**

Bank reconciliations occur on a daily basis with a full reconciliation performed on a monthly basis. The full reconciliation for the December quarter occurred on 4 January 2021.

### Cash Book Reconciliation

	\$
Operating Cash balance as at 31 December 2020	5,684,072.51
Trust Account Cash balance as at 31 December 2020	313,266.50
<b>Total Cash (Not invested) as at 31 December 2020</b>	<b>5,997,339.01</b>

**Reconciliation**

The YTD total Cash and Investments has been reconciled with funds invested and cash at bank:

Financial Institution			Interest	Maturity Date
National Australia Bank	3,000,000.00	AA-	0.25%	23/02/2021
Commonwealth Bank	3,000,000.00	AA-	0.28%	29/01/2021
Commonwealth Bank (At Call)	1,374,299.80	AA-	0.01%	
Westpac	2,000,000.00	AA-	0.42%	29/01/2021
<b>TOTAL INVESTMENTS</b>	<b>9,374,299.80</b>			
<b>TOTAL CASH ON HAND</b>	<b>5,997,339.01</b>			
<b>TOTAL CASH AND INVESTMENTS</b>	<b>15,371,638.81</b>			

# Tenterfield Shire Council

## Budget review for the quarter ended - 31 December 2020

### Contracts

Contractor	Contract detail & purpose	Contract value \$	Commencement date	Duration of contract	Budgeted (Y/N)
Make It Tenterfield Inc	Regional Tourism Bushfire Recovery grant - Art Installations Tenterfield Creek	145,000	5/11/2020	Ongoing	Y
Tenterfield's National Monument Association Inc	Drought Communities Extension Programme - Economic & Social Resilience through Cultural Tourism Recovery (Main Street)	800,000	19/11/2020	Ongoing	Y
Drake Village Resource Centre	Drought Communities Programme Extension - Revitalisation of Drake Village Resource Centre	60,000	3/12/2020	Ongoing	Y
Armsign Pty Ltd	Drought Communities Programme Extension - Shire Entry Signs	101,750	12/11/2020	Ongoing	Y

#### Notes

1. Minimum reporting level is 1% of estimated income from continuing operations or \$50,000 whichever is the lesser.
2. Contracts to be listed are those entered into during the quarter and have yet to be fully performed (excluding contractors that are on Council's preferred supplier list).
3. Contracts for employment are not required to be included.
4. Where a contract for services etc was not included in the budget, an explanation is to be given (or reference made to an explanation in another Budget Review Statement).

*This document forms part of Tenterfield Shire Council's Quarterly Budget Review Statement for the quarter ended 31 December 2020 and should be read in conjunction with other documents in the QBRS.*

# Tenterfield Shire Council

Budget review for the quarter ended - 31 December 2020

## Consultancy and Legal Fees

Expense	Expenditure YTD \$	Budgeted (Y/N)
Consultancies	<u>61,958</u>	<u>Y</u>
Legal Fees	<u>41,526</u>	<u>Y</u>

### Definition of consultant:

A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision-making by management. Generally it is the advisory nature of the work that differentiates a consultant from other contractors.

### NOTES:

\* Both Legal Fees and Consultancy fees are in line with expectations. A large proportion of the legal fees are recoverable.

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## Quarterly Budget Review Explanations of Variances from Original Budget

\$      Notes

<b>Operating Result (Original Budget)</b>		<b>274,080</b>
<b>Adjustments QBR 1</b>		<b>(1,599,315)</b>
<i>Comprised of:</i>		
<i>Grant income received in prior years</i>	(1,445,052)	Income was received in 2019/20 but expenditure to be incurred this financial year
<i>Budget moved to capital project</i>	11,000	Funds moved from maintenance to capital
<i>Impact to operational result</i>	(165,263)	Largest amount here (\$140K) relates to formalisation of road reserves however we may be able to capitalise this amount. \$22K reduction of rent for Wellburn lane (Office space not rental)
	(1,599,315)	
<b>Operating Result (QBR 1)</b>		<b>(1,325,235)</b>
<b>Excluding timing of grants, the operating result would have been:</b>		<b>119,817</b>

<b>Proposed Adjustments QBR 2</b>		<b>(641,287)</b>
<i>Comprised of:</i>		
<i>Additional Depreciation</i>	(316,041)	Roads and bridges, Plant and Technology were the main areas with additional depreciation due to higher asset valuations from capital works.
<i>Boonoo Boonoo Landfill Fire</i>	(150,000)	Due to costs of fire response plus future EPA requirements for remediation/recovery.
<i>Additional Recycling Costs</i>	(100,000)	Due to Lismore City Council no longer accepting recycling due to a fire at their site, alternative and more costly arrangements with Richmond Was
<i>Urbenville Water Options Report</i>	(50,000)	
<i>Chief Executive Recruitment</i>	(44,231)	To bring the total budget to \$50,000
<i>Additional Workers Compensation Insurance</i>	(40,000)	
<i>COVID-19 Related Expenses</i>	(40,000)	
<i>Mole River Dam Advocacy &amp; Technical Services</i>	(32,000)	Safety & Hygiene Costs (additional cleaning and supplies)
	(772,272)	
<i>Offset by:</i>		
<i>Operational Savings and additional income</i>	128,985	
	(643,287)	
<b>Proposed Operating Result QBR 2</b>		<b>(1,966,522)</b>