

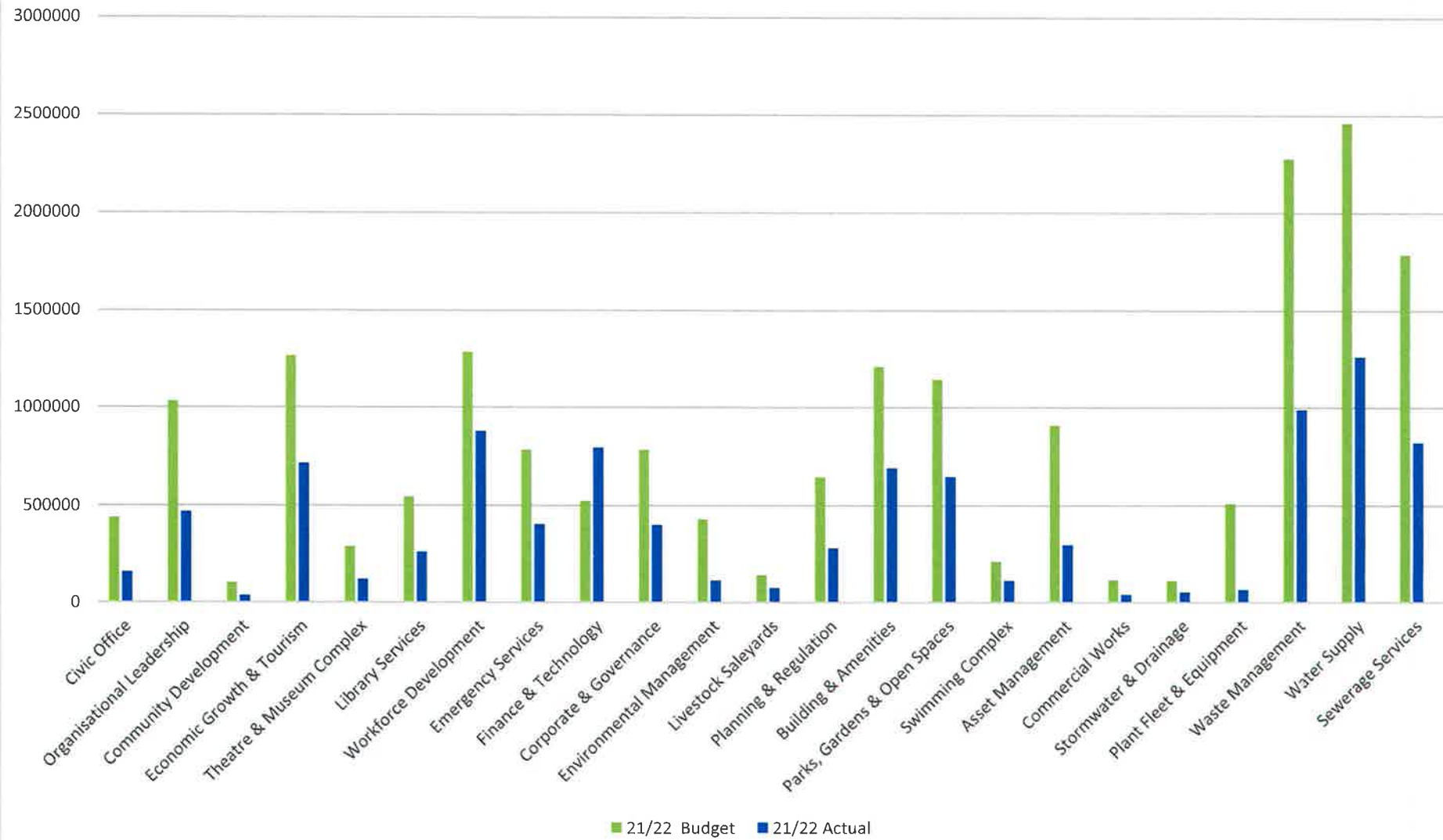
# Monthly Operational Report

Tenterfield Shire Council December 2021/January 2022

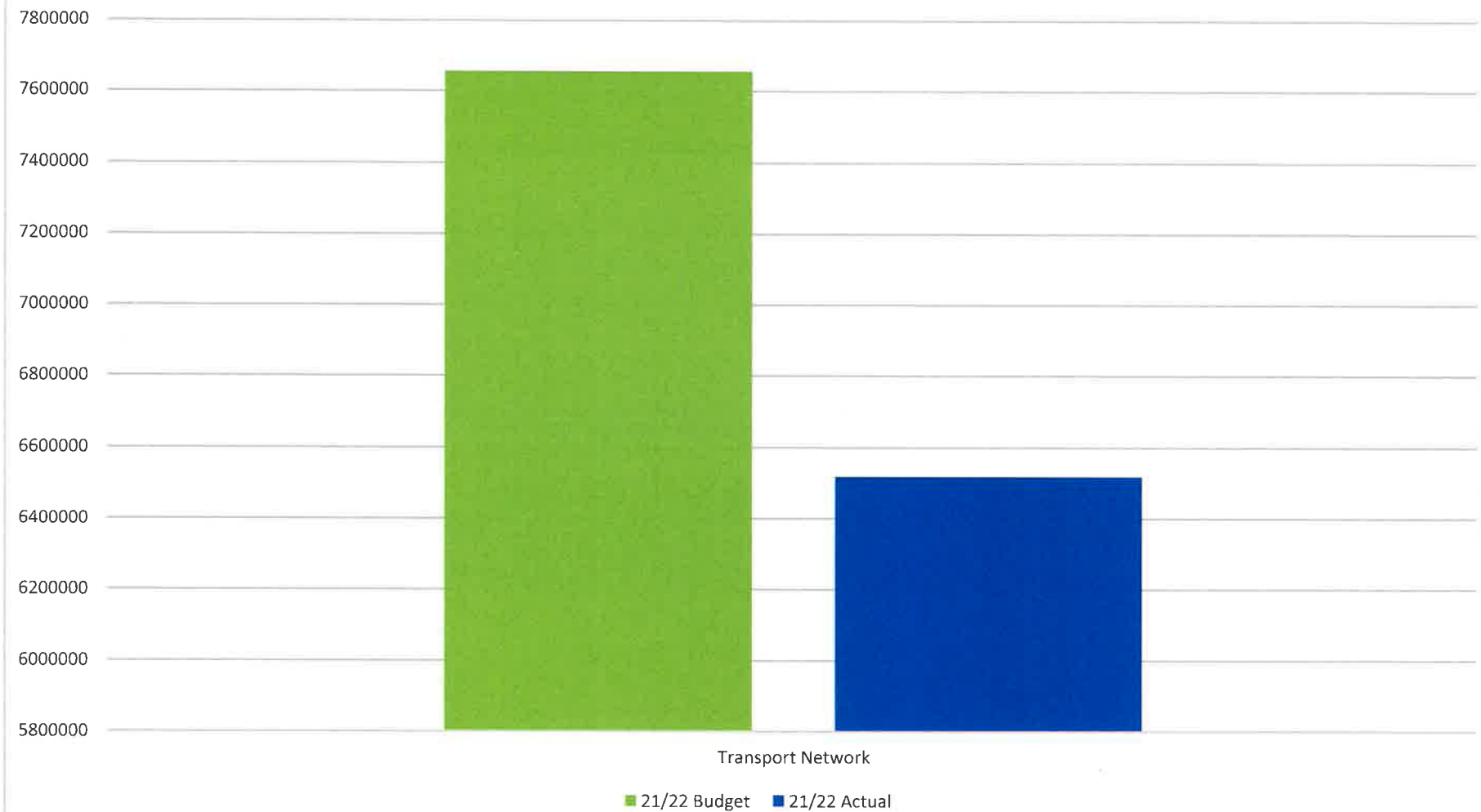


**TENTERFIELD**

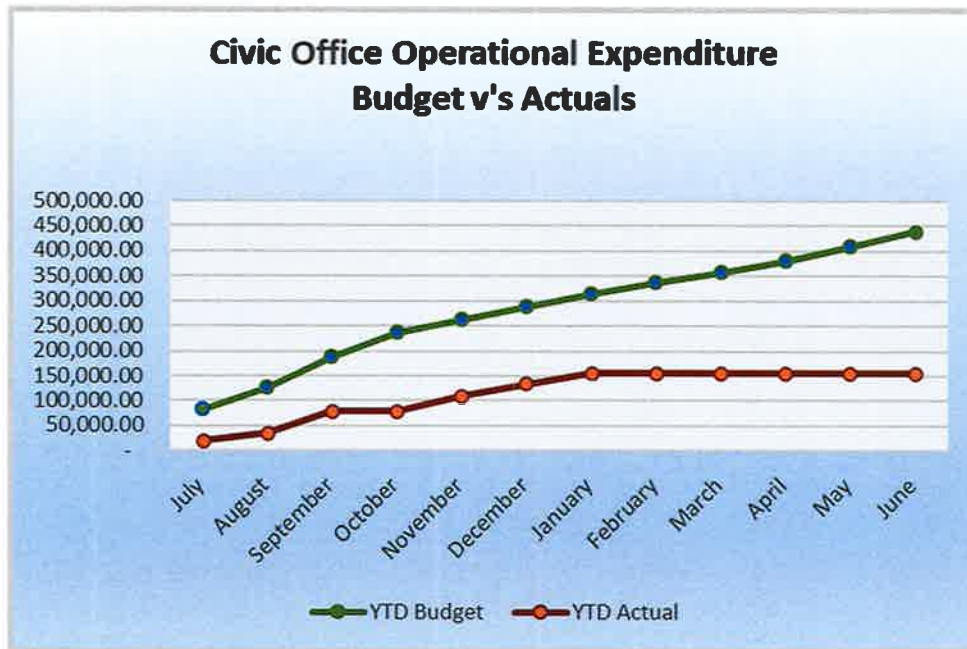
Operating Expenditure Budget v's Operating Expenditure YTD Actual



Operating Expenditure Budget v's Operating Expenditure YTD Actual



## 1. Civic Office



COA	21/22 QBR 1 Budget	21/22 YTD Actuals January	21/22 Percentage Spent
Civic Office	438,755	121,987	27.80%
1. Operating Income	0	(33,418)	0.00%
2. Operating Expenditure	438,755	155,404	35.42%



## 1. CIVIC OFFICE

### ACTION STATUS

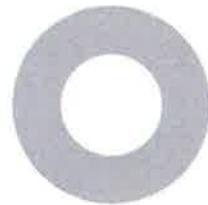
100.00% (9)

ON TRACK



0.00% (0)

MONITOR



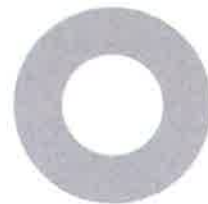
0.00% (0)

NEEDS WORK



0.00% (0)



NO TARGET








### ACTION PERFORMANCE




Actions reported on	9
At least 80% of action target achieved	9
Between 50% and 80% of action target achieved	0
Less than 50% of action target achieved	0
Actions with no target set	0

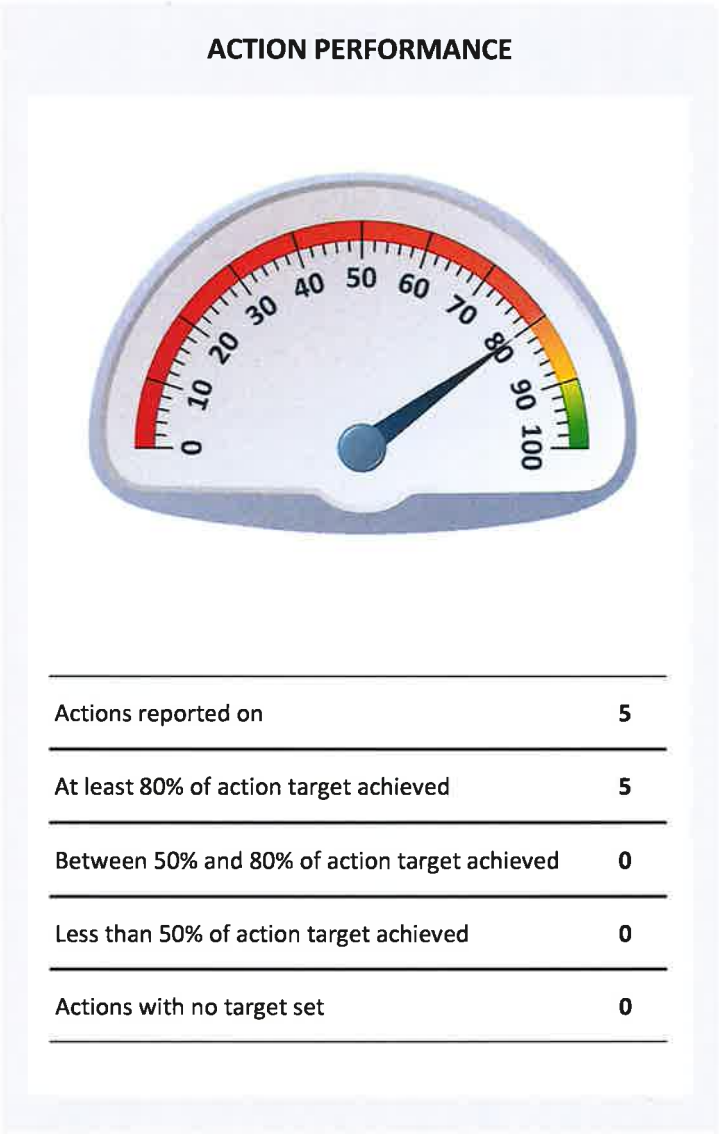
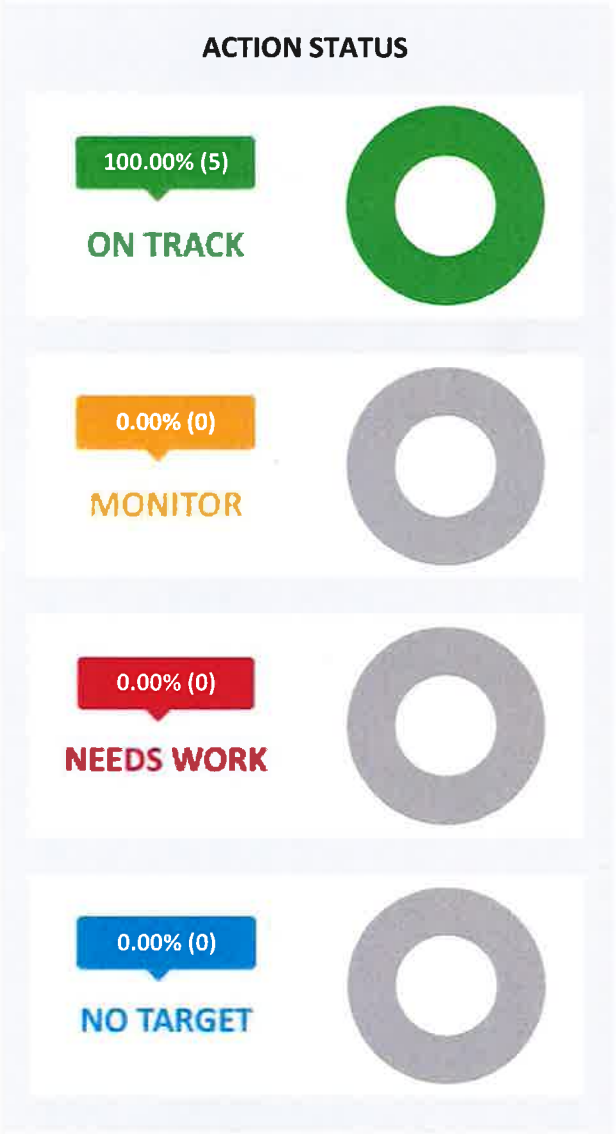
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
4.1.1.1 Continue to develop the professional relationship between Council's elected body and Council's operational organisation.	Daryl Buckingham - Chief Executive	<p>Council elections held for Ward D on 4 December 2021.</p> <p>8 councillors were sworn in to office on 12 January 2022.</p> <p>Councillor Bronwyn Petrie has been elected to the office of Mayor (to January 2024).</p> <p>Councillor John Macnish has been elected to the office of Deputy Mayor (to January 2023).</p> <p>This term of Council will run until September 2024, to realign Council back to the 4 year Local Government election cycle.</p> <p>Councillor induction training was conducted on 17 and 18 January 2022.</p> <p>By-elections for Wards C and E have been announced for 26 February 2022. Due to only one nomination for one councillor vacancy in Ward E during the nomination period in January 2022, the candidate will be elected uncontested. A by-election will still occur for Ward C as two candidates nominated for the one vacancy. The by-election is being conducted entirely by the NSW Electoral Commission, with the Timbarra Room in Council's administration building being the Polling Place on the day.</p>	In Progress	01/07/21	30/06/22	80.00	100.00	 <small>ON TRACK</small>
4.1.1.2 Ongoing through publication of fortnightly Your Local News, regular media releases and publications.	Daryl Buckingham - Chief Executive	<p>Ongoing publication of fortnightly Your Local News, regular media releases and publications with a one off larger edition format end of year newsletter delivered in December 2021.</p>	In Progress	01/07/21	30/06/22	80.00	100.00	 <small>ON TRACK</small>

Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
4.1.2.1 Influence and engender support from Federal and State Governments in relation to grants funding, advocacy and ongoing maintenance and improvement to social, economic and environmental fabric of the community.	Daryl Buckingham - Chief Executive	Motions are being developed, in preparation for the ALGA national conference in April 2022. Council is continuing to lobby for the visitation of the cost shifting exercise of NSW Auditor General in allocating Rural Fire Service costs, including depreciation, onto Council's balance sheet. The impact of this has been stated by Council previously, but it remains of grave concern that the increase in annual RFS contributions and the allocation of depreciation costs to Council severely impacts Council's financial bottom line.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
4.1.3.1 Deliver business improvements, recognising emerging risks and opportunities.	Daryl Buckingham - Chief Executive	Council continues to apply for State and Federal grant funding to complete significant infrastructure programs. Areas of concern where funding is generally not available includes maintenance and rebuilding of urban roads, and storm water drainage, in Tenterfield township, and Shire villages. Council currently does not have a capital works budget for urban roads. It requires an estimated budget of \$420,000, indexed annually, to start to address the repair and maintenance issues of our urban roads. This represents a high risk to road users and property owners, as these roads will continue to deteriorate without significant intervention.	In Progress	23/11/21	30/06/22	80.00	100.00	 ON TRACK

Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
4.1.3.2 Manage the Civic Service of Council in a financially responsible manner in line with budget allocations.	Daryl Buckingham - Chief Executive	Council's depreciation costs have increased substantially over the past few years as new infrastructure has been built on the back of a significant increase in grant funds, and other costs have increased or revenue decreased too as a result of drought and fires. The rate peg and cost shifting from the State to Councils has also had an impact on Council's bottom line. Jan/Feb 2022 Council is now in discussion to review and implement a proposed a SRV to help close the asset renewal gap.	In Progress	23/11/21	30/06/22	80.00	100.00	 ON TRACK
4.1.3.3 Guide the decisions of the community to align with the Local Government Act and the Office of Local Government.	Daryl Buckingham - Chief Executive	Integrated Planning and Reporting consultation commenced with the Community Strategic Plan in January 2022, with community engagement sessions held at: Jennings and Tenterfield - 19 January 2022 Drake - 20 January 2022 Torrington and Mingoola - 21 January 2022 Urbenville, Legume and Liston - 22 January 2022 Councillors and staff met with community members to seek strategic guidance on where they would like to see the Shire over the next ten years. The Community Strategic Plan will need to align with the NSW State Regional Plan, currently in draft form for comments.	In Progress	30/11/21	30/06/22	80.00	100.00	 ON TRACK
4.2.1.1 Advocate for continuing development of grant opportunities at the Federal and State levels.	Daryl Buckingham - Chief Executive	We are currently not in a position to apply for future opportunities as we are unable to meet the requirements to manage any further success that will impact Councils general fund.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
5.2.1.1 Lobby State and Federal Governments for funding to: * Reconstruct and realign Bruxner Way from the New England Highway to Sunnyside Loop Road * Complete the Tenterfield bypass. * Upgrade the western segment of the Bruxner Way to Bruxner Highway * Seal the Mount Lindesay Road * Rehabilitate and upgrade Tooloom Road from Paddy's Flat Road to Mt Lindesay Road.	Daryl Buckingham - Chief Executive	The Bruxner Way reclassification process is underway. Staff are completing the application process to be submitted by February 28 2022.	In Progress	01/07/21	30/06/22	80.00	100.00	 <small>ON TRACK</small>




2. ORGANISATIONAL LEADERSHIP





## ACTION SUMMARY

## Business Unit: Organisation Leadership

## Service Profile: Organisation Leadership

Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
4.2.2.1 Advocacy on issues of strategic importance to Council including submissions to various Government processes and participation in consultative opportunities.	Daryl Buckingham - Chief Executive	Council staff and Councillors engaged in community forums for the updated Community Strategic Plan: Jennings 19 January Tenterfield 19 January Drake 20 January Torrington 21 January Mingoola 21 January Urbenville 22 January Legume 22 January Liston 22 January Feedback is currently being collated before the next round of forums.	In Progress	30/11/21	30/06/22	80.00	100.00	 ON TRACK
4.3.5.1 Implement a long-term financial strategy pursuant to the community strategic planning legislation, with special emphasis of aligning the Long-Term Financial Plan with the Asset Management Plan.	Daryl Buckingham - Chief Executive	Councillor workshops were provided on January 19 on Integrated Planning & Reporting responsibilities and Financial Sustainability and Special Rate Variation for the long term financial sustainability and Asset Management attributed to general funds.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
4.3.6.4 Guide the transformation of the Organisation culturally and technically from database to geospatially based management systems highlighting interconnectivity	Daryl Buckingham - Chief Executive	Given the current moratorium and review of staff and positions any further enhancements are on hold.	In Progress	24/11/21	30/06/22	80.00	100.00	 ON TRACK



Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
4.3.6.5 Deliver business improvements, recognising emerging risks and opportunities.	Daryl Buckingham - Chief Executive	Productivity, innovation and cost containment of Council strategies have been implemented and continually reviewed as State Government cost shifting impacts our bottom line, such as; 1. The 0.7% rate peg for the 2022/23 financial year (which does not even cover Councils award required wage increase of 2%) 2. The additional audit and internal costs, 3. The rising emergency services levy costs, and 4. Increasing inflationary pressures.	In Progress	24/11/21	30/06/22	80.00	100.00	 ON TRACK
4.3.6.6 Manage the Organisational Leadership Service of Council in a financially responsible manner in line with budget allocations.	Daryl Buckingham - Chief Executive	The following impacts the organisations financial sustainability as required under the Local Government Act; 1. Upgraded core infrastructure assets for Council as a result of grant funded works (e.g. replacing timber bridges with concrete bridges, and widening and sealing of Mount Lindesay Road), 2. New and upgraded community assets (e.g. public toilets, playgrounds and community halls), 3. The increased cost of asset replacement, 4. Increasing cost of managing grants applications and acquittals, and 5. Increased costs due to meeting regulated requirements (e.g. audit costs, emergency services levy, and ongoing disaster recovery management).	In Progress	25/11/21	30/06/22	80.00	100.00	 ON TRACK

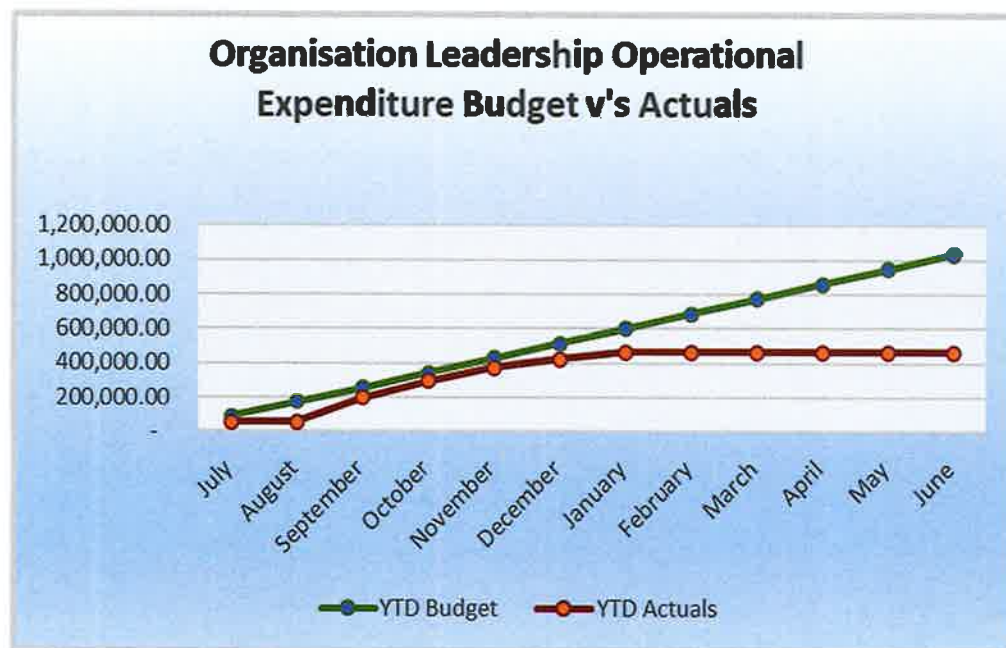




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## 2. Organisational Leadership



COA	21/22 QBR 1 Budget	21/22 YTD Actuals January	21/22 Percentage Spent
Organisation Leadership	1,030,747	467,157	45.32%
2. Operating Expenditure	1,030,747	467,157	45.32%

### 3. COMMUNITY DEVELOPMENT

#### ACTION STATUS

100.00% (12)

ON TRACK



0.00% (0)

MONITOR



0.00% (0)

NEEDS WORK



0.00% (0)

NO TARGET















#### ACTION PERFORMANCE



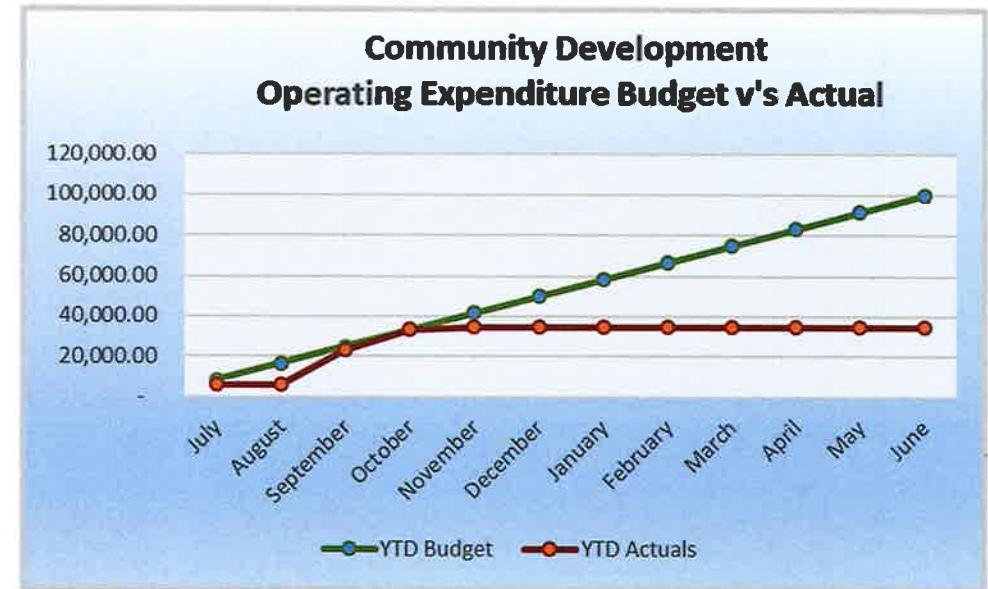
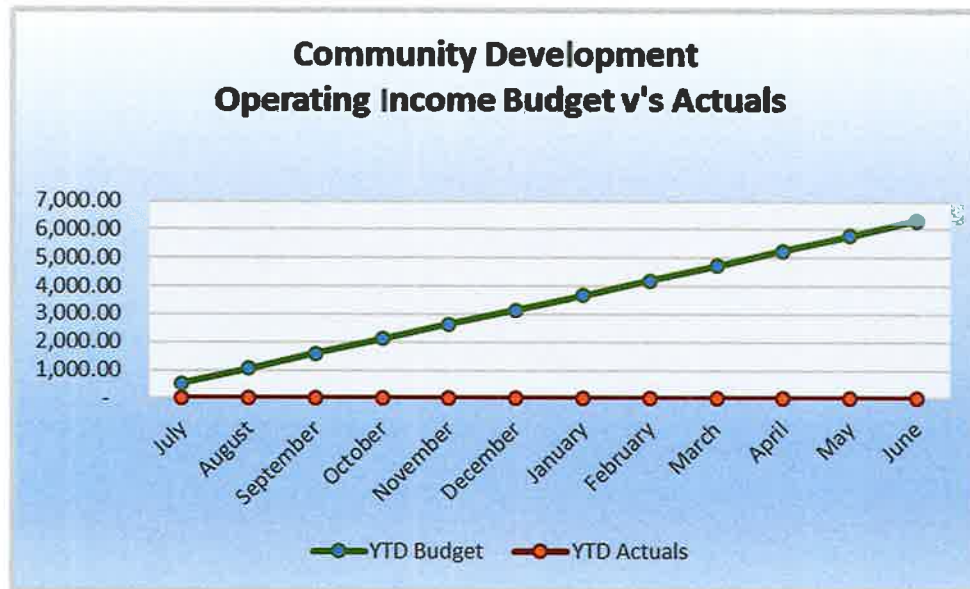
Actions reported on	12
At least 80% of action target achieved	12
Between 50% and 80% of action target achieved	0
Less than 50% of action target achieved	0
Actions with no target set	0

## ACTION SUMMARY

Business Unit: Community Development								
Service Profile: Community Development								
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
1.1.1.2 Implementation of the Community Engagement Strategy.	Vacant - Manager Economic Development & Community Engagement	Dec/January 2022 CES has commenced including the face to face meetings for the CSP across the shire further consultation will be facilitated over the next quarter	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
1.1.2.1 Support community safety and crime prevention partnerships.	Vacant - Manager Economic Development & Community Engagement	Jan/Dec 2022 Support community safety and crime prevention partnerships.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
1.1.2.2 Support community organisations, groups and events to provide a wide range of activities.	Vacant - Manager Economic Development & Community Engagement	Dec/Jan 2022 Ongoing nothing further to report.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
1.1.3.1 Maintain communication and relationships with various community organisations.	Daryl Buckingham - Chief Executive	Dec/Jan Ongoing nothing further to report.	In Progress	24/11/21	30/06/22	80.00	100.00	 ON TRACK
1.1.3.2 Manage the Community Development Service of Council in a financially responsible manner in line with budget allocations.	Daryl Buckingham - Chief Executive	Dec/Jan 2022 ongoing on budget nothing further to report.	In Progress	24/11/21	30/06/22	80.00	100.00	 ON TRACK
1.1.3.3 Deliver business improvements, recognising emerging risks and opportunities.	Daryl Buckingham - Chief Executive	Dec/Jan 2022 Ongoing currently developing strategy to address increasing financial sustainability risk and increasing inflationary pressures.	In Progress	25/11/21	30/06/22	80.00	100.00	 ON TRACK

Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
1.2.6.2 Support facilities and activities to improve the physical and mental health of the community.	Vacant - Manager Economic Development & Community Engagement	Dec/Jan 2022 ongoing nothing further to report.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
1.3.2.1 Advocate for accessibility in partnership with community organisations.	Vacant - Manager Economic Development & Community Engagement	Dec/Jan 2022 Ongoing nothing further to report.	In Progress	01/07/21	30/06/22	80.00	0.00	 ON TRACK
1.3.4.1 Support accessibility for people in our Shire	Daryl Buckingham - Chief Executive	Dec/Jan 2022 ongoing nothing further to report.	In Progress	30/11/21	30/06/22	80.00	100.00	 ON TRACK
1.3.5.1 Deliver the Disability Inclusion Action Plan in accordance with legislative guidelines.	Vacant - Manager Economic Development & Community Engagement	Dec/Jan 2022 we are about to employ a replacement officer and it is anticipated this role will be filled by the end of February 2022.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
2.2.2.1 Promote and support activities that highlight community wellbeing.	Vacant - Manager Economic Development & Community Engagement	Dec/Jan 2022 nothing further to report.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
4.2.3.1 Partner with the Aboriginal Advisory Committee in the implementation of programs and activities that enhance the wellbeing of Aboriginal and Torres Strait Islander People in our Shire.	Vacant - Manager Economic Development & Community Engagement	Dec/Jan The CEO has continued to meet with the key stakeholders other than that nothing further to report.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

### 3. Community Development



COA	21/22 QBR 1 Budget	21/22 YTD Actuals January	21/22 Percentage Spent
Community Development	93,481	34,592	37.00%
1. Operating Income	(6,318)	0	0.00%
2. Operating Expenditure	99,799	34,592	34.66%

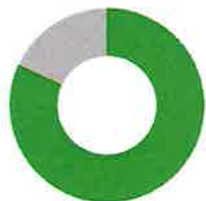


## 4. ECONOMIC GROWTH AND TOURISM

### ACTION STATUS

81.82% (9)

ON TRACK



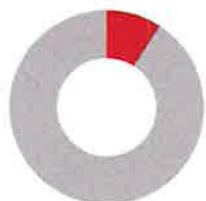
9.09% (1)

MONITOR



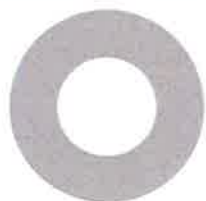
9.09% (1)

NEEDS WORK



0.00% (0)

NO TARGET







### ACTION PERFORMANCE



Actions reported on	11
At least 80% of action target achieved	9
Between 50% and 80% of action target achieved	1
Less than 50% of action target achieved	1
Actions with no target set	0

## ACTION SUMMARY

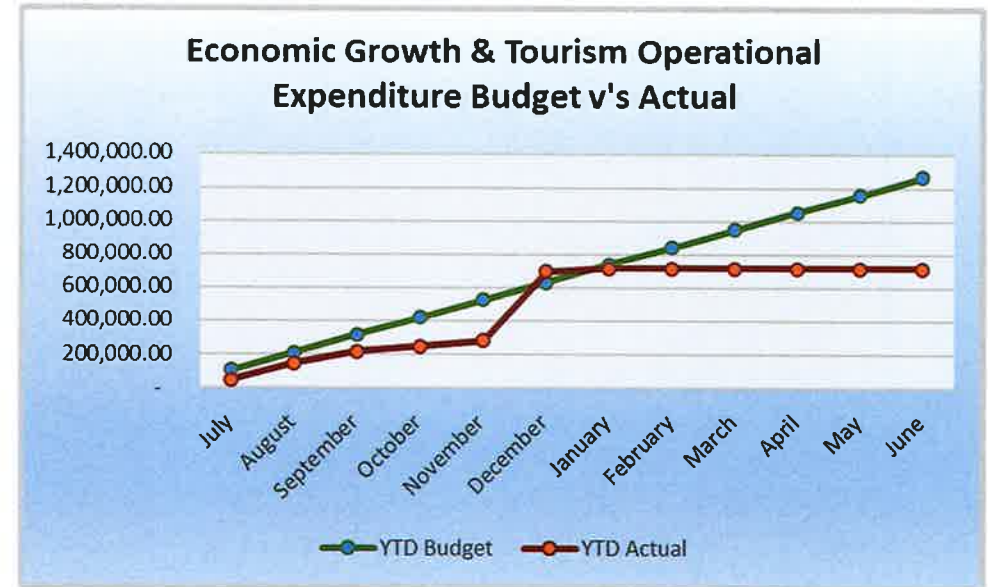
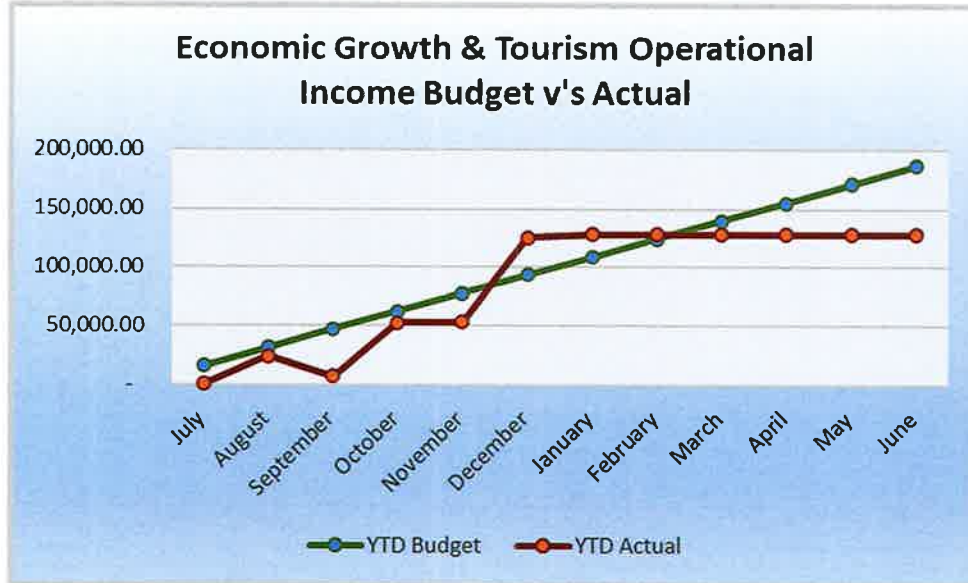
Business Unit: Economic Growth & Tourism								
Service Profile: Economic Growth & Tourism								
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
1.4.3.1 Deliver marketing activities and events to promote Tenterfield as a place to live, work and visit.	Vacant - Manager Economic Development & Community Engagement	Dec/Jan – Ongoing via online promotions, social media and marketing. Upcoming events include Tenterfield Show, Gravel N Granite, Oracles of the Bush, Autumn Festival, Peter Allen Festival.  Visitor Information Centre Visitors December = 936 (35% increase Dec 2020) January = 692 (35% decrease Jan 2021)	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
2.1.1.1 Implement the Economic Development Strategy, promoting growth and new development.	Vacant - Manager Economic Development & Community Engagement	Ongoing. Economic Development and Tourism actions continue to be implemented. Some actions delayed due to increased workload as a result of grant funding received without provision of additional human resources.  Jan/Feb 2022 Nothing further to report other than the future strategy developmental stage has commenced	In Progress	01/07/21	30/06/22	60.00	100.00	 MONITOR
2.1.1.2 Deliver Business improvements, recognising emerging risks and opportunities.	Vacant - Manager Economic Development & Community Engagement	Dec/Jan – Ongoing communication with business operators as to potential opportunities. Noticeable gap in retail and hospitality availability over weekends during holiday period, which according to Localis Data is when majority of visitors are in town (46% on Friday to Sunday).	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
2.1.1.3 Manage the Economic Growth and Tourism Service of Council in a financially responsible manner in line with Budget allocations.	Daryl Buckingham - Chief Executive	Ongoing monitoring of Council budgets. Project plans are developed in accordance with annual budgets.	In Progress	24/11/21	30/06/22	80.00	100.00	 ON TRACK



Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
2.1.2.1 Advocate transport options for the community.	Vacant - Manager Economic Development & Community Engagement	Dec/Jan – Information on current transport options continues to be provided via the Visitor Information Centre and Visit Tenterfield website.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
2.2.1.1 Maintain partnerships with neighboring Councils and industry.	Vacant - Manager Economic Development & Community Engagement	Dec/Jan – Ongoing. New England High Country National Park Soundtrails launched and work ongoing for promotion via signage. Final report for Planning for the Visitors of the Future completed.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
2.2.3.1 Collaborate and liaise with State, regional and local organisations and businesses on marketing projects and promotions.	Vacant - Manager Economic Development & Community Engagement	Ongoing liaison with local, regional and state tourism and business organisations. Relevant information and opportunities regarding marketing projects and opportunities is regularly shared with local business operators.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
2.2.4.1 Development, management and delivery of Destination Marketing Plan and marketing campaigns and activities under Tenterfield Shire Council's Visit Tenterfield and the Tenterfield True tourism brand.	Vacant - Manager Economic Development & Community Engagement	<p>Dec/Jan – Full page advertisement in Granite Belt Magazine over summer promoting Tenterfield to Southern Downs. New town and regional map developed, to be printed and delivered early February. Social media content limited due to limited staff resources. Regular posts began again late January.</p> <p>Instagram Elf on the Shelf Business Support Campaign reached 6,200 people and saw 632 engagements (likes and comments) on 5 posts (December). 4 posts in January reached 4,503 people and saw 714 interactions. 68 new Instagram followers.</p> <p>Facebook Page reach = 10,449</p>	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
2.3.1.4 Support local agricultural events and investigate an appropriate event that showcases the Tenterfield agricultural district and industries.	Vacant - Manager Economic Development & Community Engagement	Dec/Jan – Tenterfield Show to be held 5 February. Vacant economic development position has led to paused support for agricultural events.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
2.3.2.1 Support future proposals for improved telecommunications infrastructure.	Daryl Buckingham - Chief Executive	Upgrade works to mobile phone base station - Lot 7003 Plan DP 92653 - Mount Mackenzie Road Tenterfield - RFNSA No. 2372001 - 28 April 2021 Council staff continue to lobby for improved telecommunications across the shire.	In Progress	23/11/21	30/06/22	80.00	100.00	 ON TRACK
2.3.3.1 Facilitate and support the delivery of business training, workshops and forums in conjunction with the Tenterfield Chamber of Tourism, Industry and Business.	Vacant - Manager Economic Development & Community Engagement	Dec/Jan – Ongoing communication with business operators as to potential opportunities. Vacant positions have led to limited information and no workshops/training.	In Progress	01/07/21	30/06/22	40.00	100.00	 NEEDS WORK

## 4. Economic Growth and Tourism



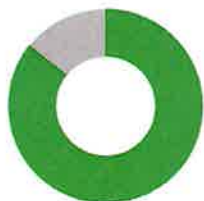
COA	21/22 QBR 1 Budget	21/22 YTD Actuals January	21/22 Percentage Spent
<b>Economic Growth and Tourism</b>	<b>1,084,673</b>	<b>(423,513)</b>	<b>-39.05%</b>
1. Operating Income	(186,859)	(128,845)	68.95%
2. Operating Expenditure	1,264,673	715,015	56.54%
3. Capital Income	(2,070,000)	(1,095,000)	52.90%
4. Capital Expenditure	2,070,000	80,648	3.90%
4235004. PSLP - Tenterfield Youth Precinct & Mountain Bike Trailhead	1,750,000	15,648	0.89%
5400509. RTBR - Art Installations Tenterfield Creek	70,000	65,000	92.86%
5400510. LF027 Tenterfield Dam Recreational Precinct - Stage 1	250,000	0	0.00%
6. Liabilities	6,859	4,668	68.06%

## 5. THEATRE AND MUSEUM COMPLEX

### ACTION STATUS

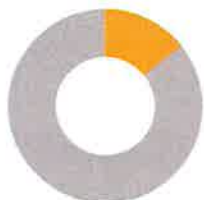
85.71% (6)

ON TRACK



14.29% (1)

MONITOR



0.00% (0)

NEEDS WORK



0.00% (0)

NO TARGET










### ACTION PERFORMANCE



Actions reported on	7
At least 80% of action target achieved	6
Between 50% and 80% of action target achieved	1
Less than 50% of action target achieved	0
Actions with no target set	0

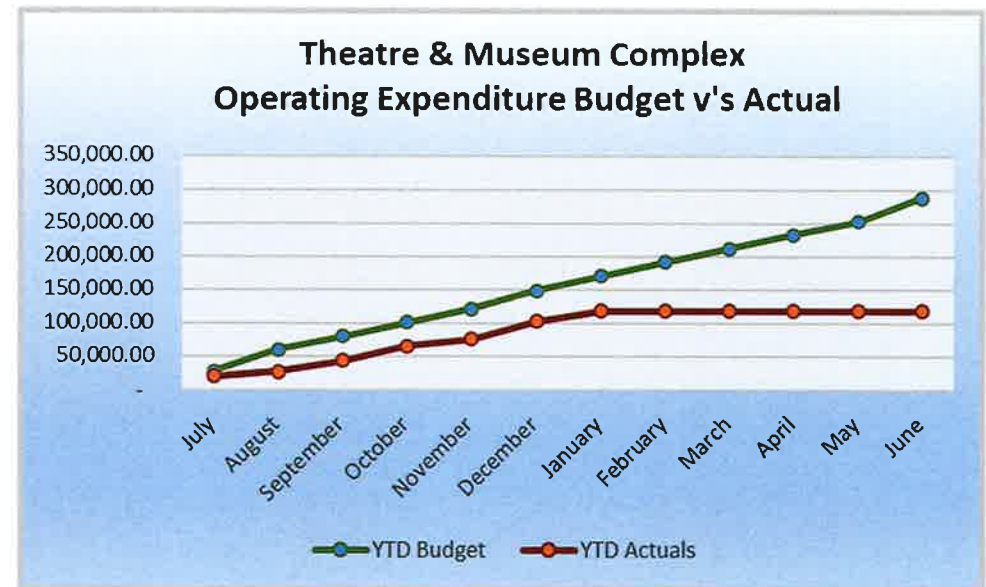
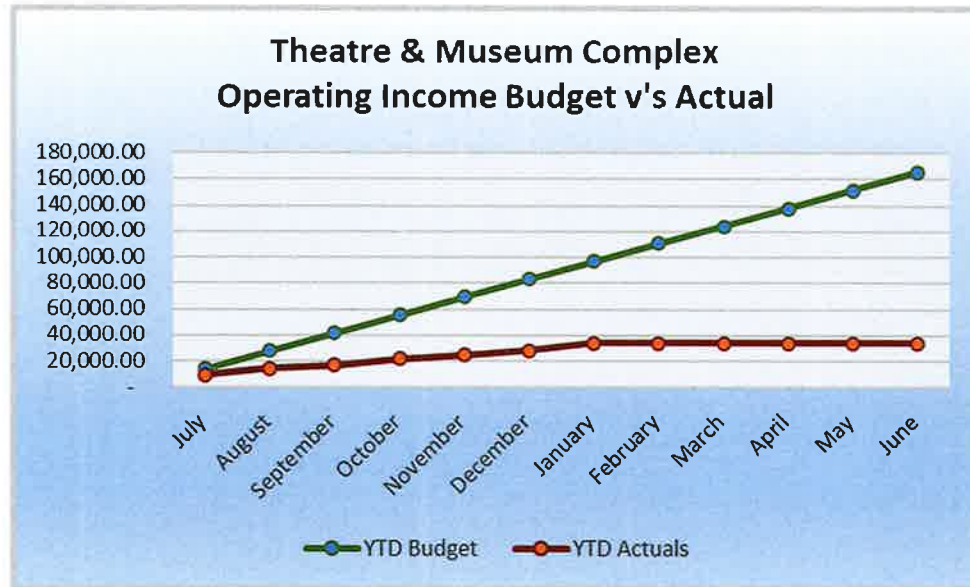
## ACTION SUMMARY

Business Unit: Theatre & Museum Complex								
Service Profile: Theatre & Museum Complex								
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
1.1.1.1 Development, management and delivery of a Cinema Program, theatre education and youth related programs.	Chris Halpin - Acting Manager Library Services	<ul style="list-style-type: none"> <li>Children's Puppet show booked for August 2022</li> <li>High School drama program to commence in 2022</li> <li>Laisse with High School for Technical training workshops within the theatre for students and a production to be held in theatre, Meeting organised to discuss with the School.</li> <li>100 years History of dance performance booked for June 2 2022.</li> </ul>	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
1.2.4.1 Marketing and promotion of the Sir Henry Parkes Memorial School of Arts Complex programs and activities facilitating cultural development opportunities for individuals and groups.	Chris Halpin - Acting Manager Library Services	<ul style="list-style-type: none"> <li>Promotion of the SOA activities occurs by social media, website, newsletters and programs. All social media will be centralised and managed by the media team.</li> <li>Reinvigoration of the local drama group and the involvement of the High School in future amateur productions in the theatre. Planned meetings with both the High School and the drama group president to discuss opportunities, both collaborative and individual.</li> </ul>	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
1.2.5.1 Manage and operate all aspects of the Sir Henry Parkes Memorial School of Arts (Cinema, Theatre, and Museum).	Chris Halpin - Acting Manager Library Services	During the past reporting period the SOA has maintained its operations seven days a week, implementing Coved safe practices. Patronage during this time has been done but in the last month numbers have been up. The Theatre is planning for all future events to run as normal with our first production (Mother & Son) booked for March and further productions booked throughout the year.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
1.2.5.2 Deliver business improvements, recognising emerging risks and opportunities.	Chris Halpin - Acting Manager Library Services	The SOA Volunteer numbers have been reduced due to Covid related concerns. To counter this issue a number of casual staff members have been trained for Museum and Cinema duties thus enabling the continued staffing of the facility.	In Progress	24/11/21	30/06/22	80.00	100.00	 ON TRACK
1.2.5.3 Manage the Theatre and Museum Complex in a financially responsible manner in line with budget allocations.	Chris Halpin - Acting Manager Library Services	The annual Budget is within limits for the financial year to November. Budgeting outlay to address leaks due to excessive rainfall, this is an ongoing maintenance issue.	In Progress	24/11/21	30/06/22	80.00	100.00	 ON TRACK
1.5.1.1 Provide volunteer training and upskilling in a safe and engaging work environment.	Chris Halpin - Acting Manager Library Services	Volunteer numbers have fallen due to vaccination requirements and other Covid restrictions and concerns. A volunteer drive in the next couple of months is being organized by the friends of the SOA.	In Progress	01/07/21	30/06/22	60.00	100.00	 MONITOR
1.5.2.1 Maintain a collaborative working relationship with National Trust Australia (NSW) and Friends of the School of Arts.	Chris Halpin - Acting Manager Library Services	Covid19 has caused recent Friends of the School of Arts meetings to be cancelled/postponed.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK



## 5. Theatre and Museum Complex



COA	21/22 QBR 1 Budget	21/22 YTD Actuals January	21/22 Percentage Spent
<b>Theatre &amp; Museum Complex</b>	<b>127,362</b>	<b>88,062</b>	<b>69.14%</b>
1. Operating Income	(165,679)	(34,290)	20.70%
2. Operating Expenditure	288,235	118,451	41.10%
4. Capital Expenditure	4,806	3,901	81.16%
5005512. Memorial School of Arts Air-Conditioning Project	3,306	3,560	107.68%
5005513. School of Arts - Computer Equipment	1,500	341	22.73%

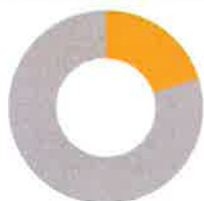
## 6. LIBRARY SERVICES

### ACTION STATUS

80.00% (4)

**ON TRACK**

20.00% (1)

**MONITOR**

0.00% (0)

**NEEDS WORK**

0.00% (0)

**NO TARGET**

### ACTION PERFORMANCE







Actions reported on	5
At least 80% of action target achieved	4
Between 50% and 80% of action target achieved	1
Less than 50% of action target achieved	0
Actions with no target set	0




## ACTION SUMMARY

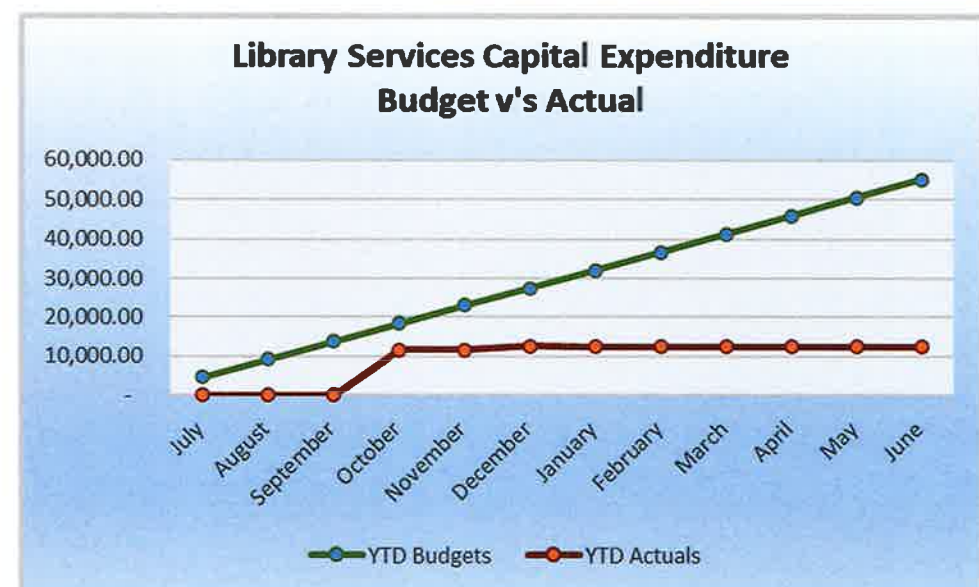
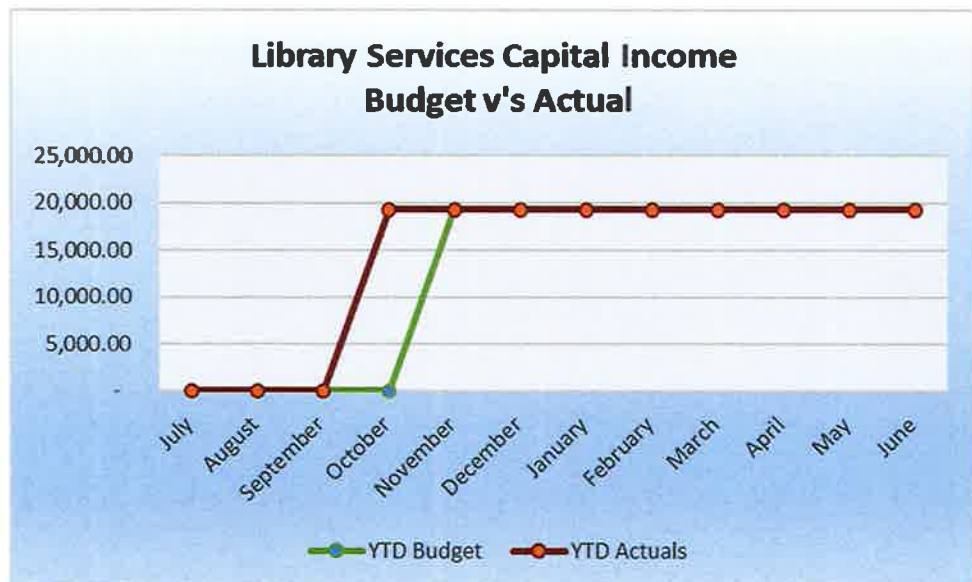
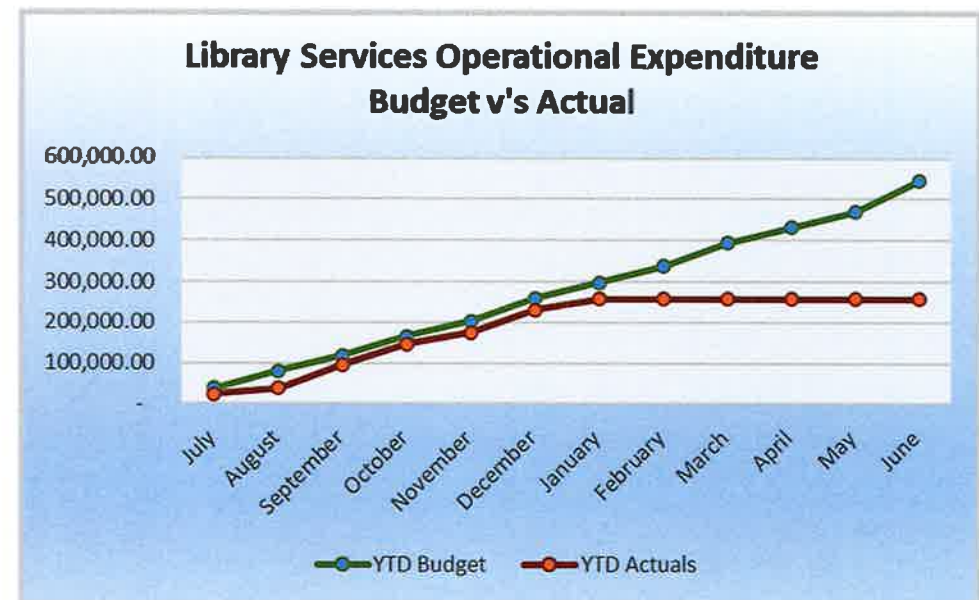
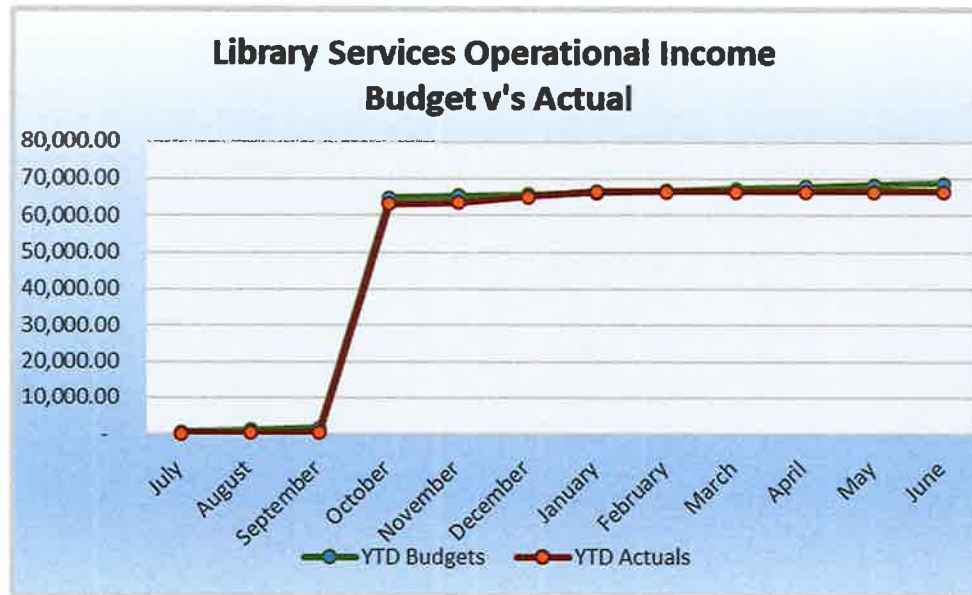
## Business Unit: Library Services

## Service Profile: Library Services

Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
1.5.3.1 Provide a relevant range of facilities and activities to support the physical and mental health of the community.	Chris Halpin - Acting Manager Library Services	<ul style="list-style-type: none"> <li>Five children attended three programs in January.</li> <li>Two children's craft programs and an all ages Board gaming day.</li> <li>Children's Storytime will commence February 10 2022. Storytime will be held each Thursday at 10.30am during School term. There will be craft after Storytime.</li> </ul>	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
1.5.3.2 Deliver business improvements, recognising emerging risks and opportunities	Chris Halpin - Acting Manager Library Services	The continued updating of the Library collection and the weeding of out of date and damaged items from the collection	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
1.5.3.3 Manage the Library Service of Council in a financially responsible manner in line with budget allocations.	Chris Halpin - Acting Manager Library Services	<p>The Library budget is within budget limits with no major outlays at this time.</p> <p>The Library foyer is to be repaired in the near future.</p> <p>Urbenville Library disabled access door to be installed in February.</p>	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
2.1.4.1 Provide spaces and opportunities for individuals and small community groups to meet and access technology and resources.	Chris Halpin - Acting Manager Library Services	Due to the longevity of Covid all community groups have delayed any return to the Library.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
2.1.4.2 Manage all corporate art, artefacts, honour boards and memorabilia (including audit and security).	Chris Halpin - Acting Manager Library Services	<p>The project to identify and record all items in this collection was delayed due to the work on Council's administration building, this will recommence in the new year.</p> <p>Mayoral photographs have been audited and the available photographs have been digitised. These photographs will be reframed and placed on display where deemed appropriate.</p> <p>These projects are ongoing and have been delayed due to staffing levels</p>	In Progress	01/07/21	30/06/22	60.00	100.00	 MONITOR

## 6. Library Services



COA	21/22 QBR 1 Budget	21/22 YTD Actuals January	21/22 Percentage Spent
<b>Library Services</b>	517,755	190,266	36.75%
1. Operating Income	(68,692)	(66,485)	96.79%
2. Operating Expenditure	543,676	259,040	47.65%
3. Capital Income	(19,329)	(19,329)	100.00%
4. Capital Expenditure	55,100	12,571	22.81%
5000515. Local Priority Grant 2019/20	16,442	12,571	76.46%
5000520. Local Priority Grant 2020/21	19,329	0	0.00%
5000522. Local Priority Grant 2021/22	19,329	0	0.00%
<b>6. Liabilities</b>	7,000	4,468	63.83%

## 7. WORKFORCE DEVELOPMENT

### ACTION STATUS

100.00% (8)

ON TRACK



0.00% (0)

MONITOR



0.00% (0)

NEEDS WORK



0.00% (0)

NO TARGET



### ACTION PERFORMANCE



Actions reported on	8
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At least 80% of action target achieved	8
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Between 50% and 80% of action target achieved	0
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Less than 50% of action target achieved	0
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Actions with no target set	0
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## ACTION SUMMARY


Business Unit: Workforce Development								
Service Profile: Workforce Development								
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
4.3.2.1 Facilitate worker health and wellbeing consultation communication, and participation processes.	Wes Hoffman - Manager HR & Workforce Development	Consultation communication, and participation processes in line with legislative requirements. Staff have continued access to, and have been utilising onsite health and wellbeing counseling services. COVID-19 Vaccinations rate for staff currently sits at 91% double and 9% not vaccinated. Staff triple vaccination rate analysis has begun.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
4.3.2.2 Develop, implement, monitor and review systems, processes and practices required for continual improvement, regulatory compliance and employee satisfaction.	Wes Hoffman - Manager HR & Workforce Development	Numerous Procedures and Protocols currently under development and or review. Continuing to assess and evolve work practices and procedures in line with the changing COVID environment and NSW health mandates and easing of restrictions. Statutory requirements are being met. Onsite mental health and wellbeing services have been reviewed. 215 Days since the last lost time injury.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK



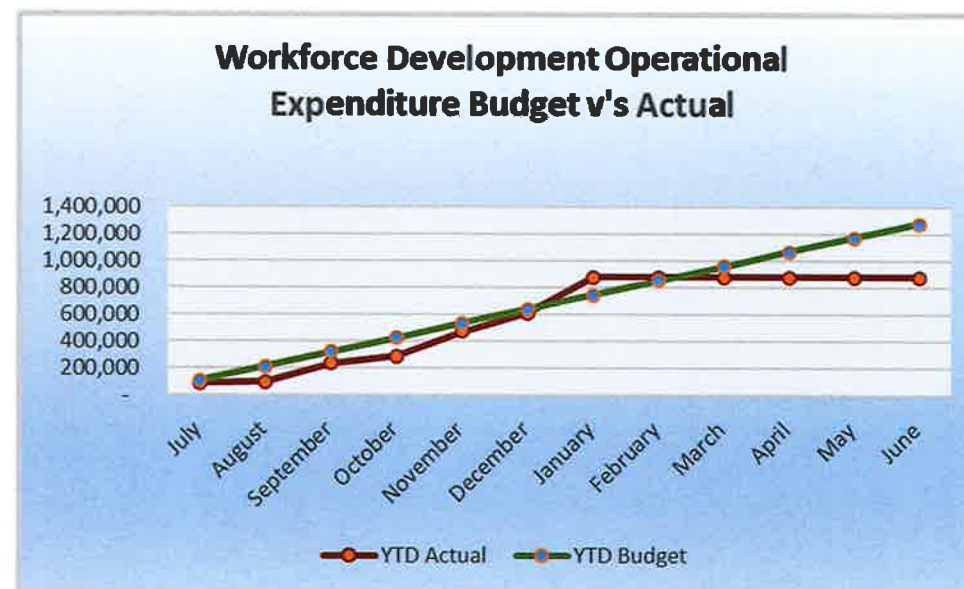
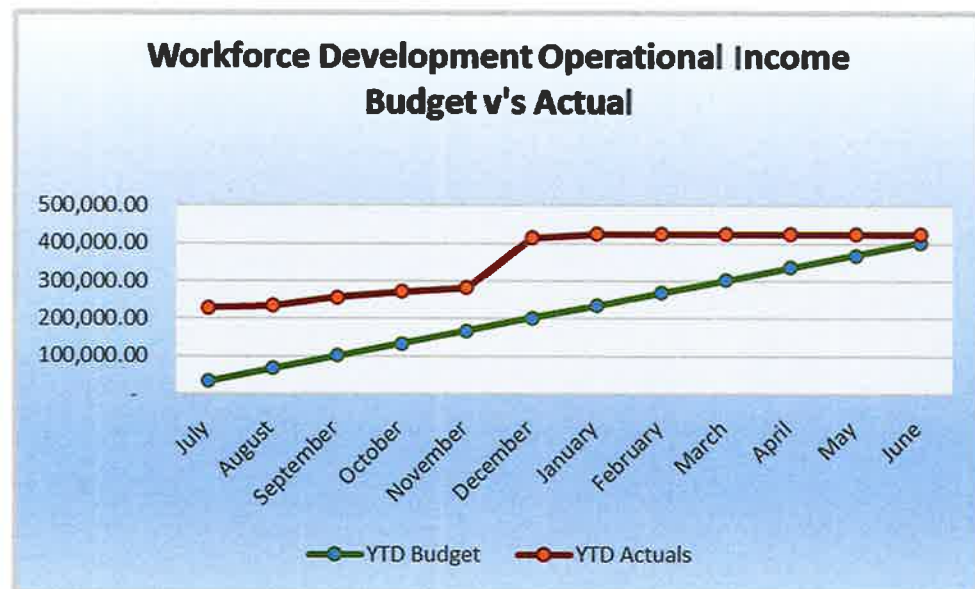
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
4.3.3.1 Develop, manage and deliver the skills targeted training plan and opportunities for staff to excel.	Wes Hoffman - Manager HR & Workforce Development	Regulatory training conducted in line with organisational requirements. Skills enhancement and career development training plans being developed from annual review data. Cert III and Cert IV apprenticeships in civil construction have been organised with delivery starting February/March. Higher duties and secondment opportunities have been implemented. Code of Conduct and WHS for Managers was organised for delivery in February/March	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
4.3.3.2 Develop, manage and deliver the Workforce Management Strategy.	Wes Hoffman - Manager HR & Workforce Development	Discussions continuing with associated business unit Managers to ensure a continued focus on operational outcomes, required resourcing with strategic and financial alignment. Challenges are still being faced aligning some of our technical skill shortages with skill supply however recent outsourcing of select recruitment services has achieved a broader, larger skilled applicant pool for a number of positions. Current FTE 112	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
4.3.3.3 Deliver business improvements, recognising emerging risks and opportunities.	Wes Hoffman - Manager HR & Workforce Development	Strategic workforce planning is a current focal point ensuring a deep understanding of the current and future states of our workforce. A review of HR processes, practices and framework is continuing to ensure strategic alignment and best practice.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
4.3.3.4 Manage the Workforce Development service of Council in a financially responsible manner in line with budget allocations.	Wes Hoffman - Manager HR & Workforce Development	Operational budgets in line with projected expenditure and costs savings still explored. Long service leave and personal leave being closely monitored, reviewed and forecast due to the higher than normal retirement attrition rate of long term staff. A recent workers compensation performance rebate has given a financial boost to Councils WHS service provision.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
4.3.3.5 Develop, manage and deliver Employer of Choice recruitment and retention services.	Wes Hoffman - Manager HR & Workforce Development	Selection, recruitment and retention practice improvement options currently being perused. Large recruitment drive for five (5) positions for the Civic Office is being finalise with associated letters of offer. After employee consultation a 4 day work work trial is being reviewed for consideration. Employee health checks have been organised for delivery in February/March encompassing the following checks: 1. Blood Pressure Test 2. Cholesterol Test 3. Diabetes Test 4. Lumber Lordosis 5. Grip Strength Test 6. COPD Testing (lung function) 7. Full health pre screening	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK



Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
4.3.3.6 Manage and deliver Work Health and Safety and Risk Management Services.	Wes Hoffman - Manager HR & Workforce Development	<p>Council so far as is reasonably practicable, continues to ensure the health and safety of all workers and other people like visitors and volunteers via the implementation of embedded risk management principles in line with regulatory, health, State and Federal requirements.</p> <p>Continuing to assess and evolve work practices and procedures in line with the changing COVID environment and NSW health mandates.</p> <p>Statutory requirements are being met.</p> <p>Councils enterprise risk registered has been reviewed and updated.</p> <p>17 WHS consultative meetings have been conducted throughout the organisation.</p> <p>34 Blood alcohol content (BAC) tests have been conducted all yielding negative results.</p>	In Progress	25/11/21	30/06/22	80.00	100.00	 ON TRACK

## 7. Workforce Development



COA	21/22 QBR 1 Budget	21/22 YTD Actuals January	21/22 Percentage Spent
Workforce Development	880,097	453,368	51.51%
1. Operating Income	(402,974)	(424,526)	105.35%
2. Operating Expenditure	1,283,071	877,894	68.42%

## 8. EMERGENCY SERVICES

### ACTION STATUS






### ACTION PERFORMANCE



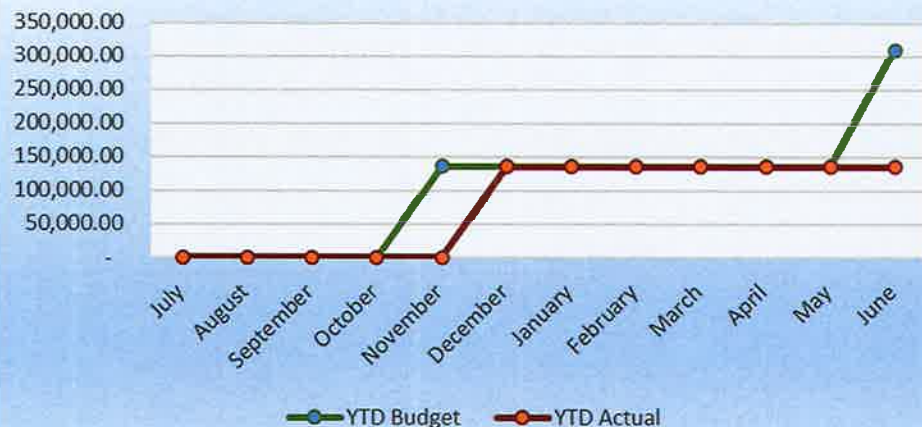
Actions reported on	3
At least 80% of action target achieved	3
Between 50% and 80% of action target achieved	0
Less than 50% of action target achieved	0
Actions with no target set	0

## ACTION SUMMARY

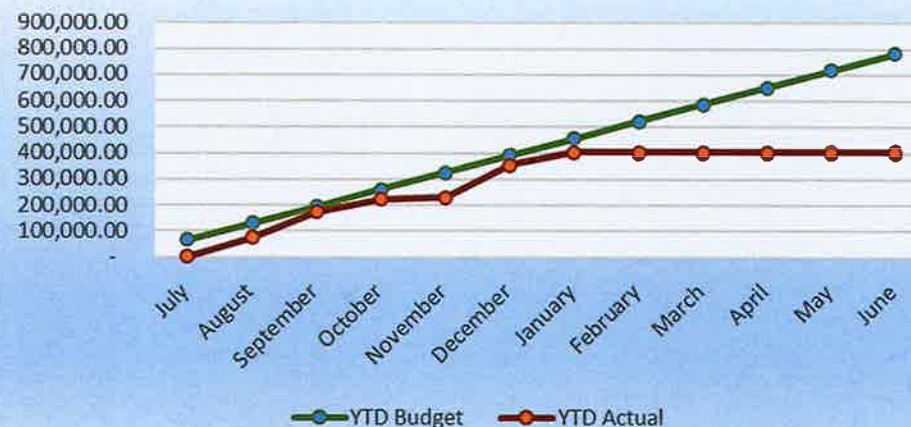
Business Unit: Emergency Services								
Service Profile: Emergency Services								
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
3.2.4.1 Develop, manage and deliver Emergency Management functions and facilities.	Wes Hoffman - Manager HR & Workforce Development	LEMC meetings functioning effectively. The COVID Environment and its constraints are still playing a role in Council's emergency processes and procedures. Mingoola RFS Shed, slab now complete and construction has begun.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
3.2.4.2 Deliver business improvements, recognising emerging risks and opportunities.	Wes Hoffman - Manager HR & Workforce Development	Community Recovery Officer working with community and relevant stakeholders with COVID and Bushfire recovery initiatives and support.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
3.2.4.3 Manage the Emergency Service of Council in a financially responsible manner in line with budget allocations.	Wes Hoffman - Manager HR & Workforce Development	Working with RFS with service level briefings. Operating within budget. Working with SES with service level briefings. Operating within budget.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

## 8. Emergency Services

**Emergency Services Operational Income  
Budget v's Actual**



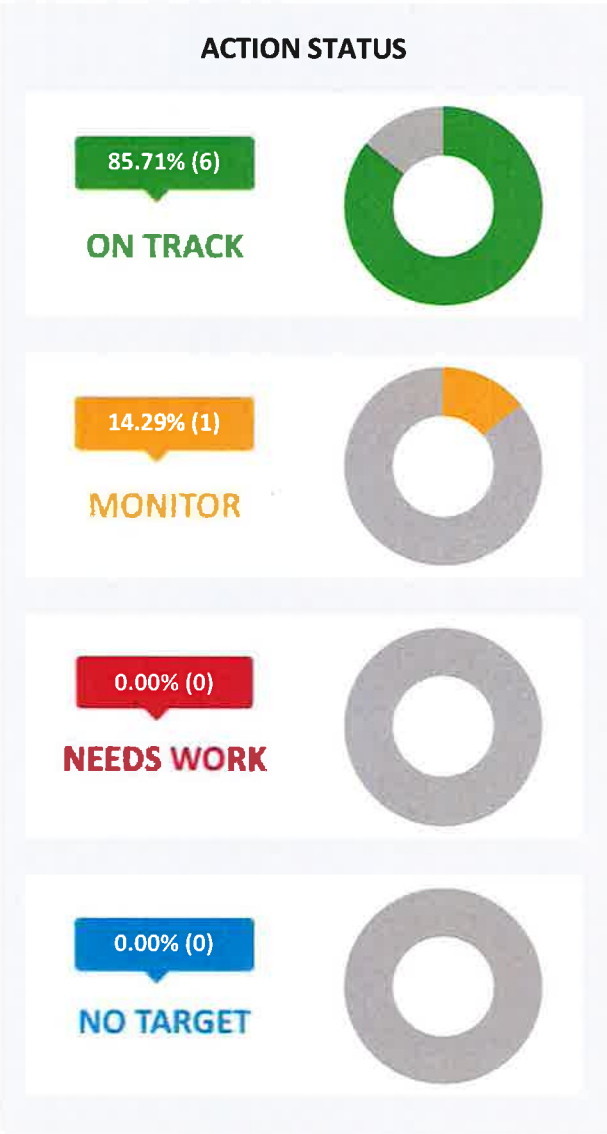
**Emergency Services Operational Expenditure  
Budget v's Actual**



COA	21/22 QBR 1 Budget	21/22 YTD Actuals January	21/22 Percentage Spent
Emergency Services	474,229	268,462	56.61%
1. Operating Income	(308,020)	(135,500)	43.99%
2. Operating Expenditure	782,249	403,962	51.64%










9. FINANCE AND TECHNOLOGY





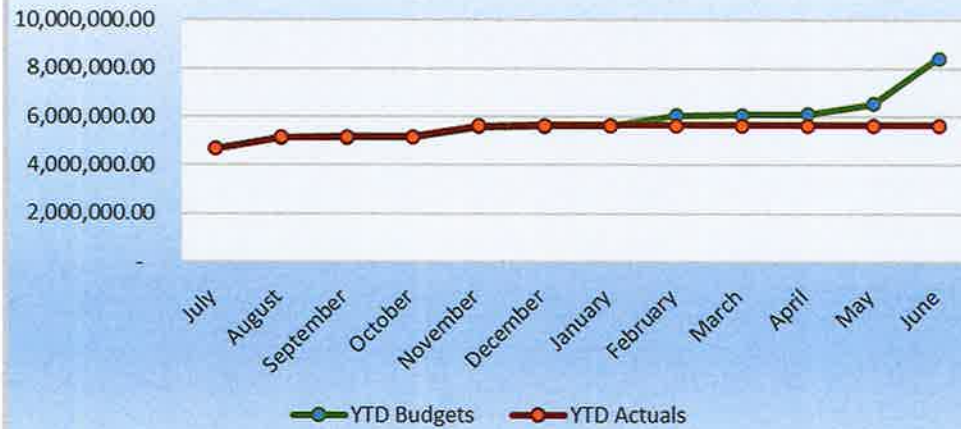
## ACTION SUMMARY

Business Unit: Finance & Technology								
Service Profile: Finance & Technology								
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
4.3.4.1 Manage and deliver financial services in line with statutory requirements.	Jessica Wild - Management Accountant	Statutory requirements we met for the December 2021 and January 2022 periods.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
4.3.4.2 Deliver business improvements, recognising emerging risks and opportunities.	Jessica Wild - Management Accountant	A number of improvements particularly around IT Systems have been identified and will be implemented going forward. Staff training has been held in Council's mapping software. Work is ongoing to identify opportunities for further IT efficiencies and budget savings as of January 2022.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
4.3.4.3 Manage the Finance and Technology Service of Council in a financially responsible manner in line with Budget allocations.	Jessica Wild - Management Accountant	The Finance and Technology Service is managed within budget as of January 2022.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
4.3.4.4 Manage investments in the long term interest of the community and within regulatory requirements - Plan develop and manage Council's investment portfolio.	Jessica Wild - Management Accountant	Investments are managed within Council's Investment Policy guidelines. Current investments are reported to Council every month as part of the Finance & Accounts report, with the latest updates being provided for December 2021 and January 2022.  A review of the report format is underway with the aim to provide more data relevant to external restriction balances as highlighted in the Annual Financial Audit.	In Progress	25/11/21	30/06/22	80.00	100.00	 ON TRACK
4.3.6.1 Develop, manage and deliver processes and systems to meet recommendations of external and internal reviews, investigations or findings.	Jessica Wild - Management Accountant	Processes and systems are being developed, managed and delivered in line with external reviews, investigations and findings as of January 2022.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

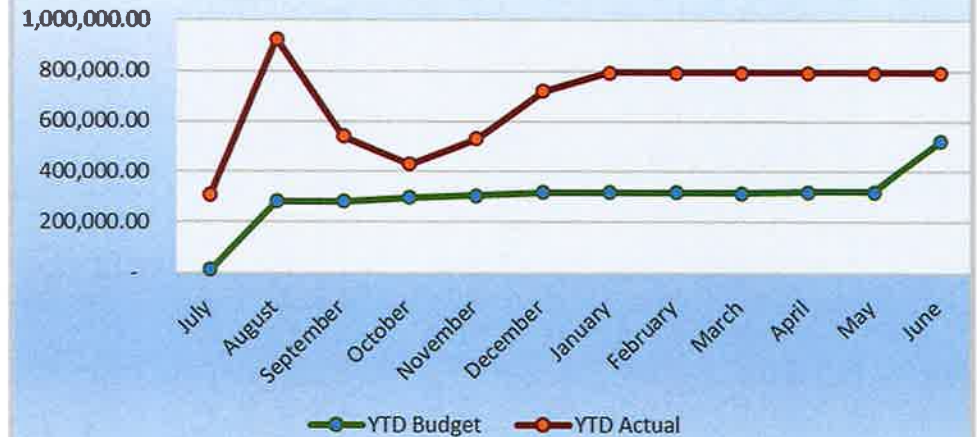
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
4.3.6.2 Develop, manage and deliver Council's Technology Strategic Plan.	Jessica Wild - Management Accountant	<p>Work is continuing on the development of the IT Strategic Plan and additional policies are in the process of being developed to comply with relevant legislative requirements. One of these is the Workplace Surveillance Policy which was adopted by Council in February 2021.</p> <p>There have been a number of enhancements to Council's systems including Payroll, Bank Rec, Records, Risk and Credit Card Management systems with others on the horizon including Asset Management and Development Applications. The new Asset Management System Implementation Group has commenced with initial trial data uploaded into AssetFinda in January 2021. Work on this is ongoing as each asset class is being uploaded into the new system – as of January 2022 this work is ongoing due to implementation delays from the software provider.</p> <p>Work has not continued on the Technology Strategy while a new manager is under recruitment.</p>	In Progress	01/07/21	30/06/22	60.00	100.00	 MONITOR
4.3.7.1 Manage and deliver Council's Long-Term Financial Plan in line with statutory requirements.	Jessica Wild - Management Accountant	Statutory requirements we met for the December 2021 and January 2022 periods.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

## 9. Finance and Technology

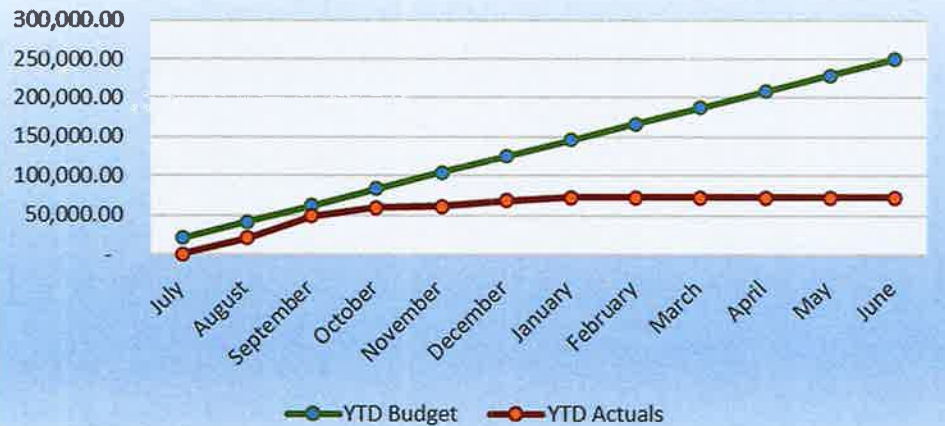
**Finance & Technology Operational Income  
Budget v's Actual**



**Finance & Technology Operational Expenditure  
Budget v's Actual**



**Finance & Technology Capital Expenditure  
Budget v's Actual**



COA	21/22 QBR 1 Budget	21/22 YTD Actuals January	21/22 Percentage Spent
Finance & Technology	(7,575,604)	(4,757,339)	62.80%
1. Operating Income	(8,423,816)	(5,668,872)	67.30%
2. Operating Expenditure	521,804	793,320	152.03%
4. Capital Expenditure	250,000	73,041	29.22%
1810501. Computer Equipment - Finance	50,000	17,856	35.71%
1810508. Capitalised Software	200,000	55,186	27.59%
6. Liabilities	76,408	45,172	59.12%

## 10. CORPORATE AND GOVERNANCE

### ACTION STATUS

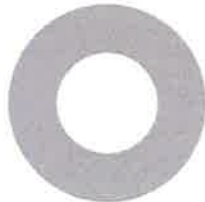
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ON TRACK



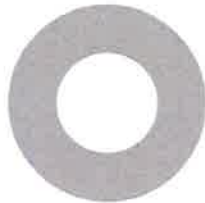
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MONITOR



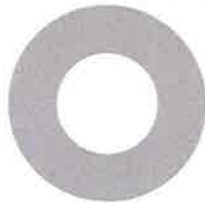
0.00% (0)

NEEDS WORK



0.00% (0)

NO TARGET



### ACTION PERFORMANCE






Actions reported on	7
At least 80% of action target achieved	7
Between 50% and 80% of action target achieved	0
Less than 50% of action target achieved	0
Actions with no target set	0



## ACTION SUMMARY



## Business Unit: Corporate &amp; Governance

## Service Profile: Corporate &amp; Governance

Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
4.1.1.3 Manage the Corporate and Governance Service of Council in a financially responsible manner in line with budget allocations.	Erika Bursford - Manager Customer Service, Governance & Records	No capital budgets allocated in 2021/22. Operational expenditure continues to be slightly under budget as at 31 January 2022. Integrated Planning and Reporting community consultation sessions done from 19 January to 22 January 2022. Community feedback included operational requests, which will be distributed to relevant service areas for investigation, and where possible, rectification.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
4.1.1.4 Manage and deliver services for community involvement in Council decision making processes.	Erika Bursford - Manager Customer Service, Governance & Records	IRIS Research, based at the University of Wollongong, has undertaken the two previous Customer Satisfaction Surveys in 2018 and 2020. IRIS has been amalgamated with Tavener Research in 2021. Initial conversations with Tavener in December 2021 indicates that they can undertake the 2022 survey for Tenterfield in the same format as the previous two surveys. A query regarding the survey being done in January 2022 found that this is a period where surveys are generally not conducted, due to populations still travelling in school holidays.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
4.3.1.1 Develop, manage and deliver Customer Services.	Erika Bursford - Manager Customer Service, Governance & Records	Customer Compliments for December 2021 - 3 Customer Compliments for January 2022 - 2 Customer Complaints for December 2021 - 0 Customer Complaints for January 2022 - 3	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

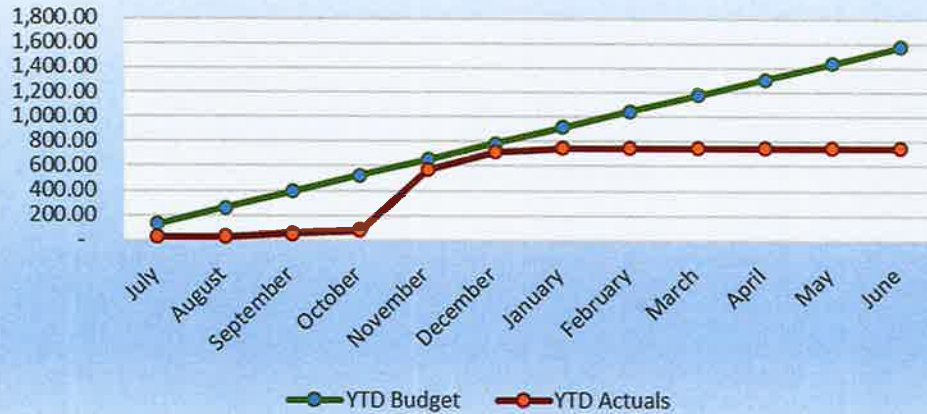


Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
4.3.1.2 Deliver business improvements, recognising emerging risks and opportunities.	Erika Bursford - Manager Customer Service, Governance & Records	Records Management staff continue to register incoming correspondence in altus with extra keystrokes as IT Vision have not taken on board suggestions as at December 2021 and January 2022. Support to Governance tasks has been possible with casual staff member hours, with delivery of the Monthly Operational Report in January 2022 from the CAMMS Strategy software product. CAMMS refresher sessions for managers delayed in January 2022, due to COVID-19 workforce management strategies, with staff working remotely.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
4.3.1.3 Develop, manage and deliver Governance Services.	Erika Bursford - Manager Customer Service, Governance & Records	Annual Report 2020/2021 and End of Term Report 2016 to 2021 adopted by Council on 24 November 2021. Link to these reports forwarded to the Office of Local Government on 25 November 2021, to meet 30 November 2021 compliance deadline. Audit & Risk Committee member Peter Sheville has confirmed in December 2021 that he will continue on the committee for the next term of Council. No confirmation of final version of Risk Management and Internal Audit Guidelines for Councils from Office of Local Government in January 2022.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

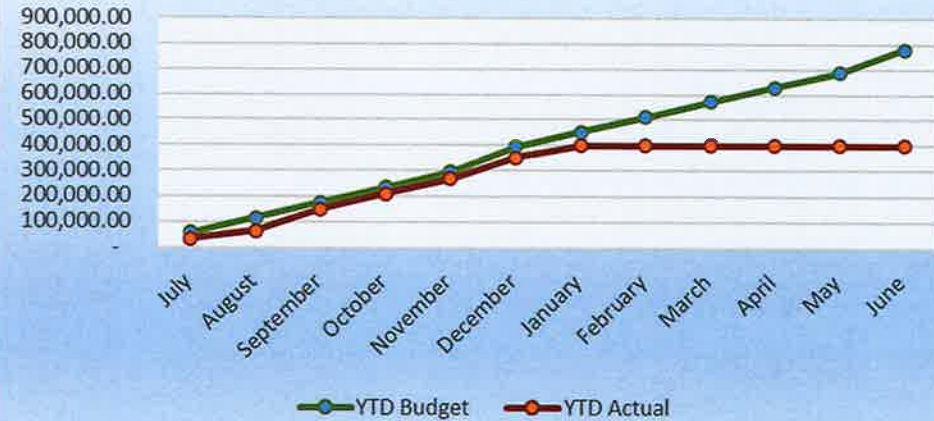
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
4.3.1.4 Develop, manage and deliver Customer and Stakeholder Services.	Erika Bursford - Manager Customer Service, Governance & Records	<p>63 customer service general enquiries for December 2021.</p> <p>96 customer service general enquiries for January 2022.</p> <p>Responses provided to four complex customer complaints in January 2022..</p> <p>Some customers continue to be abrasive towards staff in January 2022.</p> <p>Review of the altus ECM records management system following resident comments regarding lack of response to their communications with Council (at Community Engagement Session on 19 January 2022) did not support their claims.</p>	In Progress	01/07/21	30/06/22	80.00	100.00	 <small>ON TRACK</small>
4.3.4.5 Develop, manage and deliver Records Services.	Erika Bursford - Manager Customer Service, Governance & Records	<p>State Archives and Records Agency (SARA) has directed that all agencies undertake reporting and compliance requirements from January 2022, with all reporting to be provided to SARA by March 2022.</p> <p>Six business units were selected, and have completed the assessment tool, with support from Records Management, in January 2022.</p> <p>These results will be grouped to develop an organisation average, and provided to SARA.</p>	In Progress	01/07/21	30/06/22	80.00	100.00	 <small>ON TRACK</small>

## 10. Corporate and Governance

**Corporate & Governance Operational Income  
Budget v's Actual**

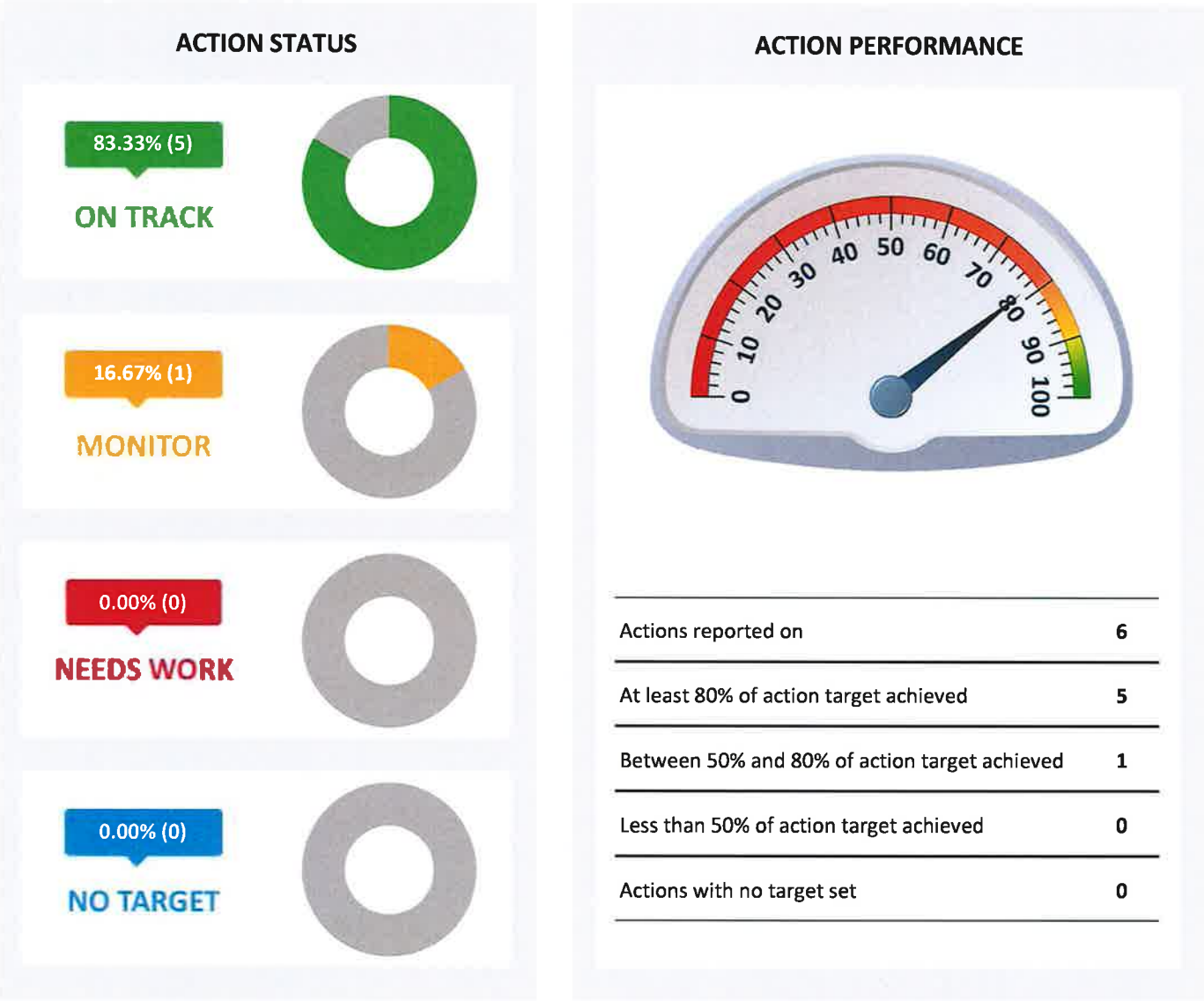


**Corporate & Governance Operational  
Expenditure Budget v's Actual**



COA	21/22 QBR 1 Budget	21/22 YTD Actuals January	21/22 Percentage Spent
Corporate and Governance	780,226	399,132	51.16%
1. Operating Income	(1,576)	(747)	47.37%
2. Operating Expenditure	781,802	399,878	51.15%


11. ENVIRONMENTAL MANAGEMENT





## ACTION SUMMARY




## Business Unit: Environmental Management

## Service Profile: Environmental Management

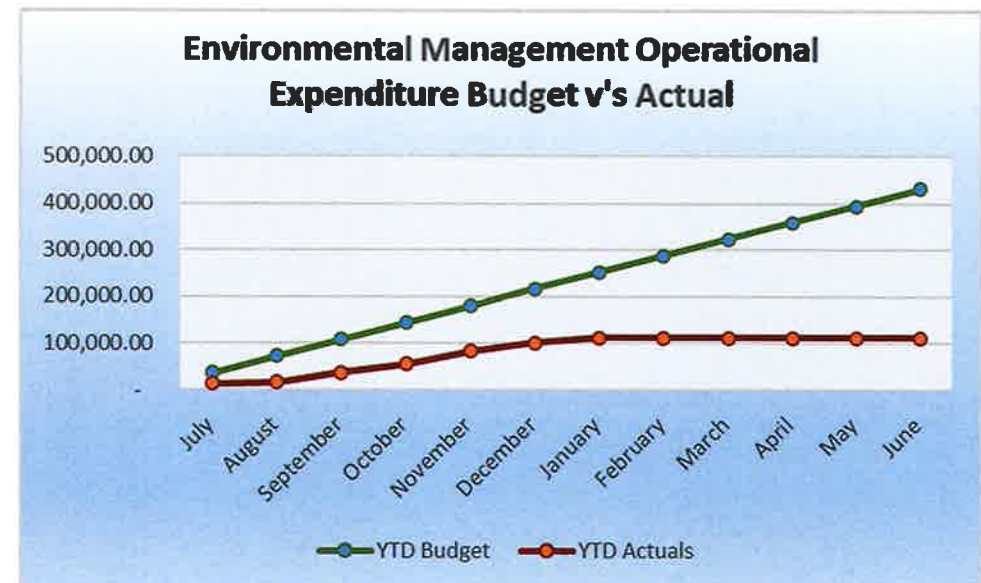
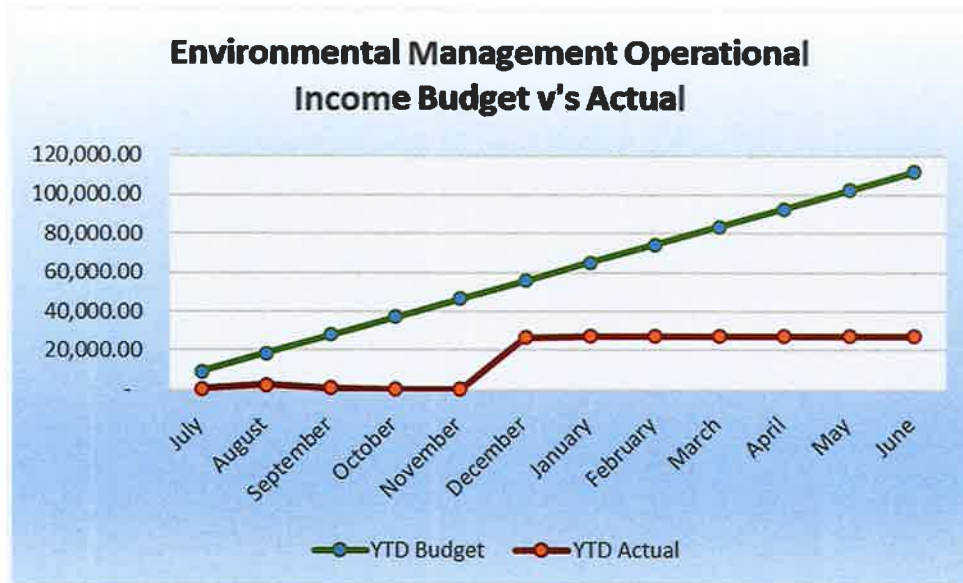
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
1.1.4.2 Develop and manage systems and processes to deliver Companion Animals requirements Illegal Dumping and Parking Control.	Mark Cooper - Manager Open Space, Regulatory & Utilities	<p>Regular patrols were carried out in the Tenterfield Shire. Again numerous people cautioned for walking dogs off lead along walking track in Tenterfield.</p> <p>One person was spoken to in relation to overnight camping in their vehicles in the park.</p> <p>Four dogs surrendered and rehomed in December &amp; January.</p> <p>Two dogs impounded and released back to their owners.</p> <p>Four cats surrendered and rehomed in December and January</p> <p>No fines issued for dog related offence.</p> <p>Council Officers are conducting regular parking patrols and in the month of December &amp; January no infringements were issued for parking breaches. Officers regularly monitor parking availability in the main street and identify vehicles that may be in breach of parking requirements.</p> <p>Nil illegal dumping reported for December &amp; January</p> <p>Seven letters sent for overgrown and untidy blocks, with one still ongoing.</p> <p>One vehicle has been impounded for December &amp; January and destroyed as less than \$500 as per the Act.</p>	In Progress	30/11/21	30/06/22	80.00	100.00	 ON TRACK

Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
3.2.2.1 Manage and deliver the Weeds Management Program, Council's Weeds Action Plan and regional weeds management plans.	Mark Cooper - Manager Open Space, Regulatory & Utilities	Regular inspections are carried out on private and government lands for all weeds but specifically the regional priority weeds outlined in the Northern Tablelands Regional Strategic Weed Management Plan 2017-2022 that set the guidelines for councils weed management. 30 property inspections done Ongoing	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
3.2.2.2 Deliver business improvements, recognising emerging risks and opportunities.	Mark Cooper - Manager Open Space, Regulatory & Utilities	<p>High Risk Pathways and Waterways are inspected regularly for new weed incursions. High risk inspections are being carried out on properties within the Tenterfield LGA for priority weeds.</p> <p>Weed Control</p> <ul style="list-style-type: none"> <li>• Black Knapweed – Aldershot and Bellevue Rds. and private property Tenterfield.</li> <li>• Blackberries – Mt Lindsey highway Liston to legume rd.</li> <li>• Tropical Soda Apple - Yabbra Forest Urbenville and Tooloom River</li> <li>• Water Hyacinth – Legume</li> </ul> <p>Council Lands Sprayed</p> <ul style="list-style-type: none"> <li>• Tenterfield Water Treatment Plant</li> <li>• Water Reservoir, Sewage treatment plant, pumpstations</li> </ul> <p>Cemeteries - Tenterfield, Stannum and Tarrington</p> <p>Tenterfield Saleyards</p> <p>Inspections</p> <ul style="list-style-type: none"> <li>• Private Property Inspections – 30 Property inspections for December and January</li> <li>• High-risk pathway Inspections – Mt Lindsey Hwy Tenterfield to Woodenbong, New England Highway Deepwater to Jennings, Bruxner Way and Tooloom Rd.</li> <li>• Waterway inspection – Dumarequ river</li> </ul>	In Progress	01/07/21	30/06/22	72.00	100.00	 MONITOR



Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
3.2.2.3 Manage the Environment Service of Council in a financially responsible manner in line with budget allocations.	Mark Cooper - Manager Open Space, Regulatory & Utilities	All works are carried out within Budget allocations.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
3.2.3.1 Develop, manage and deliver community weed and pest management reduction programs.	Mark Cooper - Manager Open Space, Regulatory & Utilities	Weeds officer attends local agricultural shows, field days and includes a weed of the month in the council newsletter. Weed information and books are handed out to landholders during inspections. High risk weed signs are installed roadside in high risk areas.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
3.2.3.2 Notices and Orders to be issued or served where necessary as per the Local Government Act, EPA Act and POEO Act and Associated Regulations.	Mark Cooper - Manager Open Space, Regulatory & Utilities	<p>Where Council receives complaints regarding overgrown unsightly lots Notices are issued requiring the owner to undertake work to comply. 29 Voluntary Compliance Requests were sent out in November.</p> <p>One notice has been issued for clean up to an unsightly property</p> <p>Council is assisting in the private impounding of a stallion</p>	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

## 11. Environmental Management



COA	21/22 QBR 1 Budget	21/22 YTD Actuals January	21/22 Percentage Spent
<b>Environmental Management</b>	320,869	84,922	26.47%
1. Operating Income	(111,600)	(27,241)	24.41%
2. Operating Expenditure	430,406	112,163	26.06%
4. Capital Expenditure	2,063	0	0.00%
4235501. Covid-19 Council Pound Grant Expenditure	2,063	0	0.00%

## 12. LIVESTOCK SALEYARDS

### ACTION STATUS

75.00% (3)

ON TRACK



25.00% (1)

MONITOR



0.00% (0)

NEEDS WORK



0.00% (0)

NO TARGET



### ACTION PERFORMANCE







Actions reported on	4
At least 80% of action target achieved	3
Between 50% and 80% of action target achieved	1
Less than 50% of action target achieved	0
Actions with no target set	0

## ACTION SUMMARY

## Business Unit: Livestock Saleyards

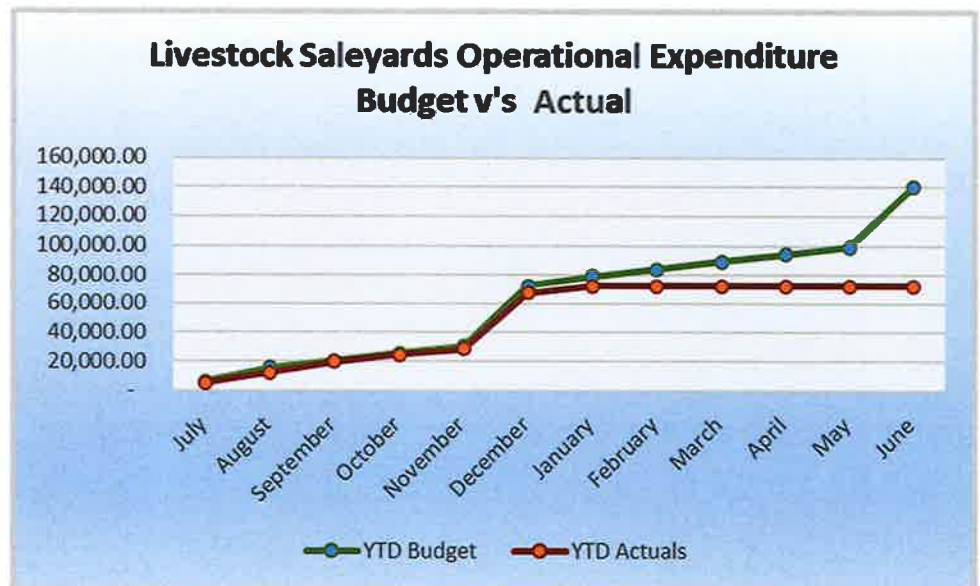
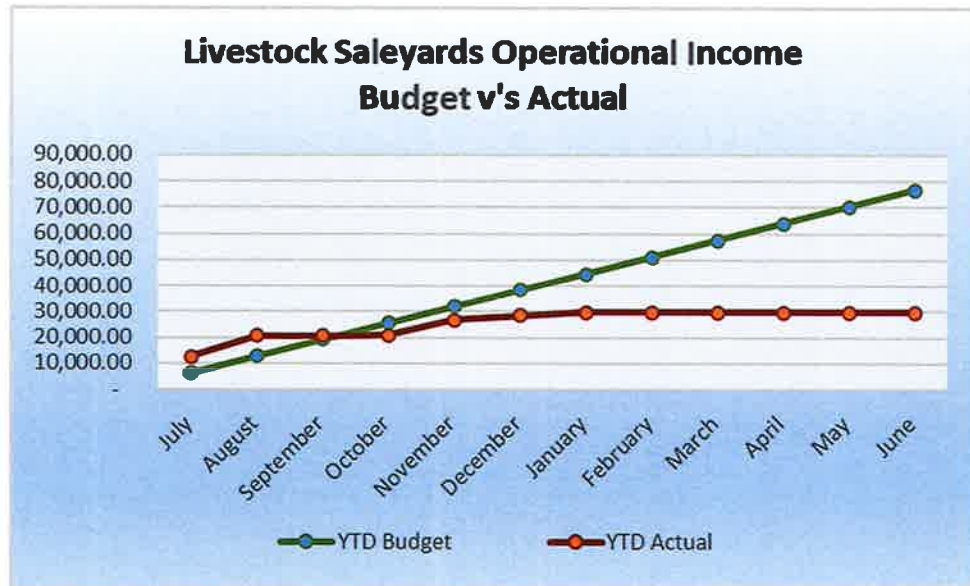
## Service Profile: Livestock Saleyards

Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
2.1.3.1 Develop, manage and deliver Asset Management, Strategic and Management Plans for Saleyards.	Mark Cooper - Manager Open Space, Regulatory & Utilities	Saleyard Management Plan Adopted. Saleyard induction now on the web site	In Progress	01/07/21	30/06/22	70.00	100.00	 MONITOR
2.3.1.1 Manage and deliver Saleyards Services.	Mark Cooper - Manager Open Space, Regulatory & Utilities	<p>Cattle Numbers for December 2021-January 2022;  Prime Sale – 463 Head - \$887,614.27  Private Weighing – 409 Head - \$903,585.19  Total - 872 Head - \$1,791,199.46</p> <p>Financial Year 2021/2022 3380 Head - \$3,809,694.74  Financial Year 2020/2021 8,963 Head - \$14,127,684.48  Financial Year 2019/2020 9,247 Head - \$8,441,858.64  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</p>	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
2.3.1.2 Deliver business improvements, recognising emerging risks and opportunities.	Mark Cooper - Manager Open Space, Regulatory & Utilities	Obtaining design and quotes for the installation of the Double Height loading ramp and proposing a new location within the saleyards. Truckwash- Decision needs to be made as to whether to proceed. Biggest risk being further reduction in throughput and loss of income as to whether the saleyards will remain viable. Bio Security training undertaken on the 30th November.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
2.3.1.3 Manage the Saleyards Service of Council in a financially responsible manner in line with budget allocations.	Mark Cooper - Manager Open Space, Regulatory & Utilities	Working and operating within budget. Major financial impact being the very low numbers of cattle being processed through the saleyards.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK



## 12. Livestock Saleyards



COA	21/22 QBR 1 Budget	21/22 YTD Actuals January	21/22 Percentage Spent
<b>Livestock Saleyards</b>	244,755	42,490	17.36%
1. Operating Income	(76,594)	(29,867)	38.99%
2. Operating Expenditure	140,566	72,356	51.48%
4. Capital Expenditure	180,783	0	0.00%
4220504. Improvements to Loading Ramps & Traffic Facilities	180,783	0	0.00%



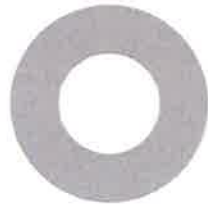
### 13. PLANNING AND REGULATION

#### ACTION STATUS

100.00% (8)  
**ON TRACK**



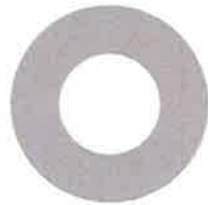
0.00% (0)  
**MONITOR**



0.00% (0)  
**NEEDS WORK**



0.00% (0)  
**NO TARGET**










#### ACTION PERFORMANCE




Actions reported on	8
At least 80% of action target achieved	8
Between 50% and 80% of action target achieved	0
Less than 50% of action target achieved	0
Actions with no target set	0

## ACTION SUMMARY

Business Unit: Planning & Regulation								
Service Profile: Planning & Regulation								
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
1.3.3.1 Monitor and assess application of Tenterfield Local Environmental Plan 2013 and Development Control Plan 2014 (as amended).	Tamai Davidson - Manager Planning & Development Services	Dec/Jan 22 - Ongoing application of provisions of LEP and DCP. LEP Amendment for additional heritage items finalised – LEP gazetted 19 November 2021	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
1.4.1.1 Management and delivery of heritage advisory services including management of the Heritage Advisor and community in the development and upgrade of heritage assets.	Tamai Davidson - Manager Planning & Development Services	Dec/Jan 22 - Heritage Advisor attends bi-monthly heritage committee meetings and on other occasions when required. Advice provided to land owners via phone, email and site meetings where possible. Local Heritage Funding applications - projects underway, due for completion by early April 2022.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
2.1.6.1 Manage and deliver building and construction regulatory services.	Tamai Davidson - Manager Planning & Development Services	Dec/Jan 22 - Ongoing assessment of Construction Certificates in accordance with legislative requirements.	In Progress	24/11/21	30/06/22	80.00	100.00	 ON TRACK

Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
3.1.1.1 Assess and determine regulatory applications, including Development Applications, Complying Development Certificates, Construction Certificates, Section 68 Certificates and Conveyancing Certificates.	Tamai Davidson - Manager Planning & Development Services	Dec/Jan 22 - Ongoing advice provided through email, phone and meetings where possible. Applications continue to be assessed and determined in accordance with legislation. Strong growth in new dwellings as reflected in monthly statistics. Online Planning Applications- Mandatory Requirements. The NSW Government has mandated that from 1 July 2021, all planning applications including Development Applications (DA's) and Complying Development Certificates (CDC's) will need to be electronically lodged online via the NSW Government Planning Portal. The new process enables customers to lodge applications anytime using the online portal, paper applications will no longer be accepted. Council's website updated to reflect changes.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
3.1.3.1 Local Strategic Planning Statements are implemented and provide guidance for actions to support the desired outcomes.	Tamai Davidson - Manager Planning & Development Services	Dec/Jan 22 - Local Strategic Planning Statement adopted August 2020 and uploaded to NSW Planning Portal.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
3.1.3.2 Deliver business improvements, recognising emerging risks and opportunities.	Tamai Davidson - Manager Planning & Development Services	Dec/Jan 22 - Implementation of Greenlight system and integration with NSW Planning Portal is experiencing delays in the go live phase. All applications must be lodged on line via the NSW Planning Portal. Planning Portal process working relatively smoothly.	In Progress	24/11/21	30/06/22	80.00	100.00	 ON TRACK
3.1.3.3 Manage the Planning and Regulation Service of Council in a financially responsible manner in line with budget allocations.	Tamai Davidson - Manager Planning & Development Services	Dec/Jan 22 - All projects on budget.	In Progress	24/11/21	30/06/22	80.00	100.00	 ON TRACK

Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
5.2.2.1 Facilitate cross department meetings reviewing development applications and opportunities for supportive strategies and actions.	Tamai Davidson - Manager Planning & Development Services	Dec/Jan 22 - Cross department communication continuing – fortnightly meetings when required.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

**APPLICATIONS FOR DEVELOPMENT LODGED WITH COUNCIL – JANUARY 2022**

App No.	Lodged	Applicant	Lot/Sec/DP	Location	Development
DA 2022.001	4-Jan-22	SCOTT Rhonda (Halpin & Scott)	4/556264	113 Duncan Street, Tenterfield	Manufactured Dwelling
DA 2022.002	4-Jan-22	Tenterfield Surveys (Coughran)	423/1236552	760 Billirimba Road, Tenterfield	Two (2) Lot Rural Subdivision
DA 2022.003	4-Jan-22	Tenterfield Surveys (Grant)	A/157406 & 3/604243	3 & 15 Miles Street, Tenterfield	Two (2) Lot Boundary Adjustment
DA 2022.004	4-Jan-22	Tenterfield Surveys (Burtenshaw)	44/42480	7841 Bruxner Highway, Drake	Two (2) Lot Rural Subdivision
DA 2022.005	5-Jan-22	ROSE Shane	264/1246529	286 Mt McKenzie Road, Tenterfield	Dwelling
DA 2022.006	12-Jan-22	BEALE Paul Lawrence (Beale & Skelly)	1/1111878	44 Ballandean Street, Jennings	Dwelling & Shed
DA 2022.007	12-Jan-22	MOORE Thomas (Moore Eggs)	68/751541	993 Timbarra Road, Tenterfield	Expansion of Existing Intensive Livestock Agriculture - Poultry Bird Rearing Shed
CDC 2022.008	13-Jan-22	SAMMUT David (Golfers Inn)	22/1236541	198 Pelham Street, Tenterfield	Gazebo
DA 2022.009	17-Jan-22	Backtrack Youth Works Ltd (SHERRY Vincent)	1/12/758959	50 Francis Street, Tenterfield	Industrial Training Facility
DA 2022.010	17-Jan-22	NEWTON Andrew James	21/1278705	114 Washpool Creek Road, Tenterfield	Demolition of Existing Dwelling, New Dwelling & Shed
DA 2022.011	17-Jan-22	SHERIDAN Riarna - RuralCert (Read)	811/1205063	74 Neagles Lane, Tenterfield	Dwelling
DA 2022.012	20-Jan-22	MULLINS David Joseph	23/1207937	5401 Mount Lindesay Road, Liston	Dwelling
DA 2022.013	20-Jan-22	WEBSTER Trevor Wayne	3/16957	67 Clive Street, Tenterfield	Garage
DA 2022.014	27-Jan-22	SHOESMITH Kenneth Douglas	1/1250651	1608 Torrington Road, Stannum	Installation of a Previously Used Dwelling

**DETERMINATIONS ISSUED – JANUARY 2022**

App No.	Lodged	Date of Approval	No. of Days	Applicant	Lot/Sec/DP	Locality	Description of Development
DA 2021.136	2-Nov-21	17-Jan-22	76 Days	Tenterfield Surveys (Lederhose)	5/751496 & 62/1154123	3499 Rocky River Road, Rocky River	Two (2) Lot Rural Boundary Adjustment
DA 2022.005	5-Jan-22	19-Jan-22	15 Days	ROSE Shane	264/1246529	286 Mt McKenzie Road, Tenterfield	Dwelling
CDC 2022.008	13-Jan-22	28-Jan-22	16 Days	SAMMUT David (Golfers Inn)	22/1236541	198 Pelham Street, Tenterfield	Gazebo

**s4.55 Modifications of Consent**

Application No.	Applicant	Lot/DP	Location	Description of Development
2021.037/1	HASLAM Stephen Douglas	7/751045 & 61/1051769	Talmoi Road BOONOO BOONOO	Environmental Facility - Guided Nature Tours & Interpretation Centre
2020.047/2	Tenterfield Surveys (Paynter)	142/1067251	103 Sunnyside Hall Road, Tenterfield	Four (4) Lot Rural Subdivision

**OUTSTANDING APPLICATIONS**

Application No.	Lodged	Status of Application/Comment	Applicant	Location	Proposed Development
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	Refusal from NSW RFS	RAWNSLEY Derek & PAINE Janine	632 Sugarbag Road, Drake	Tourist & Visitor Accommodation (Backpackers Accommodation)
		Insufficient Information provided to complete assessment			
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 2020.033	21-Apr-20	Information Required from Applicant	MOSER Eric (Marian Hansson)	332B Mount Lindesay Road, Tenterfield	Manufactured Building
		Insufficient Information provided to complete assessment			

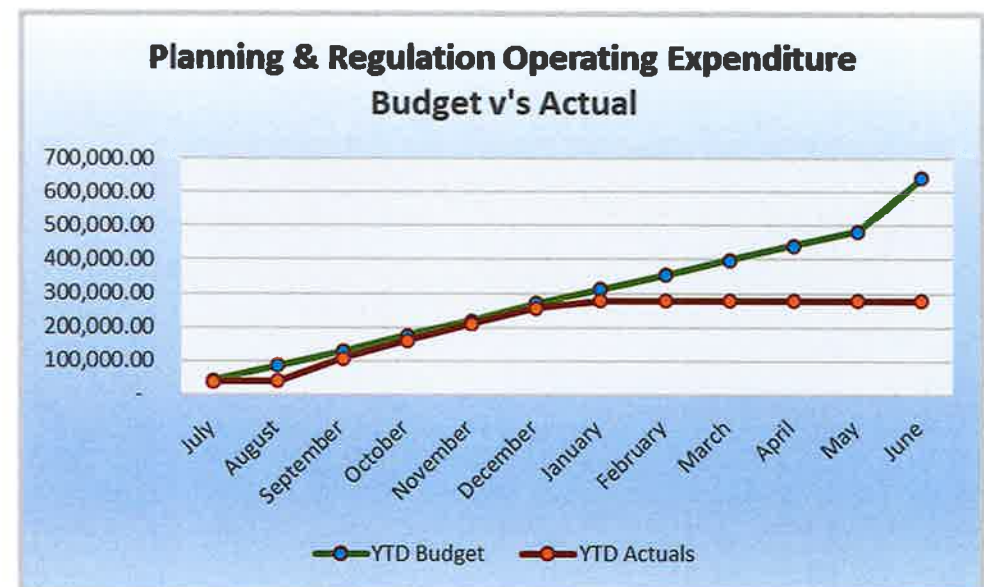
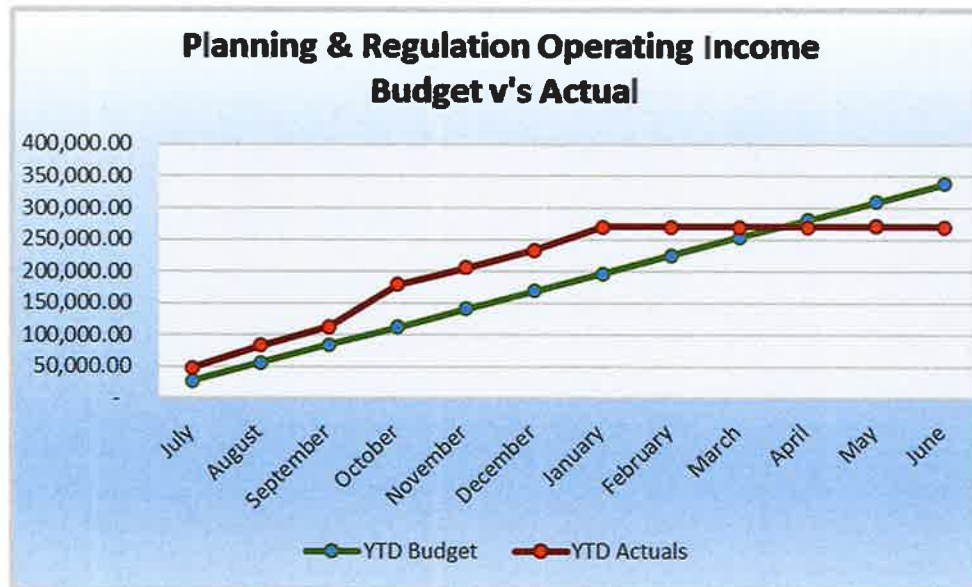


DA 2021.012	01-Feb-21	Information Required from Applicant	CORBETT Arran	Bluff River Road, Tenterfield	Primitive Camp Ground
		Insufficient Information provided to complete assessment			
DA 2021.080	29-Jun-21	Information Required from Applicant	Cracker Quarry & Ag Supplies Pty Ltd	98 Pyes Creek Road, Bolivia	Storage premises, distribution centre and industrial activity - including stockpiling, processing & distribution of quarry products, weighing, dispatch, maintenance & repair of equipment, administration building & amenities
		Insufficient Information provided to complete assessment			
DA 2021.102	24-Aug-21	Information Required from Applicant	Tenterfield Surveys (Petrie)	53 Logan Street, Tenterfield	Three (3) Lot Subdivision
		Insufficient Information provided to complete assessment			
DA 2021.132	14-Oct-21	Tamai to advise of current status	Shun Hung Pty Ltd - SUTCLIFFE Rosie	148 Rouse Street, Tenterfield	Entertainment Facility – Cinema Recreation Facility (indoor) – Bowling Alley Health Services Facility – Medical Centre Centre Based Child Care Facility Food & Drink Premises
DA 2021.140	15-Nov-21	Awaiting NSW RFS Recommendations	Tenterfield Surveys (Garnham)	165 Roos Road, Tenterfield	Two (2) Lot Rural Subdivision
		Under Assessment			
DA 2021.148	19-Nov-21	Awaiting NSW RFS Recommendations	Tenterfield Surveys (Spiteri)	Tooloom Road, Koreelah	Four (4) Lot Rural Boundary Adjustment
		Under Assessment			
DA 2021.152	01-Dec-21	Information Required from Applicant	HOLLEY Brad (Chisholm)	59 Schrodgers Road, Tenterfield	Two (2) Detached Sheds
		Insufficient Information provided to complete assessment			
DA 2021.153	02-Dec-21	Information Required from Applicant	Stephen P McElroy & Associates (Burtenshaw)	7841 Bruxner Highway, Drake	Tourist & Visitor Accommodation
		Insufficient Information provided to complete assessment			
DA 2021.158	15-Dec-21	Information Required from Applicant	SACCON Giana	49 Duncan Street, Tenterfield	Dual Occupancy, Detached Garage & Studio
		Insufficient Information provided to complete assessment			

# FY 21/22 Development Statistics

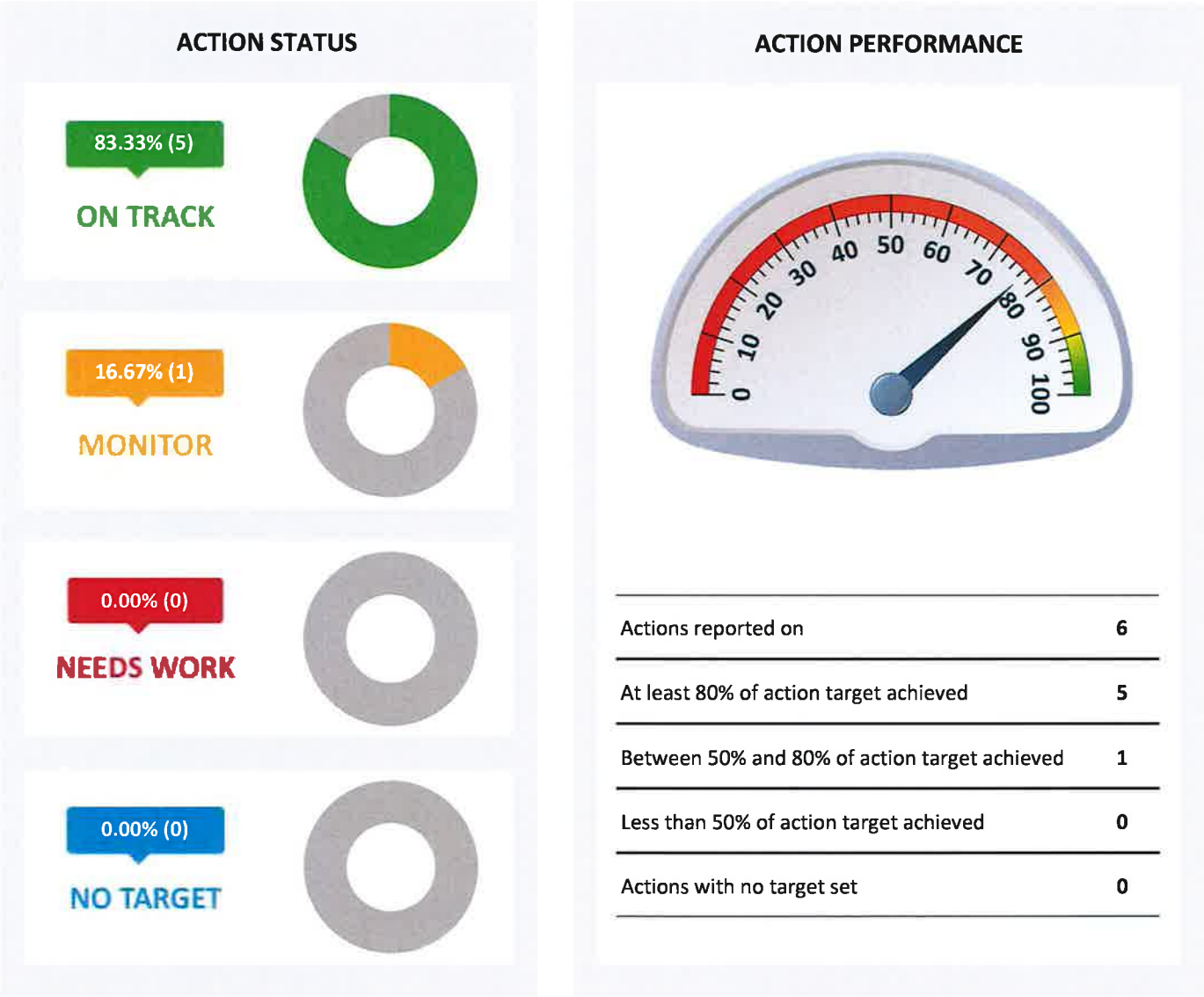
		Dwellings	Additions/ Renovations to Existing Dwellings	Garages, Carports & Sheds	Commercial or Industrial Works	Subdivision	Recreation/ Tourism	FY 21/22 Monthly Total	FY 20/201 Monthly Total
Jul-21	No.	4	0	1	0	3	1	9	10
	Value	\$1,227,501.00	\$0.00	\$14,000.00	\$0.00	\$0.00	\$70,000.00	\$1,311,501.00	\$1,168,890.00
Aug-21	No.	3	0	10	1	2	0	16	17
	Value	\$484,537.00	\$0.00	\$360,994.00	\$90,000.00	\$0.00	\$0.00	\$935,531.00	\$3,132,224.00
Sep-21	No.	8	2	5	1	3	0	19	6
	Value	\$1,736,219.00	\$50,000.00	\$204,131.00	\$2,000.00	\$0.00	\$0.00	\$1,992,350.00	\$1,171,443.00
Oct-21	No.	6	3	2	1	0	0	12	19
	Value	\$1,053,180.00	\$215,000.00	\$115,000.00	\$6,251,581.00	\$0.00	\$0.00	\$7,634,761.00	\$2,262,845.00
Nov-21	No.	3	0	4	1	8	0	16	15
	Value	\$775,944.00	\$0.00	\$72,015.00	\$5,000.00	\$0.00	\$0.00	\$852,959.00	\$1,626,754.00
Dec-21	No.	3	1	3	0	0	1	8	5
	Value	\$834,500.00	\$480,000.00	\$308,072.00	\$0.00	\$0.00	\$300,000.00	\$1,922,572.00	\$654,000.00
Jan-22	No.	7	0	1	2	3	0	13	11
	Value	\$1,940,797.00	\$0.00	\$9,900.00	\$316,000.00	\$0.00	\$0.00	\$2,266,697.00	\$1,042,460.00
Feb-22	No.							0	12
	Value							\$0.00	\$1,689,869.00
Mar-22	No.							0	19
	Value							\$0.00	\$1,222,217.00
Apr-22	No.							0	13
	Value							\$0.00	\$2,315,779.00
May-22	No.							0	14
	Value							\$0.00	\$1,646,918.00
Jun-22	No.							0	13
	Value							\$0.00	\$1,711,617.00
No. (Year to Date)		34	6	26	6	19	2	93	154
FY 21/22 Total Value (Year to Date)		\$8,052,678.00	\$745,000.00	\$1,084,112.00	\$6,664,581.00	\$0.00	\$370,000.00	\$16,916,371.00	
FY 20/21 Total Value		\$16,394,602.00	\$972,180.00	\$1,057,534.00	\$944,200.00	\$0.00	\$276,500.00		\$19,645,016.00

## 13. Planning and Regulation



COA	21/22 QBR 1 Budget	21/22 YTD Actuals January	21/22 Percentage Spent
<b>Planning &amp; Regulation</b>	286,977	(35,643)	-12.42%
1. Operating Income	(338,000)	(269,994)	79.88%
2. Operating Expenditure	643,600	278,820	43.32%
3. Capital Income	(21,771)	(47,389)	217.67%
4. Capital Expenditure	3,148	2,920	92.75%
3001001. Drought Communities Extension - Shire Entry Signs	3,148	2,920	92.75%


14. BUILDINGS AND AMENITIES



## ACTION SUMMARY

## Business Unit: Buildings &amp; Amenities


## Service Profile: Buildings &amp; Amenities




Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
1.4.4.1 Deliver the Property Management Strategy, including maintenance and upgrades in line with Council needs.	Jodie Condric - Administration Officer	<ul style="list-style-type: none"> <li>Increasing maintenance/repair issues with the aged buildings fronting Manners Street. They are deteriorating and will need upgrades to continue to be tenatable.</li> <li>2 signs at 8933 New England Hwy (Bendall's) are now committed and rent paid. Review fees based on proposed bypass road.</li> <li>Administration Building Roof – scope is being prepared for competitive pricing.</li> <li>Dealing with licence to Backtrack over part of Lot 1 Sec. 37 DP 758959, 50 Francis Street. MOU has been negotiated by BackTrack and RFS. DA has been lodged by BackTrack.</li> <li>Applied for funding for the Black Summer Bushfire Recovery Funding for Memorial Hall Fans and Lighting, Mingoolla Hall Improvements, Pool Heating Project, awaiting confirmation of the successful applications.</li> <li>Completed a review of rent payments by tenants. All tenants are paying rent in accordance with agreements. Telstra commenced paying rent for Torrington mobile tower.</li> <li>Provided more information to Optus to assist in their drafting of a new licence agreement for Mt Mackenzie Tower.</li> <li>In January, Council is currently applying for an Extension of time for Streetscape Recovery Project through the Drought Communities Programme Extension Funding yet to hear if this has been</li> </ul>	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK


approved.

- Maintenance has been completed on a dwelling in January to repair external taps and access gate.
- Contractor has been awarded the portal structure project and awaiting engineer plans for the scaffolding prior to the commencement of work and all unsuccessful submissions have been notified.
- Repairs to office furniture and lighting was completed in January
- Fire alarm in the Administration Building has been triggered several times in January with the town Fire Service attending 2 alarms. Investigations have found there was a faulty alarm and is currently on order and will be replaced through warranty.
- Installation of Drought Community Programme Extension Funding signs has been completed in January for the Shire Signs, Improvements to the Drake Resource Centre and Wilsons Downfall Restoration Project.
- Scope of Work has been received for the Administration roof to be replaced and the project is currently being developed for Council to seek tenders.

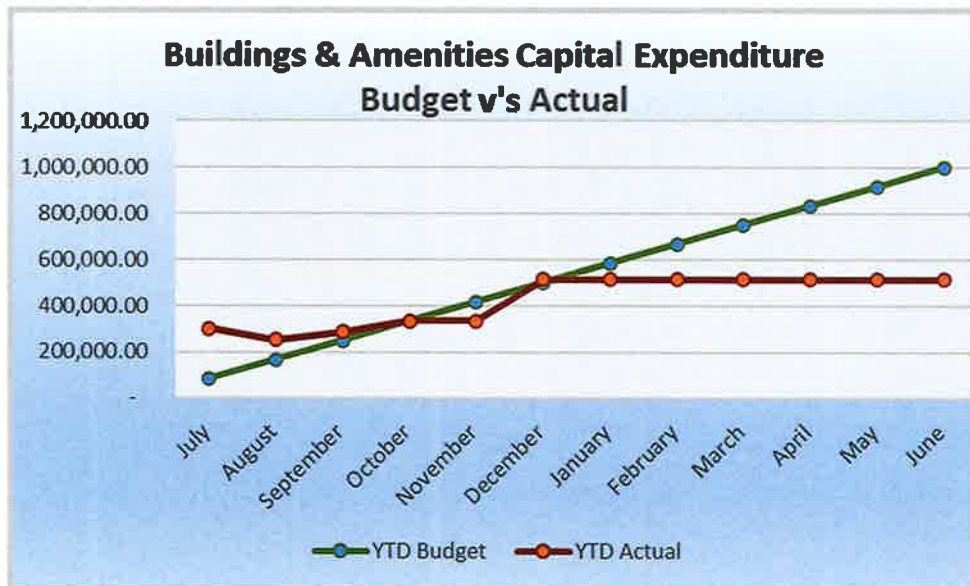
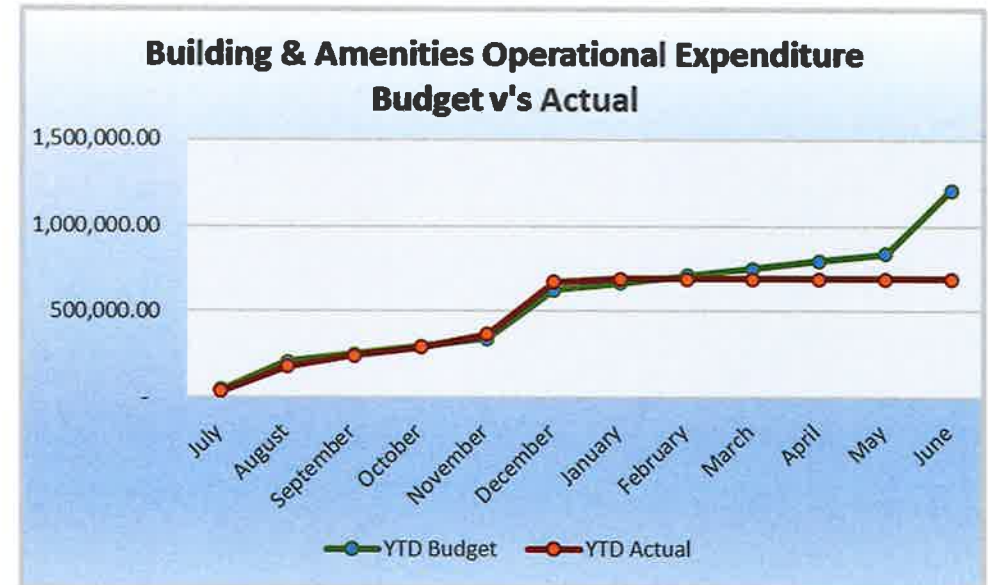
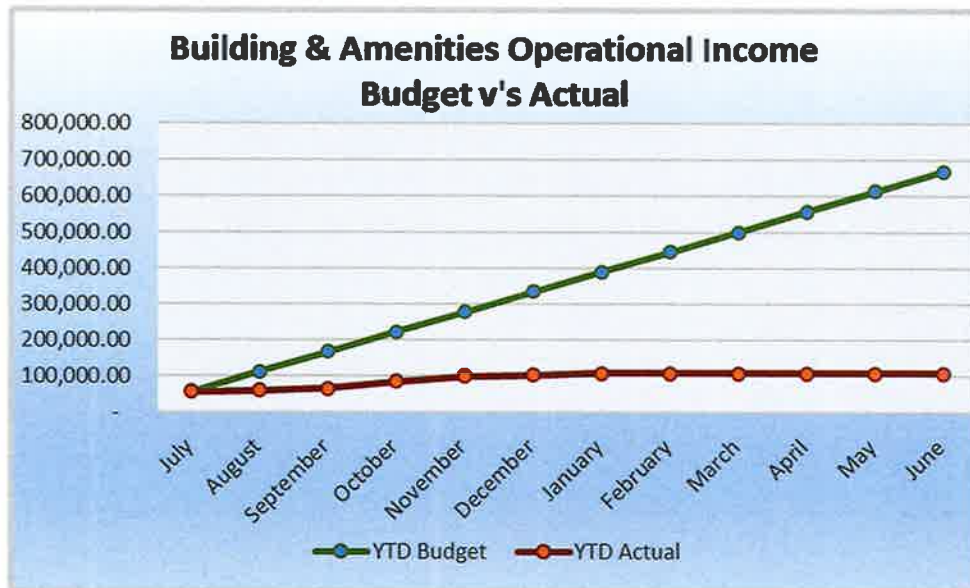


Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
1.4.4.2 Deliver business improvements, recognising emerging risks and opportunities.	Jodie Condrick - Administration Officer	<ul style="list-style-type: none"> <li>• Seeking to manage Council property to reduce ongoing maintenance and depreciation costs.</li> <li>• Completed a review of all commercial tenancies to ensure they are paying rent in accordance with current agreements.</li> <li>• Seeking to increase revenue from Council assets as the opportunity presents.</li> <li>• Regular discussion with builders delivering projects to ensure delays are kept to a minimum or alternative solutions are identified.</li> <li>• Financial reconciliation of projects taking place</li> <li>• SCCF2 – Urbenville &amp; Legume Toilets have received the final payment from Regional NSW</li> <li>• Building Better Regions Fund - December report has been submitted to Resilience NSW</li> <li>• Completed the Urbenville Beautification and Pioneer Cottage Acquittal for the Local Drought Stimulus Support Funding that was received from Regional NSW.</li> <li>• Community Engagement Sessions were successful with community members turning up to the meetings and discussing their thoughts and concerns on where they would like to see the shire in 10 years' time.</li> <li>• Council land at the treatment works is let to Johnson. The 3 year agistment agreement expires from 31 August 2022. The rent has been \$3,500 + GST and is paid to the end of the agreement.</li> <li>• 8933 New England Hwy (Bendals) is let to G Holley on a month to month basis at \$250 + GST per month. The rent is paid up to 31 January 2022. The prior lease expired in February 2021.</li> </ul>	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
1.4.4.3 Manage the Buildings and Amenities of Council in a financially responsible manner in line with budget allocations.	Jodie Condrick - Administration Officer	<p>A number of projects are currently being carried out in accordance with the 20/21 financial budget.</p> <ul style="list-style-type: none"> <li>A number of projects are currently being organised with quotes and plans being revised in accordance with the 21/22 financial budget.</li> <li>Expenditure Audit was completed for the National Bushfire Recovery Funding with only three (3) project out of the 39 projects outstanding.</li> <li>Increasing issues with insufficient budgeted allocations to properly maintain the commercial buildings in accordance with Council obligations as landlord under lease agreements.</li> <li>Focus on reducing Councils maintenance and replacement obligations in new lease negotiations.</li> </ul>	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
1.4.4.4 Develop a Property Strategy for adoption by Council to guide property related transactions.	Jodie Condrick - Administration Officer	Property Strategy - Under review	In Progress	24/11/21	30/06/22	60.00	100.00	 MONITOR
1.4.4.5 Manage Land and Property Register and actions.	Jodie Condrick - Administration Officer	Being managed as required. Spreadsheets are being updated as required.	In Progress	24/11/21	30/06/22	80.00	100.00	 ON TRACK

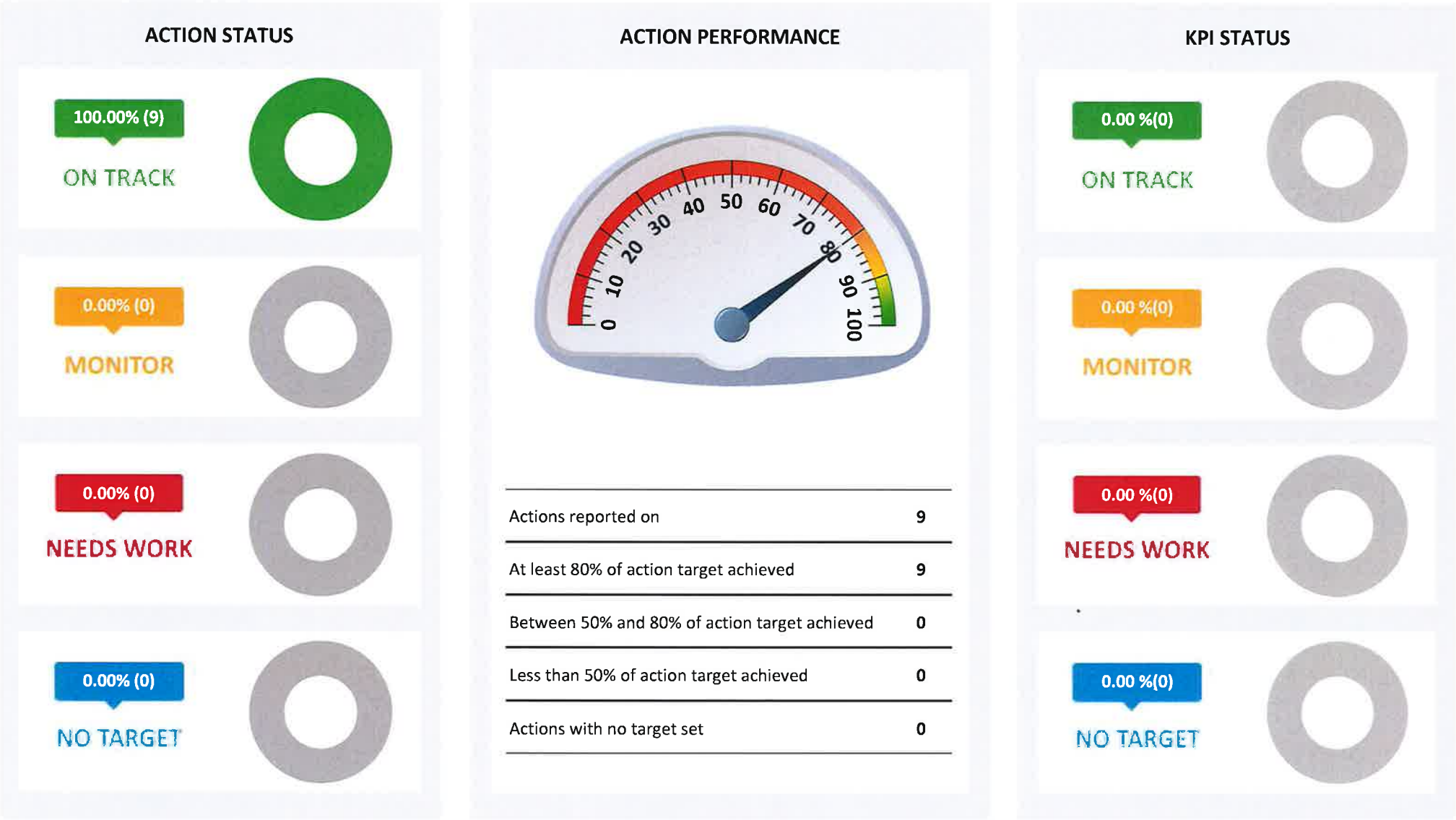
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
3.1.2.1 Development and delivery of the Building and Amenities Asset Management plan.	Jodie Condrick - Administration Officer	<p>Being developed using the Building Condition and Assessment Report 2019 in collaboration with the Asset Manager.</p> <p>Current Capital Works</p> <p>Memorial Hall –Basketball Hoops are being stored in Sydney and discussions are being had in relation to delivery, installation will take place once the roof strengthening has been completed.</p> <p>Band Hall relocation to Leechs Gully Progress Association – negotiations in train. LGPA to liaise with surveyor and heritage consultants.</p>	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

## 14. Building and Amenities



COA	21/22 QBR 1 Budget	21/22 YTD Actuals January	21/22 Percentage Spent
<b>Buildings &amp; Amenities</b>	<b>1,352,968</b>	<b>780,975</b>	<b>57.72%</b>
1. Operating Income	(669,099)	(108,311)	16.19%
2. Operating Expenditure	1,208,452	690,024	57.10%
3. Capital Income	(190,370)	(316,978)	166.51%
4. Capital Expenditure	1,003,985	516,239	51.42%
4200501. Admin Building -- Refurbishment	152,285	188,685	123.90%
4205502. Housing - 53 Welburn Lane - Renew Bathroom	20,000	0	0.00%
4205503. Housing - 53 Welburn Lane - Replace Carpet	15,000	0	0.00%
4230510. SCCF4-0858 Upgrades to Drake Hall	6,500	923	14.21%
4230511. Community Hall Steinbrook - Roof renewal	44,200	0	0.00%
4235000. Tenterfield Memorial Hall Sporting Complex - SCCF-1023	51,119	54,174	105.98%
4235001. Memorial Hall Internal Acoustic, Ventilation & Insulation Treatments	103,145	6,126	5.94%
4235002. Restorations to Pioneer Cottage	14,131	0	0.00%
4235003. BCRRF Stream 1 Memorial Hall	288,990	236,080	81.69%
4235005. Memorial Hall Tenterfield - Fans & Associated Electrical Work	50,000	0	0.00%
4235006. SCCF4-0949 Floor Refurbishments to Memorial Hall	100,000	0	0.00%
4235007. Memorial Hall Tenterfield - Upper Level - Storage	130,000	0	0.00%
4610508. Toilet Block Enhancements at Urbenville and Legume - SCCF-1105	28,615	30,251	105.72%

15. PARKS, GARDENS AND OPEN SPACES













## ACTION SUMMARY

## Business Unit: Parks, Gardens &amp; Open Space

## Service Profile: Parks, Gardens &amp; Open Space

Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
1.1.5.1 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	<p>Installation of new drip line irrigation in gardens in Rouse Street completed, with the planting completed.</p> <p>Staff have been planting, pruning and mulching street trees.</p> <p>Pansies removed from garden beds in Rouse street with new flowers ordered to be planted.</p> <p>Fertilizing all new street and park trees in Tenterfield.</p> <p>New replacement tree arrived for Rouse street garden as the previous tree was broken.</p> <p>Low limbs in Logan Street have been pruned as these were obstructing vehicle movements along the street causing damage.</p> <p>Two pin oaks are still to be removed in Logan Street.</p> <p>Mowing and brushcutting is a major work factor due to growing season.</p> <p>Staff removed several trees damaged or fallen, due to weather conditions.</p>	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

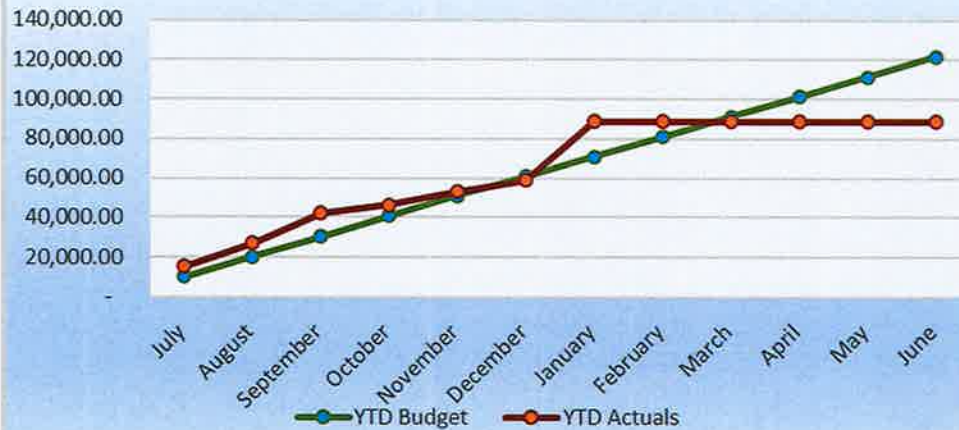
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
1.1.6.1 Work with the Tenterfield Shire Village Progress Associations and the Parks, Gardens and Open Space Committee to deliver individual town and village themes, promoting the unique aspects of each locality.	Mark Cooper - Manager Open Space, Regulatory & Utilities	Village Concept Designs are in draft form, to be adopted through Council soon. Village Progress Associations have received funding from several grants to assist with maintenance and projects around each village. Quotes and design being received for the upgrade to the Jennings Park playground, landscaping, and car park.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
1.2.2.1 Implement and deliver maintenance programs for Parks, Gardens and Open Spaces.	Mark Cooper - Manager Open Space, Regulatory & Utilities	Difficult to implement maintenance programs as all the town should be of the one standard. Working towards.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
1.2.2.2 Deliver business improvements, recognising emerging risks and opportunities.	Mark Cooper - Manager Open Space, Regulatory & Utilities	Looking at ways to reduce the cost of maintenance within parks and maintain levels of service. New storage shed at the cemetery completed, with landscaping to be done.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
1.2.2.3 Manage the Parks, Gardens and Open Space Service of Council in a financially responsible manner in line with budget allocations.	Mark Cooper - Manager Open Space, Regulatory & Utilities	Budget allocations are monitored and adhered to.  Stronger Country Communities Program – Round 3 acquittal was completed in January for the Rotary Park Shade cover and Fencing  Funding received for the Summer Nights funding and currently discussion are taking place with the Chamber, designing advertising material and purchasing the Inflatable stars.  Completed the Acquittal for the Stronger Country Communities Funding – Round 3 for the Cricket nets.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
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.	Mark Cooper - Manager Open Space, Regulatory & Utilities	Forms part of the (ongoing) agenda for all Parks and Garden Committee meetings. Successful grant funding for further upgrading projects within Tenterfield and villages.  Park bookings being received for the start of sporting organisations pre Covid.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
1.3.1.1 Ensure all Parks, Gardens and Open Space amenities maintenance programs are delivered to a high standard.	Mark Cooper - Manager Open Space, Regulatory & Utilities	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.  A playground spring toy was vandalized and thrown in the creek and has now been repaired.  Several toilets have had graffiti painted on the inside walls - ongoing concern  Completed installation of the exercise equipment for Hockey park near completed, with shade structure awaiting to be installed.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
1.3.1.2 Implementation of the tree management strategy.	Mark Cooper - Manager Open Space, Regulatory & Utilities	Tree Management Plan approved by the Parks and Gardens Committee, to adopt the plan excluding Logan Street and tree species replacement planting.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

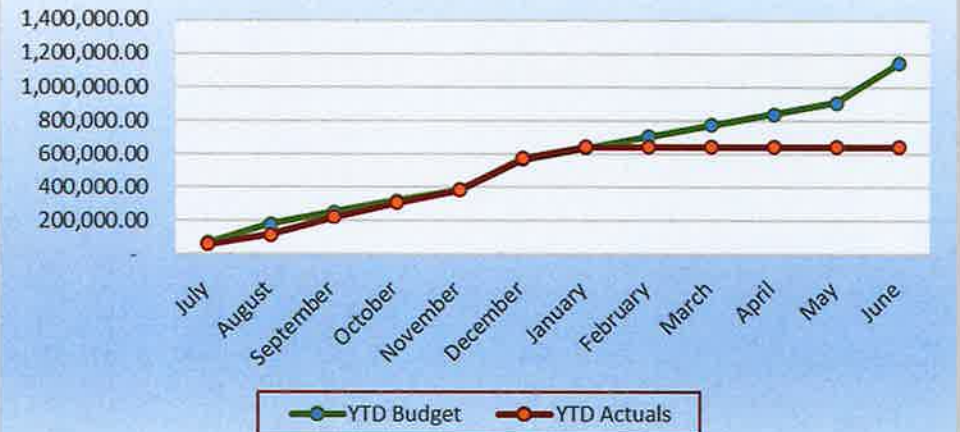
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
1.4.4.6 Investigate options for further exercise stations sited along existing cycleway.	David Counsell - Manager Asset & Program Planning	Council received grant funding for a covered area to include up to ten pieces of exercise equipment. The grant funded equipment constructed within the Hockey Field adjacent to the pathway, and has been installed awaiting the soft fall.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

## 15. Parks, Gardens and Open Spaces

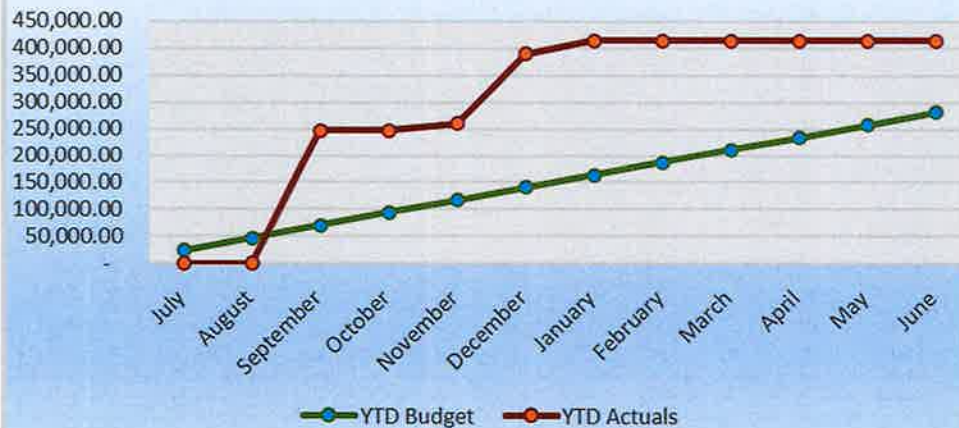
**Parks, Gardens & Open Spaces Operational  
Income Budget v's Actual**



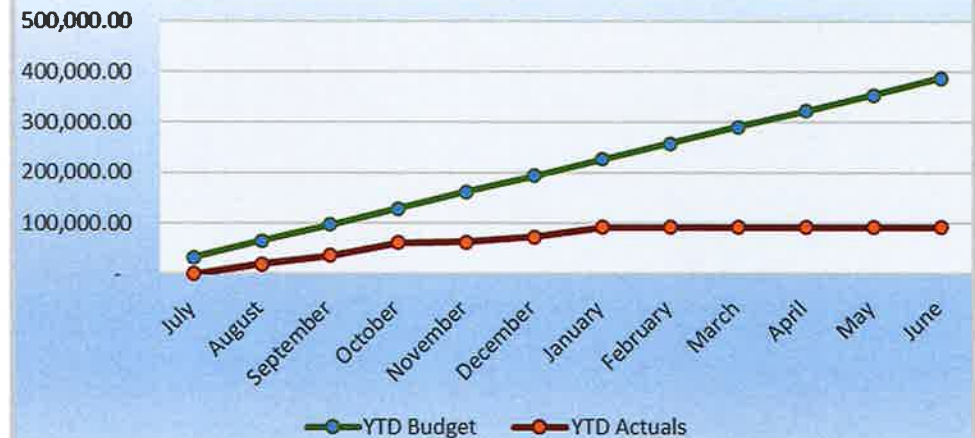
**Parks, Gardens & Open Spaces Operational  
Expenditure Budget v's Actual**



**Parks, Gardens & Open Spaces Capital Income  
Budget v's Actual**



**Parks, Gardens & Open Spaces Capital  
Expenditure Budget v's Actual**

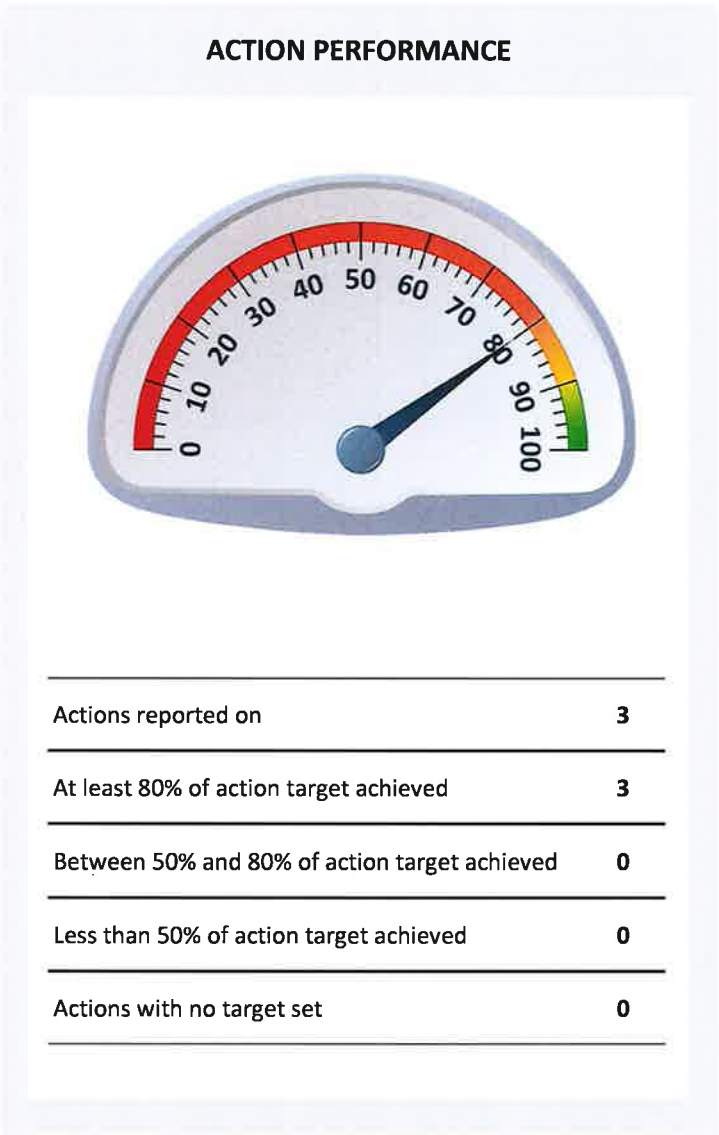
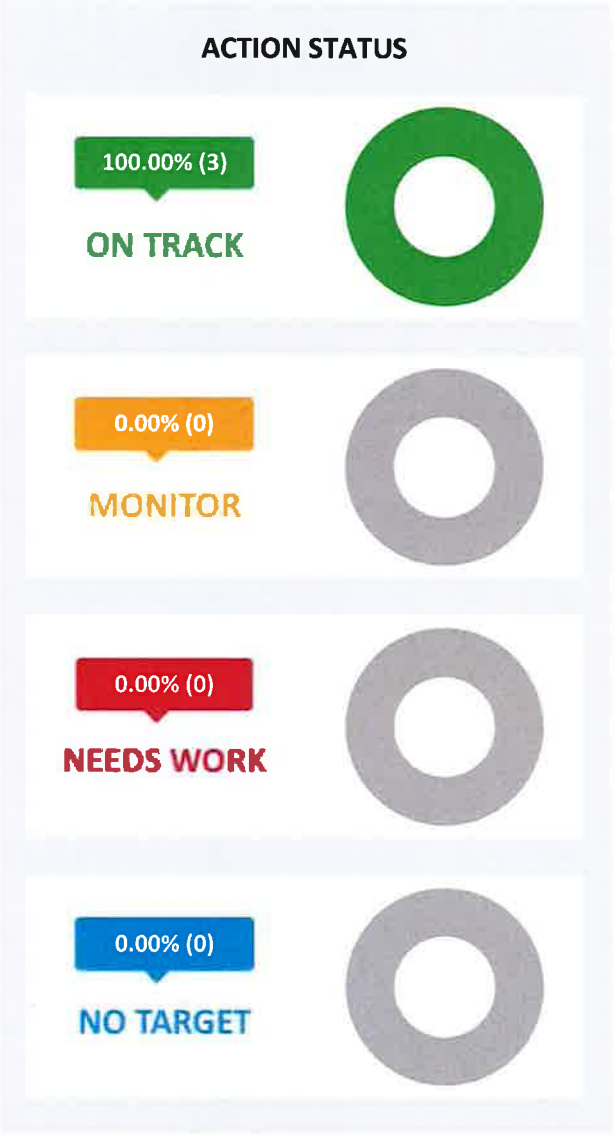







COA	21/22 QBR 1 Budget	21/22 YTD Actuals January	21/22 Percentage Spent
Parks, Gardens and Open Space	1,129,289	234,448	20.76%
1. Operating Income	(121,500)	(88,822)	73.10%
2. Operating Expenditure	1,144,216	646,153	56.47%
3. Capital Income	(281,567)	(414,493)	147.21%
4. Capital Expenditure	388,140	91,610	23.60%
4215502. Cemeteries - Earthworks Preparation for Stage 1 Expansion	18,808	3,380	17.97%
4605510. Shade Structure over Rotary Park Playground	24,766	24,914	100.60%
4605511. Installation of Covered Exercise Area at Hockey Park	83,641	46,056	55.06%
4605512. Shirley Park Cricket Net Replacement	10,925	11,073	101.36%
4605514. PSLP - Jennings Playground Precinct	250,000	6,186	2.47%



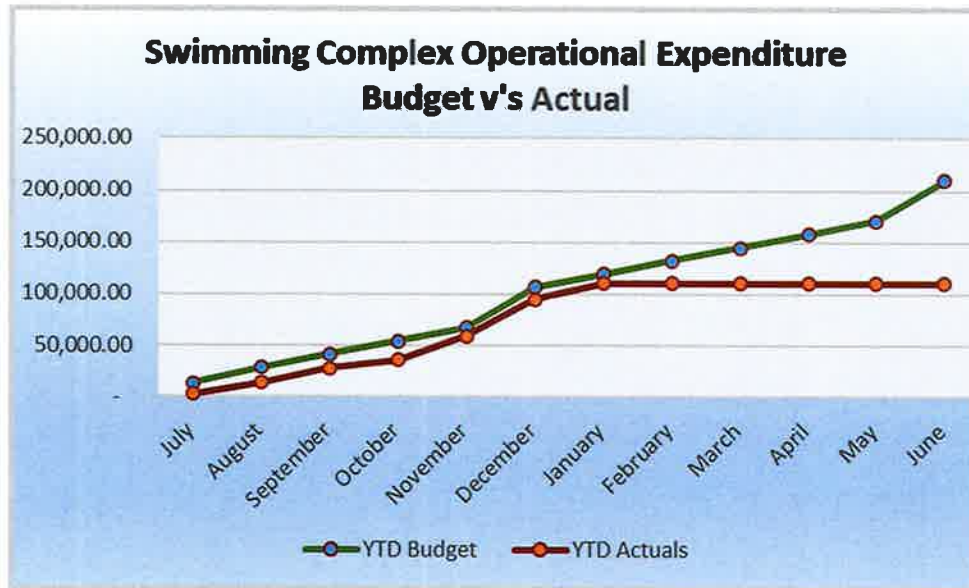
16. SWIMMING COMPLEX



## ACTION SUMMARY

Business Unit: Swimming Complex								
Service Profile: Swimming Complex								
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
1.2.3.1 Deliver business improvements, recognising emerging risks and opportunities.	Jodie Condrick - Administration Officer	<p>Business improvements identified in preparation of the commencement of the 2022 summer season. Action being taken to improve entry and exit to facility and increase patronage.</p> <p>Meetings conducted with pool contractors to address maintenance issues in January 2022.</p> <p>Black Summer funding has been applied for and still awaiting notification of successful applicants.</p> <p>Works completed</p> <p>Pool was closed for 2 days in January 2022 due to an emergency water treatment being completed, to maintain hygiene and safety for the patrons of the pool, following a contamination event.</p>	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
1.2.3.2 Manage the Swimming Complex Service of Council in a financially responsible manner in line with budget allocations.	Jodie Condrick - Administration Officer	In January 2022 the Local Sport Defibrillator Program acquittal was finalised and submitted to the Office of Sport.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
1.2.3.3 Implement Tenterfield War Memorial Baths (TWMB) Management Plan, review and update as necessary.	Jodie Condrick - Administration Officer	<p>Current plan to be implemented in the 2023 summer season. This plan has not been reviewed since the original contract was issued.</p> <p>Review of the status of the contract with the pool operators and current term to be undertaken in February 2022.</p>	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

## 16. Swimming Complex



COA	21/22 QBR 1 Budget	21/22 YTD Actuals January	21/22 Percentage Spent
<b>Swimming Complex</b>	<b>415,405</b>	<b>115,824</b>	<b>27.88%</b>
<b>2. Operating Expenditure</b>	<b>210,445</b>	<b>110,864</b>	<b>52.68%</b>
<b>4. Capital Expenditure</b>	<b>204,960</b>	<b>4,960</b>	<b>2.42%</b>
4600506. Shade Structure Over BBQ at Pool	4,960	4,960	100.00%
4600510. Swimming Pool - Water Heater	120,000	0	0.00%
4600511. Swimming Pool - Pool Blankets	80,000	0	0.00%

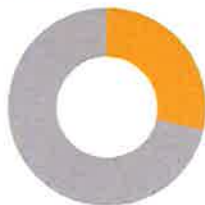
## 17. ASSET MANAGEMENT AND RESOURCING

### ACTION STATUS

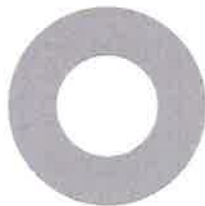
71.43% (5)  
**ON TRACK**



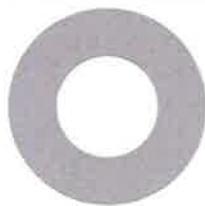
28.57% (2)  
**MONITOR**



0.00% (0)  
**NEEDS WORK**



0.00% (0)  
**NO TARGET**





### ACTION PERFORMANCE



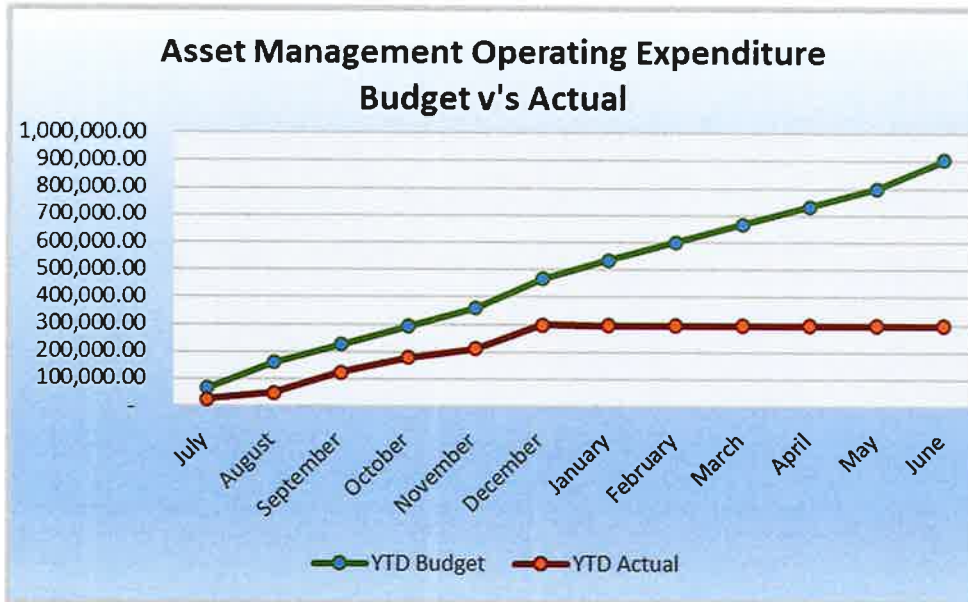
Actions reported on	7
At least 80% of action target achieved	5
Between 50% and 80% of action target achieved	2
Less than 50% of action target achieved	0
Actions with no target set	0

## Service Profile: Asset Management &amp; Resourcing

Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
2.3.4.1 Ensure that asset management, project planning and design activities meet agreed quality and industry standards.	David Counsell - Manager Asset & Program Planning	Project delivery of projects is undertaken to industry standards. This is a current challenge given the significant increase in workloads against delivery time limits.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
2.3.4.2 Deliver business improvements, recognising emerging risks and opportunities.	David Counsell - Manager Asset & Program Planning	Project documents are prepared for major projects adopted under the 21/22 works program that include assessing risks and opportunities on major projects.	In Progress	24/11/21	30/06/22	80.00	100.00	 ON TRACK
2.3.4.3 Manage the Asset Management and Resourcing service of Council in a financially responsible manner in line with budget allocations.	David Counsell - Manager Asset & Program Planning	Asset replacement projects are scoped in line with the adopted annual budget. Opportunities are being taken up with grant funds to accelerate asset replacement.	In Progress	24/11/21	30/06/22	80.00	100.00	 ON TRACK
5.1.1.1 Develop and implement the Strategic Asset Management Plan and associated systems.	David Counsell - Manager Asset & Program Planning	Asset Management Strategy has been adopted by Council. The Asset Management Policy 1.014 updated 2020.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
5.1.2.1 Review the Pedestrian Access and Mobility Plan (incorporating the Disability Action Plan) and Bike Plan to identify any priority gaps in connectivity in our Towns and Villages.	David Counsell - Manager Asset & Program Planning	The Pedestrian Access Mobility Plan and the Bike Plan have been reviewed and adopted by Council.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
5.1.4.1 Undertake annual inspections (or as deemed appropriate) for condition assessment of Council infrastructure and assets.	David Counsell - Manager Asset & Program Planning	Drainage culvert structures are being assessed on individual specific site basis for works. Pit and inlet structures are a focus for upgrading to improve efficiency of stormwater drainage flows.	In Progress	01/07/21	30/06/22	60.00	100.00	 MONITOR
5.1.6.1 Review and update Council's Risk Register and intervention programs on an ongoing basis in accordance with inspection schedules.	David Counsell - Manager Asset & Program Planning	Asset risks have been prepared for the Risk Management system. Increased workloads due to grant projects and staff resourcing limitations have restricted inspection scheduling.	In Progress	01/07/21	30/06/22	60.00	100.00	 MONITOR



## 17. Asset Management



COA	21/22 QBR 1 Budget	21/22 YTD Actuals January	21/22 Percentage Spent
<b>Asset Management &amp; Resourcing</b>	<b>1,256,081</b>	<b>310,703</b>	<b>24.74%</b>
1. Operating Income	(10,000)	0	0.00%
2. Operating Expenditure	906,613	295,659	32.61%
4. Capital Expenditure	350,804	9,780	2.79%
6250501. Tenterfield Depot - Refurbishment Stage 1	20,804	9,780	47.01%
6250502. Tenterfield Depot - Wash Down & Recycle Bay	80,000	0	0.00%
6250505. Tenterfield Depot - WHS & Environmental Initiative Enhancements	100,000	0	0.00%
6250506. Tenterfield Depot - Fuel Tank Replacement/Remediation	150,000	0	0.00%
6. Liabilities	8,664	5,264	60.75%



## 18. COMMERCIAL WORKS

### ACTION STATUS



### ACTION PERFORMANCE






Actions reported on	3
At least 80% of action target achieved	3
Between 50% and 80% of action target achieved	0
Less than 50% of action target achieved	0
Actions with no target set	0

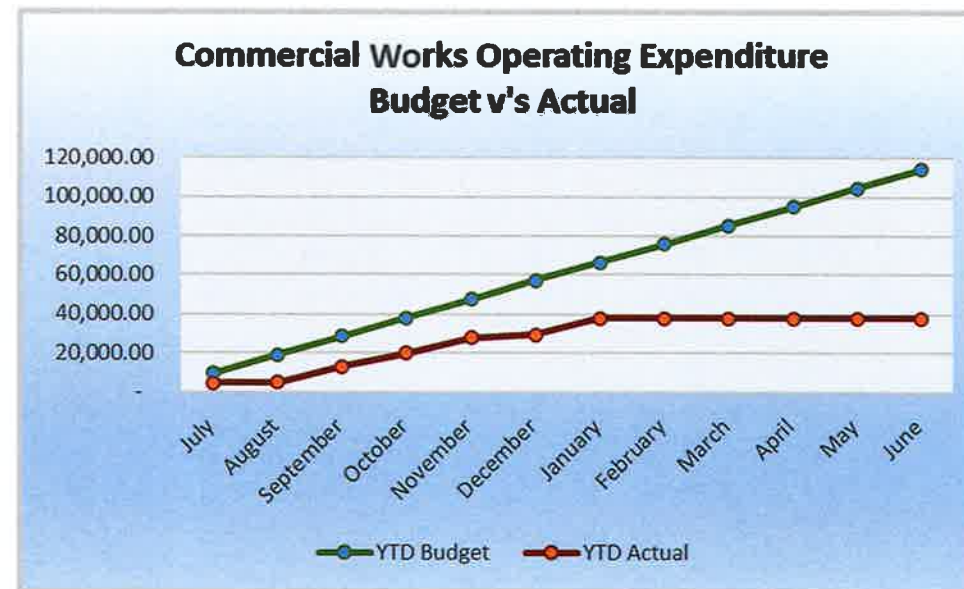
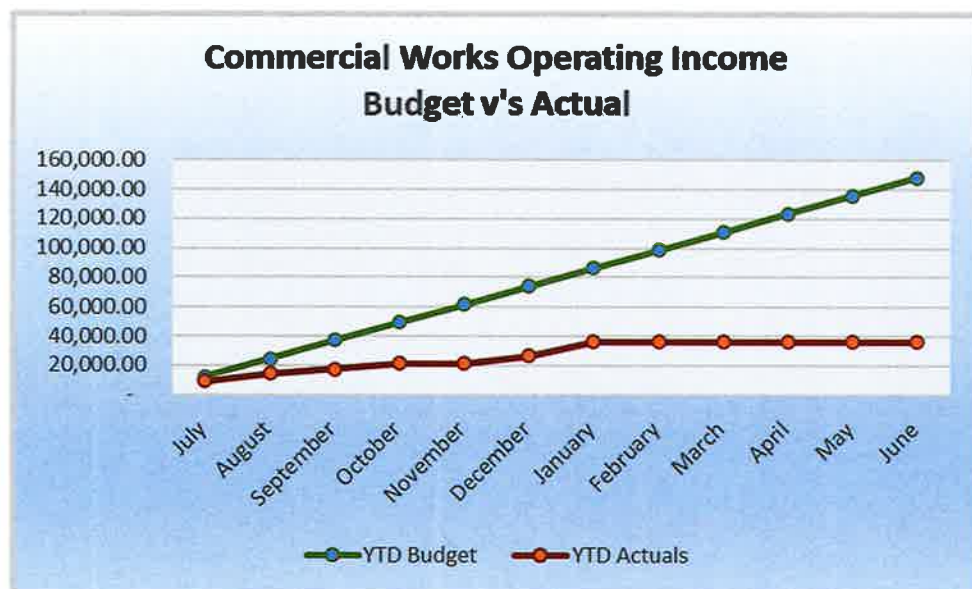
## ACTION SUMMARY

### Business Unit: Commercial Works

### Service Profile: Commercial Works

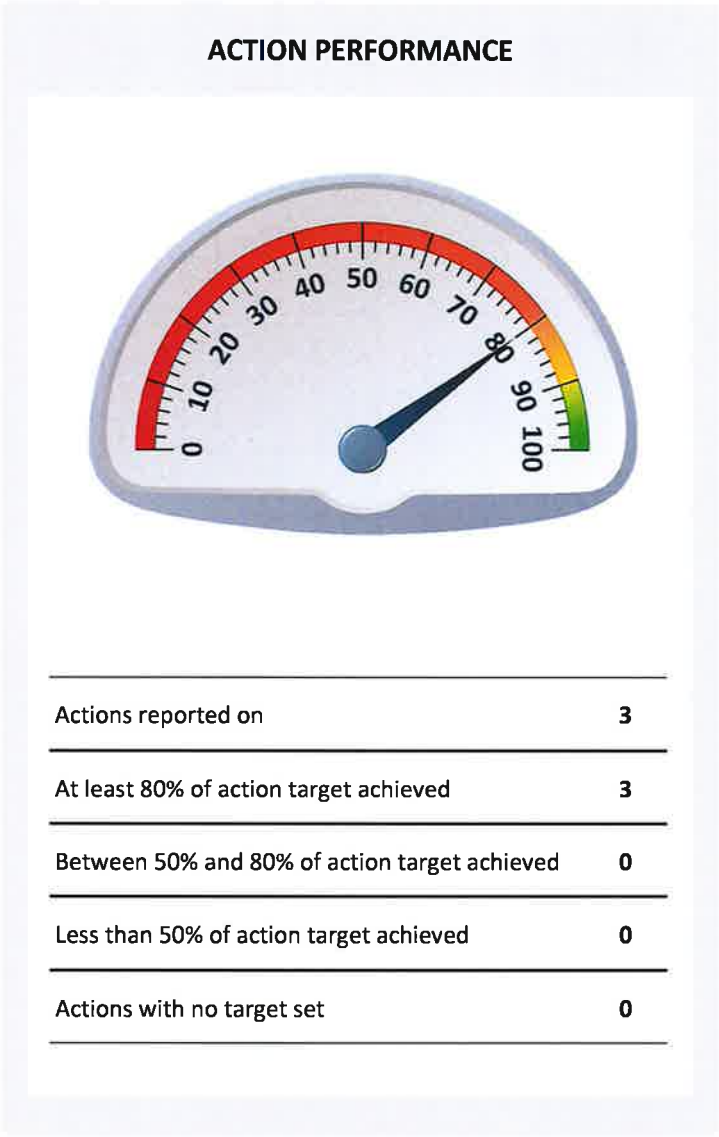
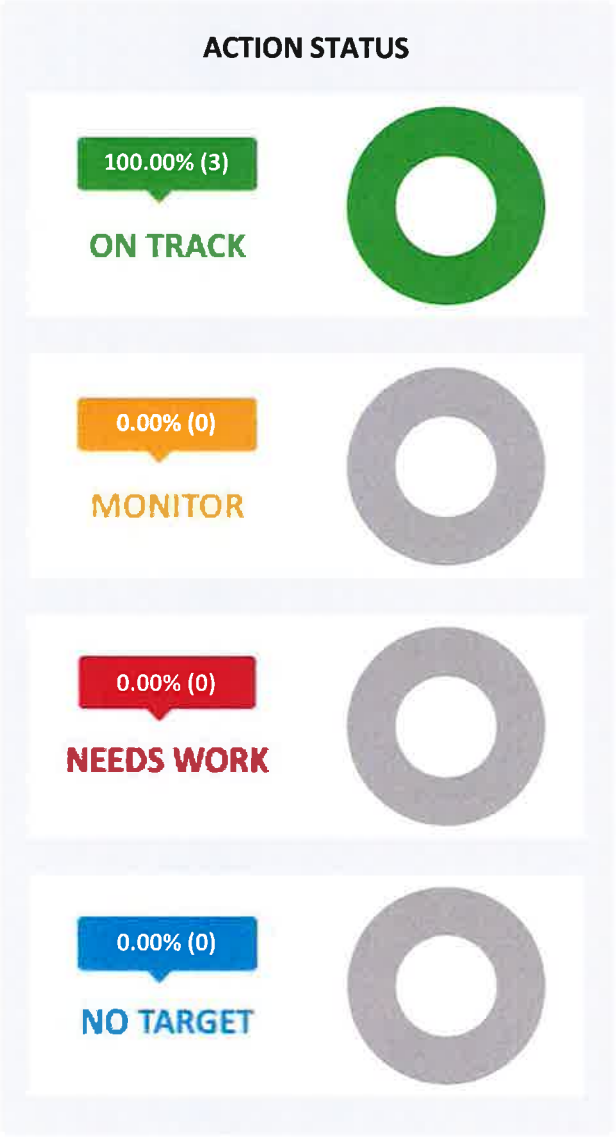
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
2.3.5.1 Commercial Works undertaken in accordance with demand.	James Paynter - Manager Works	Works are undertaken on demand, with scheduled work and operational priorities a consideration.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
2.3.5.2 Deliver business improvements, recognising emerging risks and opportunities.	David Counsell - Manager Asset & Program Planning	Delivery of commercial work is scheduled with the aim to gain efficiencies alongside operational and capital projects.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
2.3.5.3 Manage the Commercial Work Service of Council in a financially responsible manner in line with budget allocations.	David Counsell - Manager Asset & Program Planning	Works are delivered within projected estimates and quotations.	In Progress	24/11/21	30/06/22	80.00	100.00	 ON TRACK

## 18. Commercial Works






COA	21/22 QBR 1 Budget	21/22 YTD Actuals January	21/22 Percentage Spent
Commercial Works	(34,071)	2,140	-6.28%
1. Operating Income	(148,138)	(36,111)	24.38%
2. Operating Expenditure	114,067	38,251	33.53%

19. STORMWATER DRAINAGE

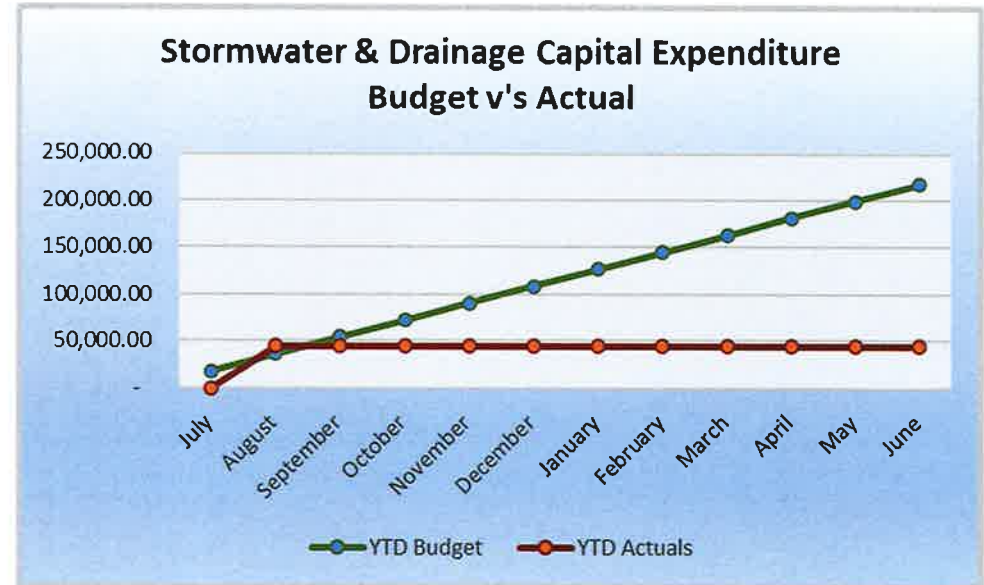
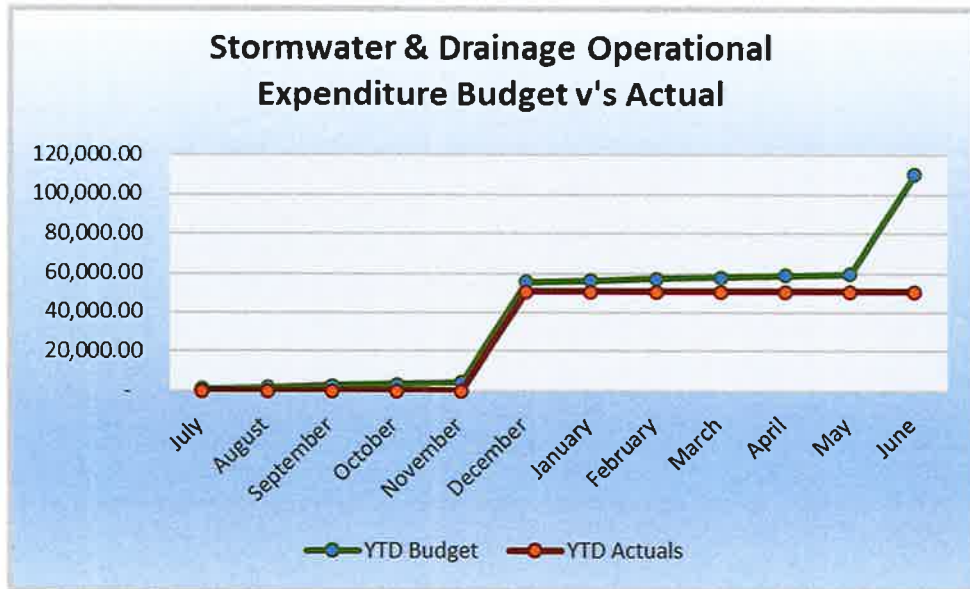


## ACTION SUMMARY

Business Unit: Stormwater Drainage								
Service Profile: Stormwater Drainage								
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
3.3.1.1 Implement the Stormwater Asset Management Plan.	David Counsell - Manager Asset & Program Planning	Projects for storm water asset renewals for the 2021/22 financial year are based on upgrading drainage pits.	In Progress	25/11/21	30/06/22	80.00	100.00	 ON TRACK
3.3.1.2 Deliver business improvements, recognising emerging risks and opportunities.	David Counsell - Manager Asset & Program Planning	Project delivery is scheduled to gain efficiencies where possible, considering site risks and to seek opportunities to improve the performance of the asset.	In Progress	25/11/21	30/06/22	80.00	100.00	 ON TRACK
3.3.1.3 Manage the Stormwater and Drainage of Council in a financially responsible manner in line with budget allocations.	David Counsell - Manager Asset & Program Planning	Asset replacement projects are in accordance with the adopted annual budget limitations.	In Progress	25/11/21	30/06/22	80.00	100.00	 ON TRACK



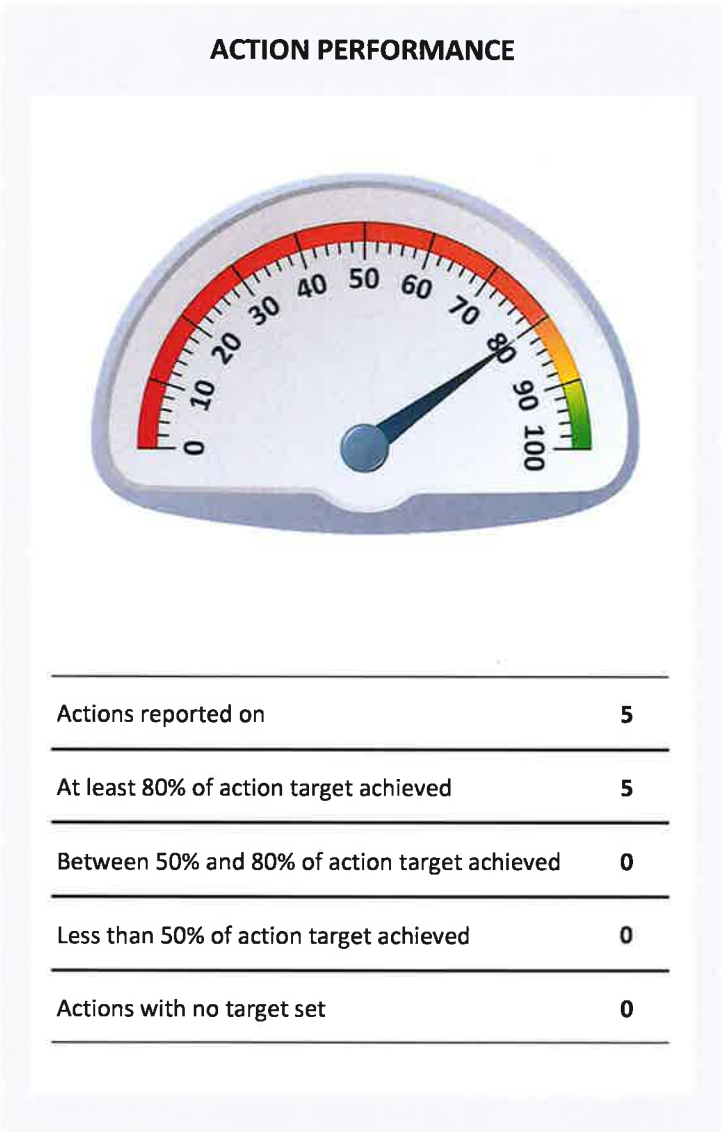
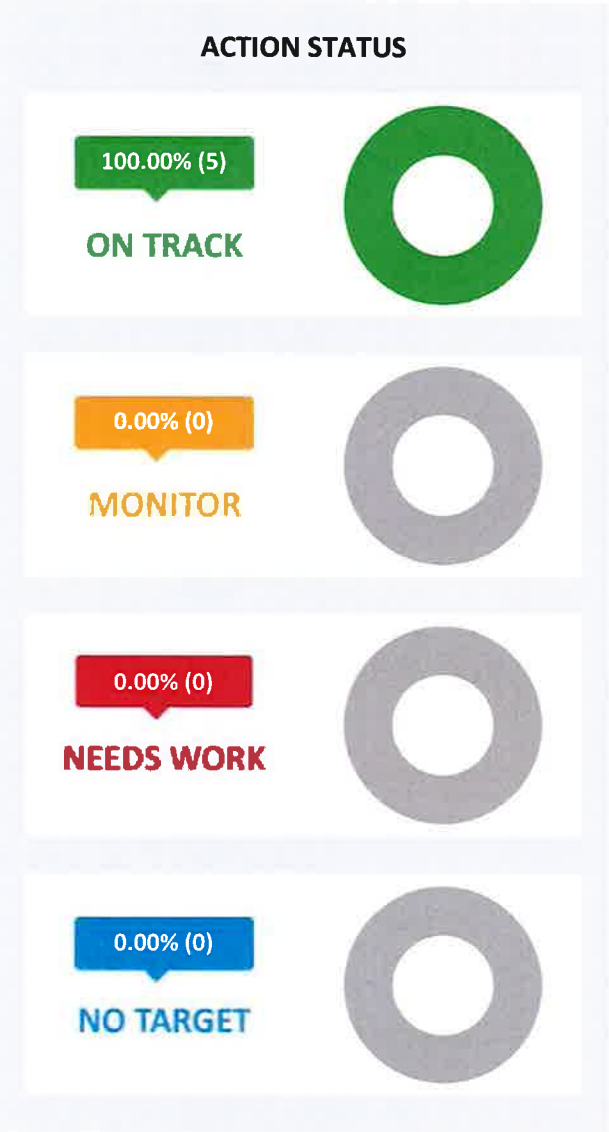
## 19. Stormwater and Drainage








COA	21/22 QBR 1 Budget	21/22 YTD Actuals January	21/22 Percentage Spent
<b>Stormwater &amp; Drainage</b>	<b>256,390</b>	<b>23,966</b>	<b>9.35%</b>
1. Operating Income	(70,921)	(71,341)	100.59%
2. Operating Expenditure	110,111	50,635	45.99%
3. Capital Income	0	(359)	0.00%
4. Capital Expenditure	217,200	45,031	20.73%
8252502. Drainage Pits - Upgrade	50,000	12,903	25.81%
8252509. Rouse Street - Design & Investigation	100,000	0	0.00%
8252523. Urban Culverts Renewal	27,200	6,996	25.72%
8252526. Stormwater Pipe Renewal	40,000	25,133	62.83%



20. TRANSPORT NETWORK

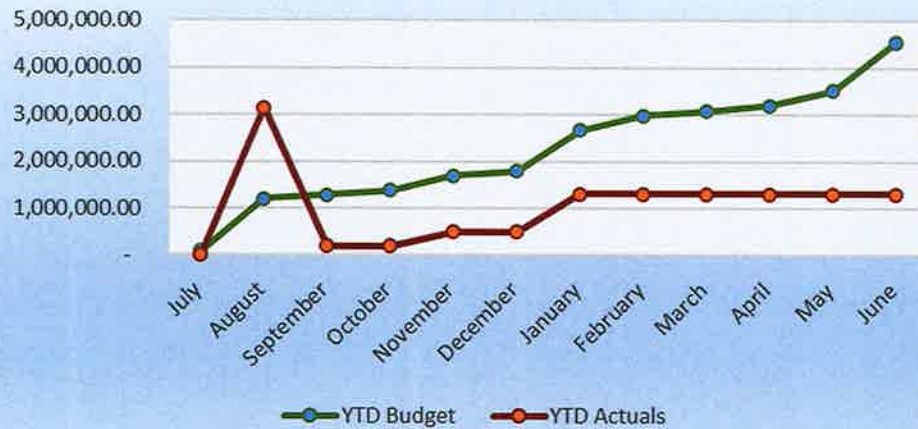


## ACTION SUMMARY

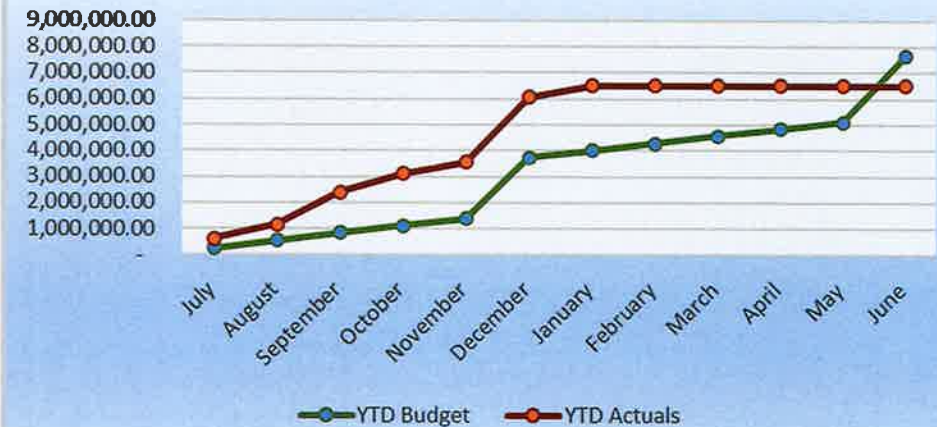
Business Unit: Transport Network								
Service Profile: Transport Network								
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
5.1.3.1 Implement the Road Network Management Plan and the Road Network Asset Management Plan.	David Counsell - Manager Asset & Program Planning	The revised Road Asset Management Plan has been adopted by Council.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
5.1.3.2 Deliver business improvements, recognising emerging risks and opportunities.	James Paynter - Manager Works	Project delivery is scheduled to gain efficiencies. Projects are undertaken utilizing internal teams and external contractors to deliver projects within grant funding requirements.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
5.1.3.3 Manage the Transport Network Service of Council in a financially responsible manner in line with budget allocations.	David Counsell - Manager Asset & Program Planning	Asset replacement projects are scoped in line with the adopted annual budget. Where external grant opportunities are available, successful grants are assisting with the asset renewal program.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
5.1.7.1 Manage and deliver maintenance services for transport infrastructure.	David Counsell - Manager Asset & Program Planning	Transport assets, which are mainly roads, are maintained in accordance with the adopted annual budget.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
5.2.3.1 Manage and deliver construction services for transport infrastructure.	David Counsell - Manager Asset & Program Planning	Capital projects are being delivered with additional works funded through grant funding for road upgrading and timber bridge replacements.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

## 20. Transport Network

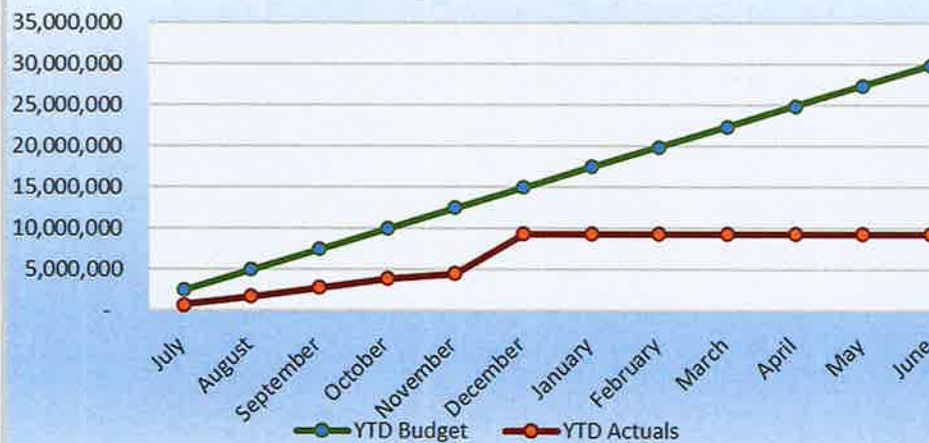
**Transport Network Operational Income  
Budget v's Actual**



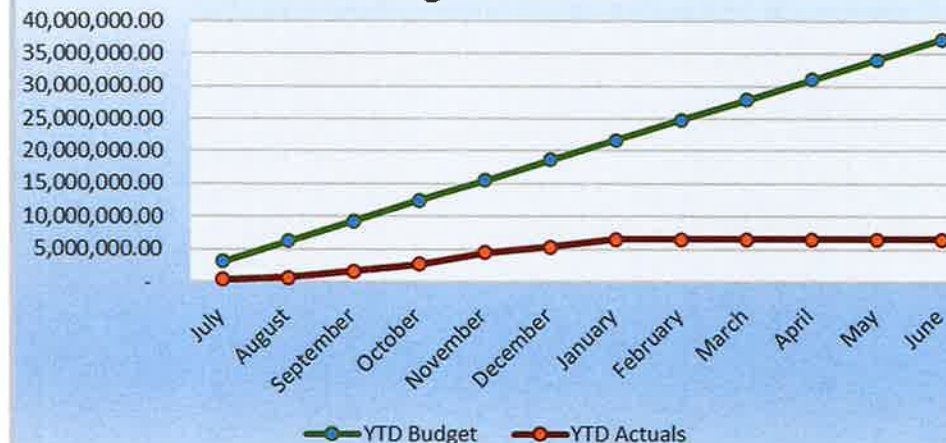
**Transport Network Operational Expenditure  
Budget v's Actual**



**Transport Network Capital Income  
Budget v's Actual**



**Transport Network Capital Expenditure  
Budget v's Actual**

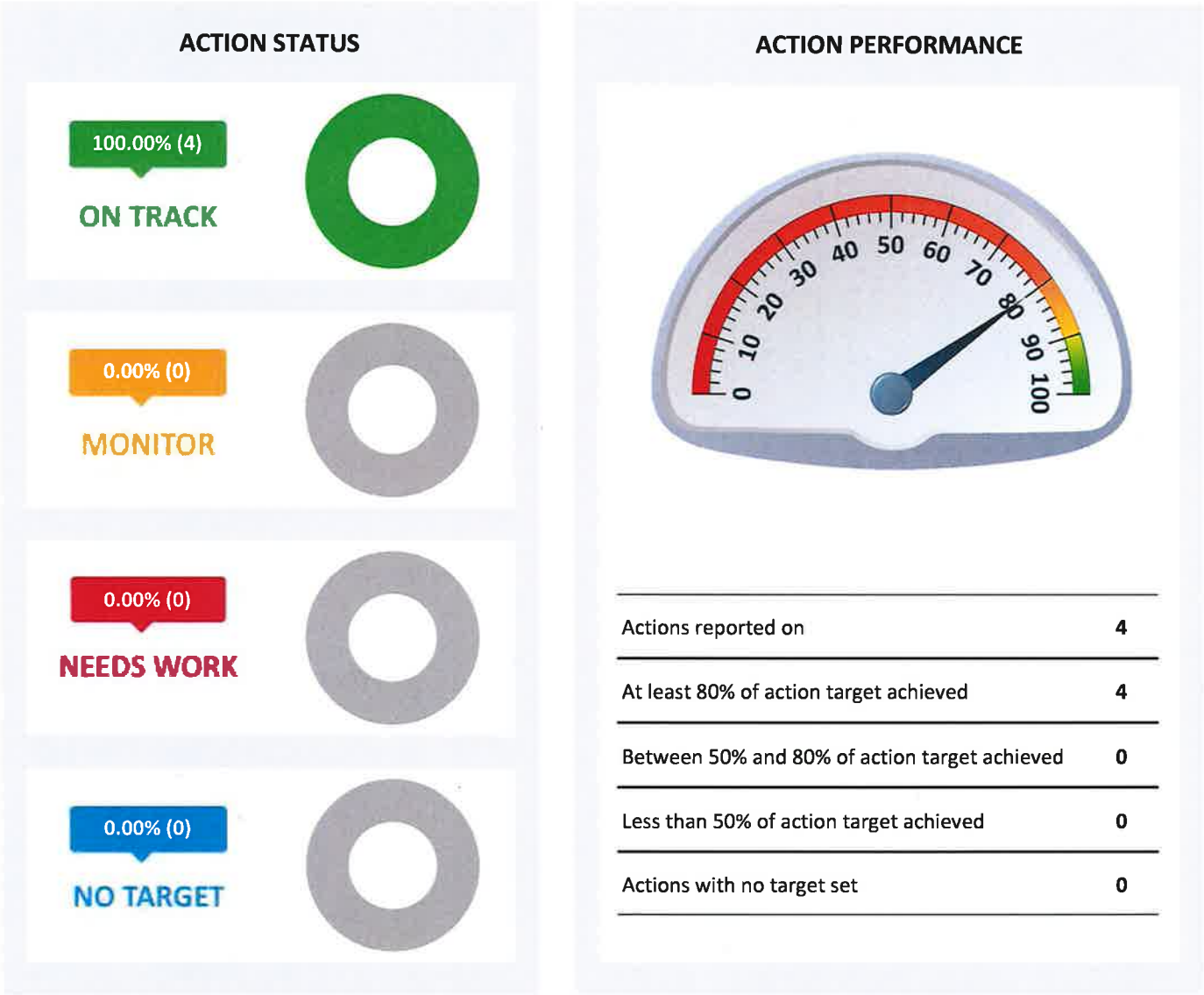


COA	21/22 QBR 1 Budget	21/22 YTD Actuals January	21/22 Percentage Spent
<b>Transport Network</b>	<b>10,732,204</b>	<b>2,535,760</b>	<b>23.63%</b>
1. Operating Income	(4,537,750)	(1,301,427)	28.68%
2. Operating Expenditure	7,654,398	6,517,971	85.15%
3. Capital Income	(29,934,285)	(9,395,361)	31.39%
4. Capital Expenditure	37,268,488	6,575,069	17.64%
4210500. Mt McKenzie Tower Construct Access Road (SRV)	70,000	0	0.00%
6215110. Regional & Local Roads Traffic Facilities	66,000	54,054	81.90%
6215510. Regional Roads Block Grant - Reseals Program.	906,388	316,096	34.87%
6215531. Special Grant Mt Lindesay Road (RMS/Fed)	14,124,630	3,122,266	22.11%
6215543. Repair Program 2021/22	565,572	16,948	3.00%
6215544. BLERF - 0737 - Improve Mt Lindesay Road	5,746,545	0	0.00%
6215550. Footpaths Capital Works	100,000	0	0.00%
6215552. Roads to Recovery 2019-24	1,044,335	20,887	2.00%
6215553. MR 462 Bruxner Way Curve Improvements (Segments 7010, 7020 & 7030)	25,981	16,875	64.95%
6215559. Safer Roads Program - Boonoo Boonoo Falls Road	0	243	0.00%
6215560. Local Roads & Community Infrastructure Program Round 1	0	9	0.00%
6215561. Fixing Local Roads - Tooloom Road Heavy Vehicle Access	163,011	152,887	93.79%
6215562. Repair Program 2020/21	127,163	15,839	12.46%
6215563. Federal Stimulus Safety Project 2299 Mt Lindesay Rd	44,130	11,134	25.23%
6215564. Mt Lindesay Rd & Boundary Rd Intersection Safety Signposting	8,773	20	0.22%
6215565. Local Roads & Community Infrastructure Program - Round 2 Extension	806,294	360,025	44.65%
6215566. Developer Contribution Road Works	9,013	11,384	126.31%



COA	21/22 QBR 1 Budget	21/22 YTD Actuals January	21/22 Percentage Spent
6215568. FLR200241 - Kildare Road (Tenterfield Tourist Route 9)	3,359,155	267,863	7.97%
6215570. DRFA AGRN960 EPAR Bruxner Way - Bridge 7325 Dumaresq River Overflow Channel	0	88	0.00%
6220270. Boonoo Boonoo Bridge, Mt Lindesay Road - Restart NSW Funding	1,627,322	541,517	33.28%
6220271. Bridges Renewal Program - Deepwater River Bridge Renewal - Torrington Road	1,156,209	245,669	21.25%
6220272. Bridges Renewal Program - Kangaroo Creek Bridge Replacement - Paddys Flat Road Nth	1,187,433	21,103	1.78%
6220273. Contribution to Clarence River Bridge (Kyogle Shire)	550,000	0	0.00%
6220274. Bridges Renewal Program - Unknown Creek Bridge (67203) Replacement, Paddy's Flat Rd Nth	728,899	1,623	0.22%
6220275. Emu Creek Bridge Replacement - Hootons Road - Restart NSW Funding	491,686	149,063	30.32%
6220276. Bridges Renewal Program - Unknown Creek Bridge (67161) Replacement, Paddy's Flat Rd Sth	619,639	19,184	3.10%
6220277. Fixing Country Bridges - Grahams Creek Bridge Replacement, Grahams Creek Rd	654,589	2,430	0.37%
6220278. Fixing Country Bridges - Washpool Creek Bridge Replacement, Leechs Gully Rd	369,258	20,616	5.58%
6220500. Urban Streets - Reseal Program	122,000	67,133	55.03%
6220501. Road Renewal - Gravel Roads	635,628	180,833	28.45%
6220503. Gravel Resheets	632,452	535,106	84.61%
6220506. Bridges / Causeways (SRV to 2023/24)	550,000	46,315	8.42%
6220507. Rural Roads - Reseal Program	266,146	313,906	117.95%
6220512. Rural Culverts & Pipes	100,000	61,414	61.41%
6220513. Concrete Bridges	210,223	564	0.27%
6220514. Causeways	188,163	0	0.00%
6240101. Gravel Pit Rehabilitation	10,445	0	0.00%
6240502. Main Street - Complete Final Stage	1,406	1,884	134.01%
6240505. Urbenville Beautification of Main Street	0	91	0.00%
<b>6. Liabilities</b>	<b>281,353</b>	<b>139,509</b>	<b>49.59%</b>

21. PLANT, FLEET AND EQUIPMENT









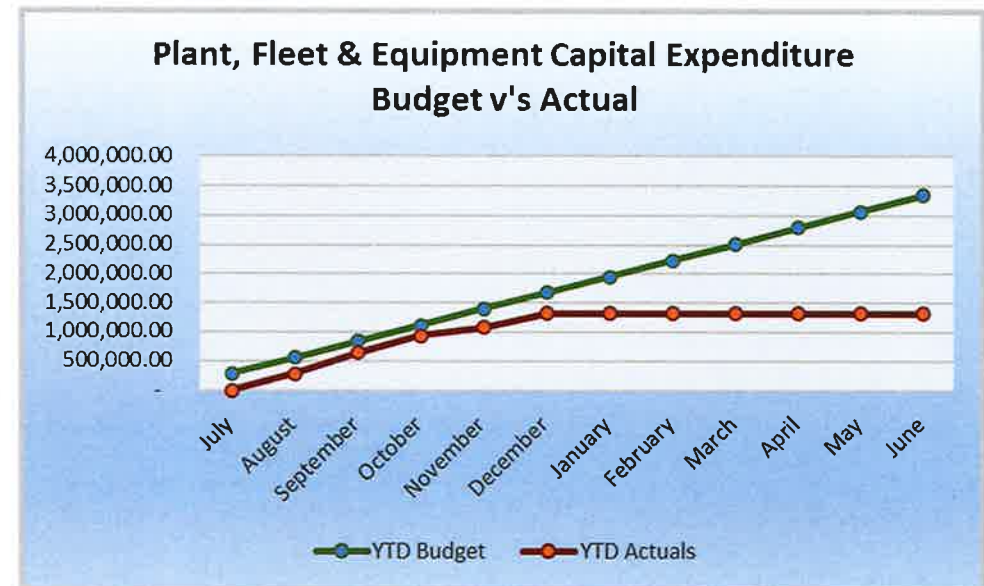
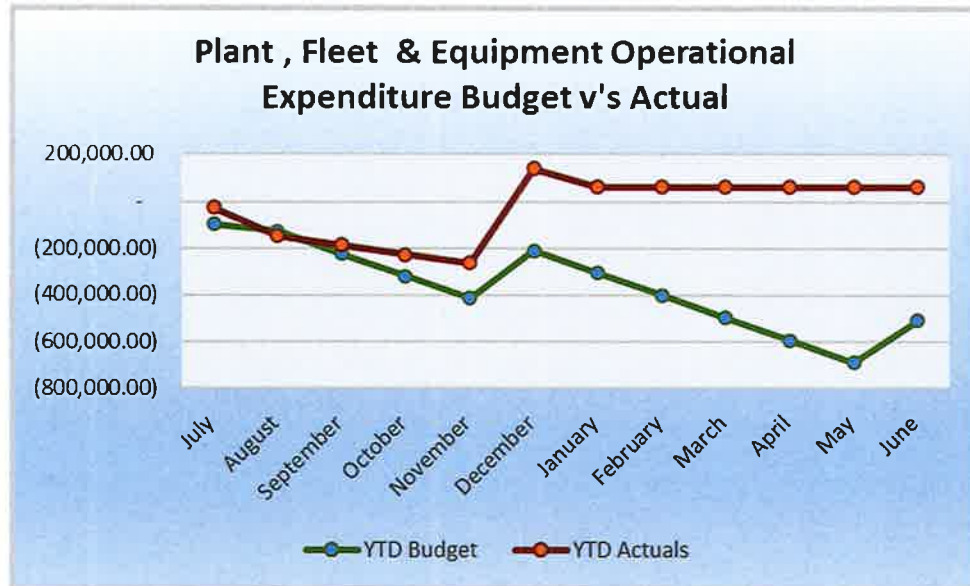
## ACTION SUMMARY

## Business Unit: Plant, Fleet &amp; Equipment

## Service Profile: Plant, Fleet &amp; Equipment

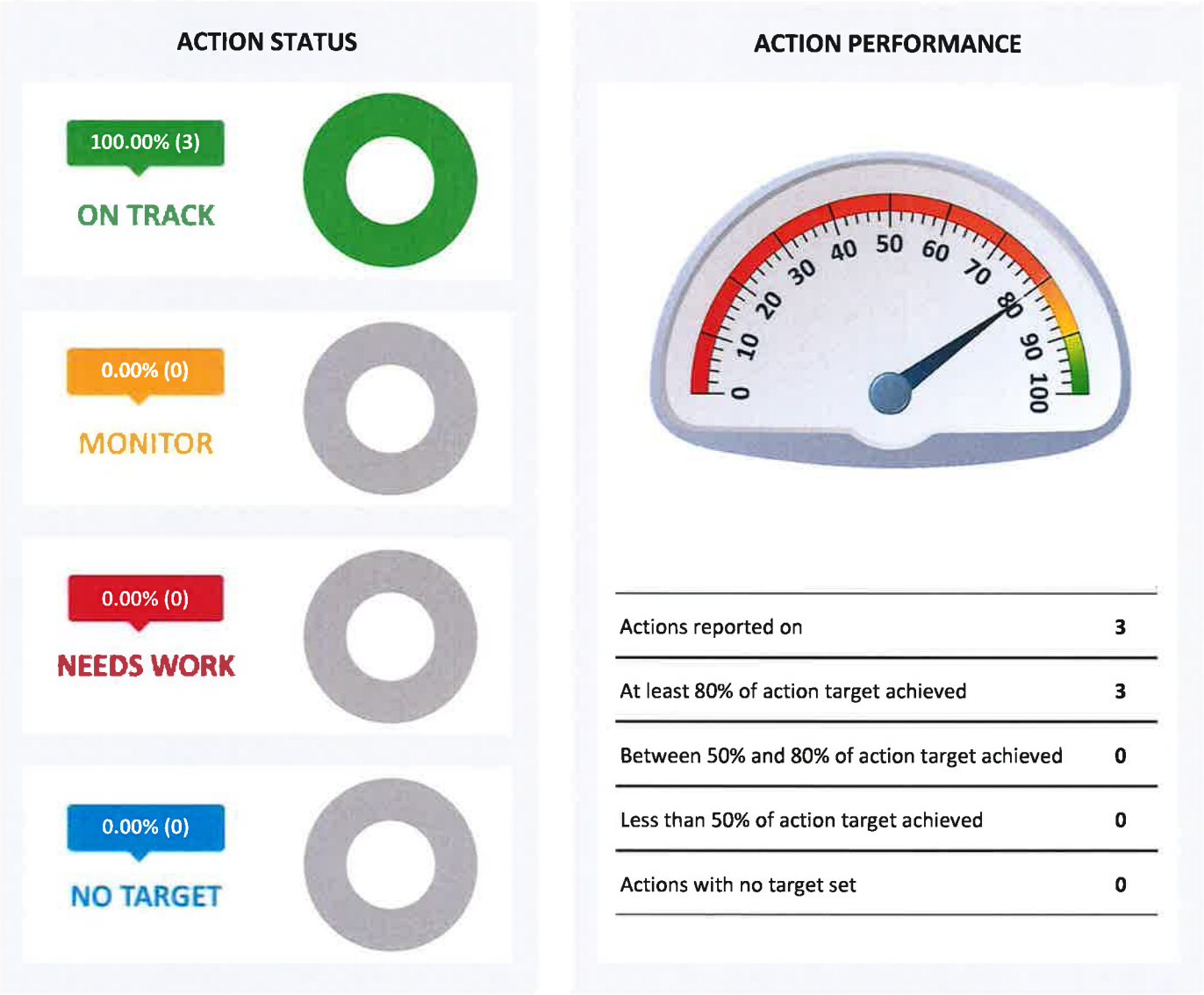
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
5.1.3.4 Implementation and delivery of the Fleet Asset Management Plan and the Plant Replacement Program.	James Paynter - Manager Works	Review of Fleet Asset Management Plan is complete, including LTFP and hire rate review. Integration into the new format a working progress with Manager Assets and Projects. Delivery of council's float trailer will be the 8th February.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
5.1.3.5 Develop and implement the Depot Master Plan.	Brad Foan - Manager Fleet	An emulsion storage tank is installed replacing the existing tank which has reached the end of its useful life. Fuel bowsers have recently been repaired and a report will be prepared addressing the future viability of the fuel storage tanks.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
5.1.3.6 Deliver business improvements, recognising emerging risks and opportunities.	Brad Foan - Manager Fleet	The Fleet operational expenditure is back on track, fleet registration was processed in November and has impacted expenditure, this will then normalise over the remainder of the financial year. Utilisation is down due to staff leave over the Christmas, New Year break.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
5.1.3.7 Manage the Plant, Fleet and Equipment Service of Council in a financially responsible manner in line with budget allocations.	James Paynter - Manager Works	Approximately 95% of Fleet asset maintenance is conducted within a week of falling due; maintenance is conducted in line with industry best practice. 100% of general Fleet safety inspections completed with the 90-day target. Fleet continues to achieve its benchmarks in this area.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

## 21. Plant Fleet and Equipment






COA	21/22 QBR 1 Budget	21/22 YTD Actuals January	21/22 Percentage Spent
<b>Plant, Fleet &amp; Equipment</b>	<b>(365,473)</b>	<b>172,708</b>	<b>-47.26%</b>
1. Operating Income	(784,500)	(39,620)	5.05%
2. Operating Expenditure	(508,127)	63,288	-12.46%
4. Capital Expenditure	3,345,117	1,322,462	39.53%
6210500. Public Works Plant - Purchases	3,296,617	1,273,962	38.64%
6210502. Minor Plant Purchases	48,500	48,500	100.00%
8. WDB of Asset Disposals	(2,417,963)	(1,173,422)	48.53%

22. WASTE MANAGEMENT



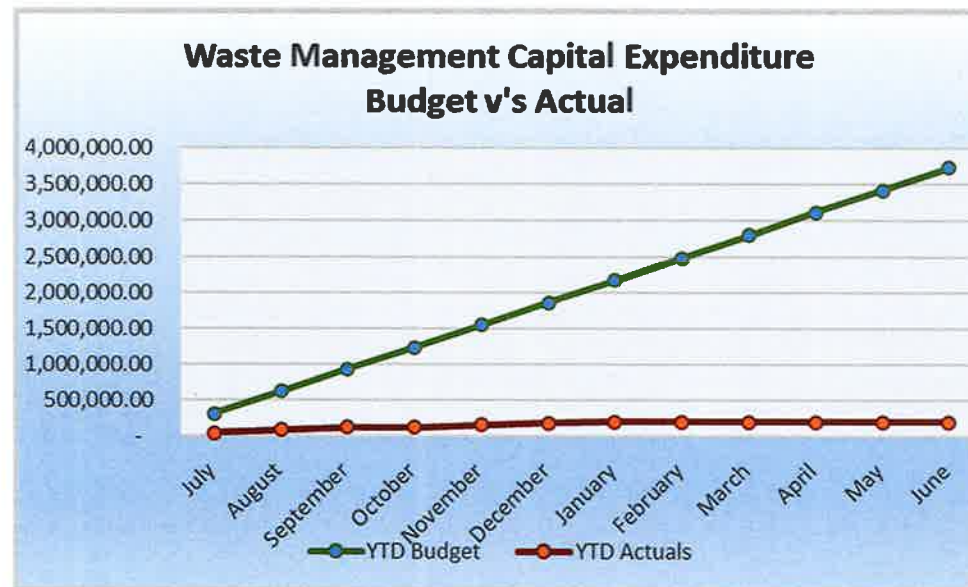
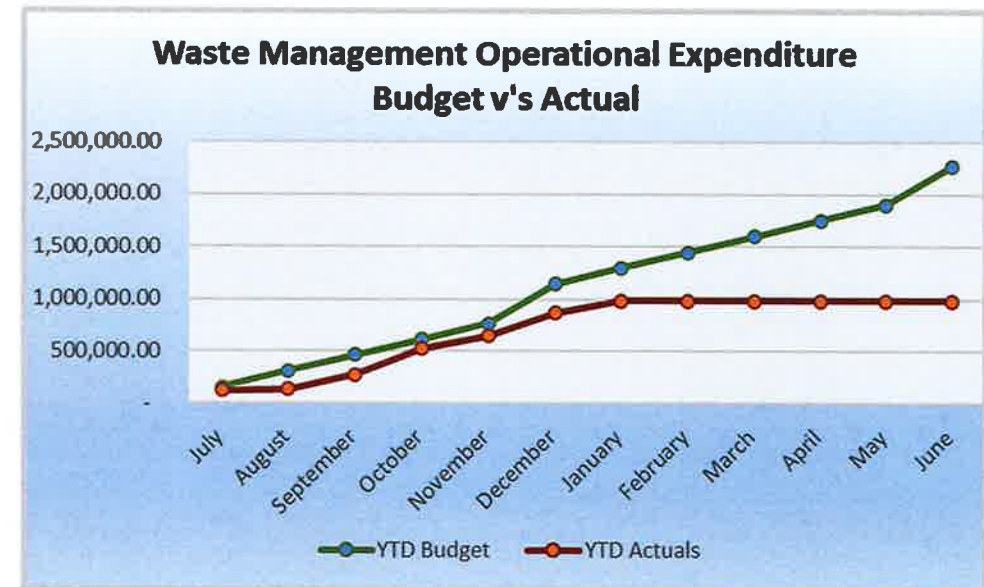
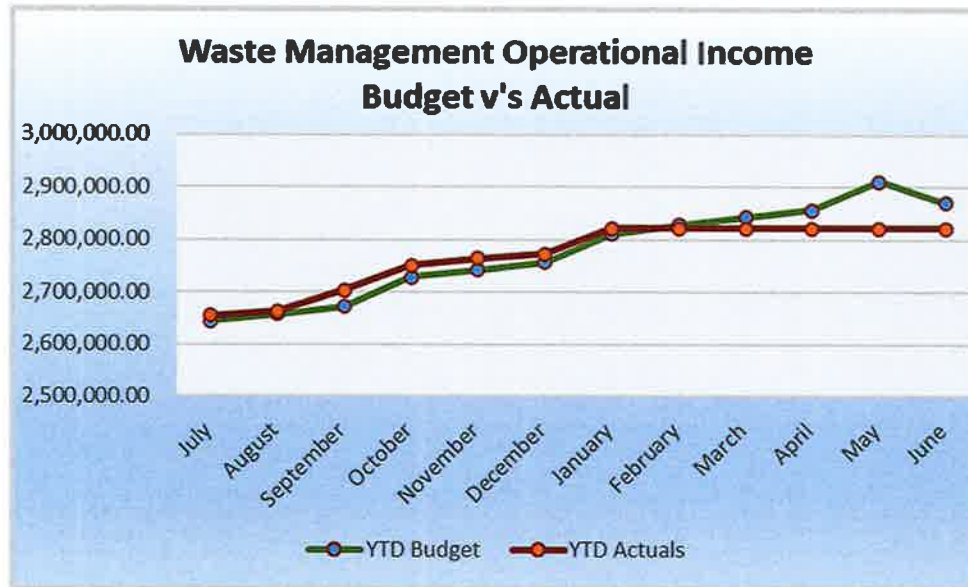
## ACTION SUMMARY

Business Unit: Waste Management								
Service Profile: Waste Management								
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
2.1.5.1 Delivery of the Waste Management Strategy.	Gillian Marchant - Manager Water & Waste	<p>Ongoing operations with delivery in-line with Waste Management strategy.</p> <p>December 2021 to January 2022 -Expansion of the future cell (cell 5) to aid in the fire restoration work, with EPA approval has been completed with thanks to works staff. Rock drainage and finalisation of moving leachate pipe have commenced which are required before installation of geotextile liner. Finalisation of storm water sediment basins have been completed. Leachate management plan, is completed and sent to EPA. Further surveys are required for masterplan update pending weather conditions.</p>	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
2.1.5.2 Deliver business improvements, recognising emerging risks and opportunities.	Gillian Marchant - Manager Water & Waste	<p>Ongoing assessments and improvements to the business program ensuring risks are undertaken as priorities.</p> <p>December 2021 to January 2022 Risks have emerged for incorrect disposal of asbestos in recycling collections, advertising has commenced with correct disposal requirements. When contaminated recycling is then rejected and disposed of at asbestos prices costing Council and ratepayers. To try to reduce the contamination an advertising campaign was undertaken as well as staff have conducted audits and continue to audit recycling bins for contamination with over 55 initial contaminated bins identified, letters where sent to residents, subsequent inspections reduced the number of contaminated bins to 10. These continued offenders will be charged the audit will continue.</p>	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
2.1.5.3 Manage Waste Services of Council in a financially responsible manner in line with budget allocations.	Gillian Marchant - Manager Water & Waste	<p>December 2021 to January 2022 Opportunity to continue the application for funding from the bushfires in 2019 has continued from expressions of interest to phase 1 reports and currently in phase 2 application under the smarty grants system. The announcement occurred on Wednesday the 1st December, with Council to receive \$773,692 for improvements at Boonoo Boonoo and Torrington, deeds have been signed and planning underway.</p>	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK



## 22. Waste Management





COA	21/22 QBR 1 Budget	21/22 YTD Actuals January	21/22 Percentage Spent
<b>Waste Management</b>	<b>3,285,615</b>	<b>(1,625,176)</b>	<b>-49.46%</b>
1. Operating Income	(2,870,251)	(2,822,735)	98.34%
2. Operating Expenditure	2,274,122	989,150	43.50%
3. Capital Income	(7,320)	(68,564)	936.66%
4. Capital Expenditure	3,735,684	201,339	5.39%
7080500. 240L Wheelie Bins	2,050	5,811	283.46%
7080503. Industrial Bins	6,150	585	9.51%
7080551. Boonoo Boonoo - Capping Cell/Remediation #5	0	4,804	0.00%
7080553. Boonoo Boonoo - New Cell Construction	0	893	0.00%
7080554. Boonoo Boonoo - Landfill Cover	10,000	0	0.00%
7080555. Boonoo Boonoo - Cell Remediation Asset (Non Cash)	50,000	0	0.00%
7080556. Boonoo Boonoo - Landfill Site Design	0	18,415	0.00%
7080558. Tip shop - Drake, Liston & Tenterfield	15,000	44,474	296.50%
7080559. Green Waste Hungry Bin - School Trial	2,000	0	0.00%
7080561. Boonoo Boonoo Landfill - Environmental Improvements	12,020	10,868	90.42%
7080563. Torrington - Landfill Closure & Transfer Station Construction	25,000	18,721	74.88%
7080564. Boonoo Boonoo - Develop Stage 5	3,300,000	18,119	0.55%
7080568. Boonoo Boonoo - WHS Facilities & Amenities Upgrade	91,006	64,349	70.71%
7080720. Mingoola - Open Transfer Station	70,000	0	0.00%
7080731. Torrington Landfill - Access Road	1,000	522	52.24%
7080732. Torrington Landfill - Convert to Transfer	30,000	12,320	41.07%
7080811. Tenterfield WTS Groundwater Bores	120,000	0	0.00%
7080821. Tenterfield WTS Bailer Bay Structure	1,458	1,458	100.00%
<b>6. Liabilities</b>	<b>153,380</b>	<b>75,634</b>	<b>49.31%</b>

## 23. WATER SUPPLY

### ACTION STATUS

100.00% (4)

ON TRACK



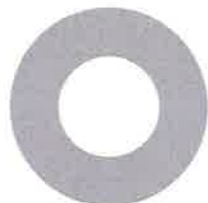
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MONITOR



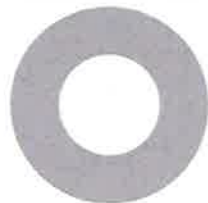
0.00% (0)

NEEDS WORK



0.00% (0)

NO TARGET



### ACTION PERFORMANCE






Actions reported on	4
At least 80% of action target achieved	4
Between 50% and 80% of action target achieved	0
Less than 50% of action target achieved	0
Actions with no target set	0


## ACTION SUMMARY

## Business Unit: Water Supply

## Service Profile: Water Supply

Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
1.1.4.1 Implementation of Water Service Strategic Plan in accordance with NSW Office of Water Guidelines.	Gillian Marchant - Manager Water & Waste	<p>Ongoing operations with implementation in-line with Water Service Strategic plan as provided by NSW Office of Water Guidelines.</p> <p>December 2021 to January 2022 - New England Highway (Rouse Street) resealing progressed by RMS. Guttering completed on planter boxes raising of valves required before RMS works completed in October 2021 with December 2021 re-seal completion of main road.</p> <p>Works have commenced for the New Water Filtration Plant on Scrub Road, the project was awarded to contractors LC Water. Final designs have progressed with most plans at 100%, DPE section 60 plans reviewed and meeting for responses to comments completed this month. To ensure the timeframes for the project initial site establishment and preliminary groundwork has commenced. Councillors, Staff, Minister Melinda Pavey and Council's Major Peter Petty conducted a Sod-turning event this month to commemorate the commencement of the program for the New Water Treatment Plant.</p>	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

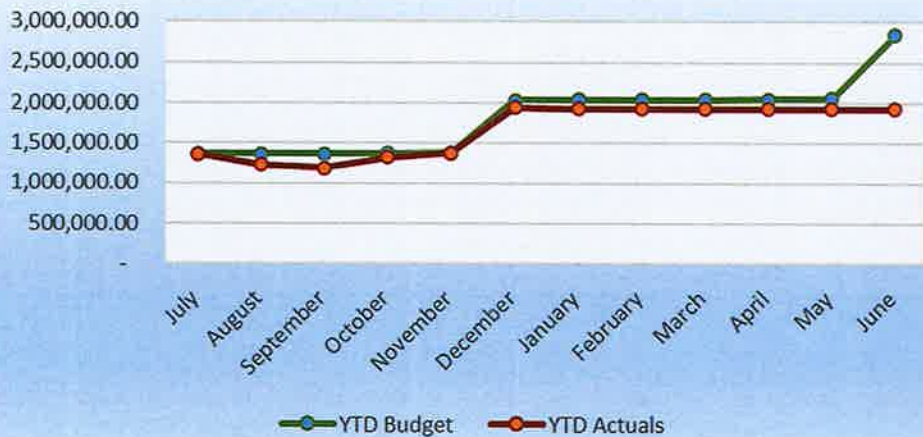
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
3.3.2.1 Implementation of the Water and Drought Management Plans.	Gillian Marchant - Manager Water & Waste	December 2021 to January 2022 The Tenterfield Sustainable and Disaster Resilient Communities program will provide a water source, and minor reticulation activities, for the villages of Drake, Liston, Legume, and Torrington. The reticulation will predominantly service pumps for groundwater/river water holding tanks and standpipe delivery systems, including solar systems. The project will improve the community's resilience and ability to prepare and respond to future disasters. Council applied and was awarded \$960,000 to deliver the Villages bore program. The Village bore program for Liston, Legume, Drake and Torrington has progressed with deeds signed and RFQ released in December 2021 for hydrogeologist water search closing in January 2022.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
3.3.2.2 Deliver business improvements, recognising emerging risks and opportunities.	Gillian Marchant - Manager Water & Waste	<p>December 2021 to January 2022 A grant for water treatment improvement, increased storage capacity and secondary supply at Urbenville has been awarded to Council through New Grid &amp; Water Infrastructure NSW, pending deeds.</p> <p>The Integrated water catchment management grant (IWCM) has progressed with secure yield studies awarded, draft report received.</p>	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
3.3.2.3 Manage the Water Supply Service of Council in a financially responsible manner in line with budget allocations.	Gillian Marchant - Manager Water & Waste	December 2021 to January 2022 - Bore line project is continuing with second pad formed at Archery, well head and controller installed. Shirley Park has been formed with new flood tower. East Street has new well head constructed with installation of pump and controller. The water and Sewer crew thanks the Works, Bridging crew for assisting with installation as well as Council's contractors MB industries and Mini Earthworx. Testing of the main controller at Museum/RFS is complete with electrical and electronic components working efficiently. Bore for the Rugby club has progressed with well head construction. Metering for archery field is completed. Fencing the compounds for the bores and finalisation of the bore on the common with Shirley park connection to new line remain. Testing requirements by NWS Health are pending waste disposal requirements by EPA have been finalised, reports required to recommence program testing. Reports completed and testing program completed, reviewed by NSW Health, DPE Water and EPA expected to commence beginning February.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

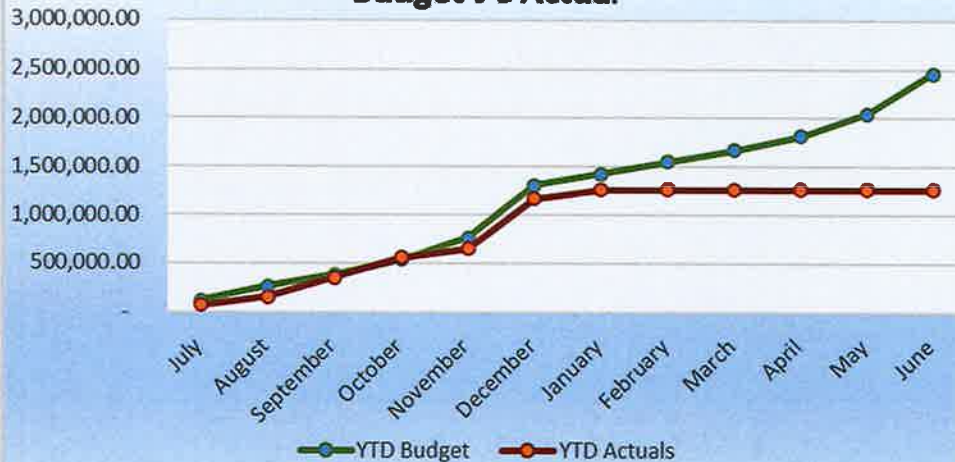


## 23. Water Supply

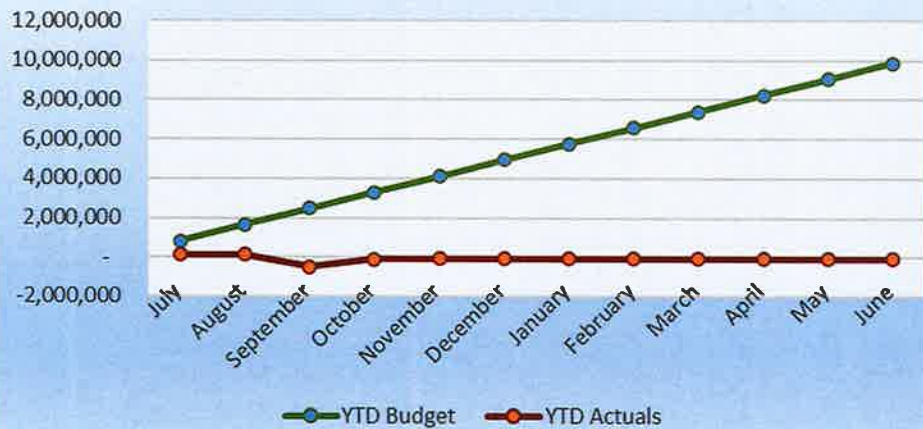
**Water Operating Income  
Budget v's Actual**



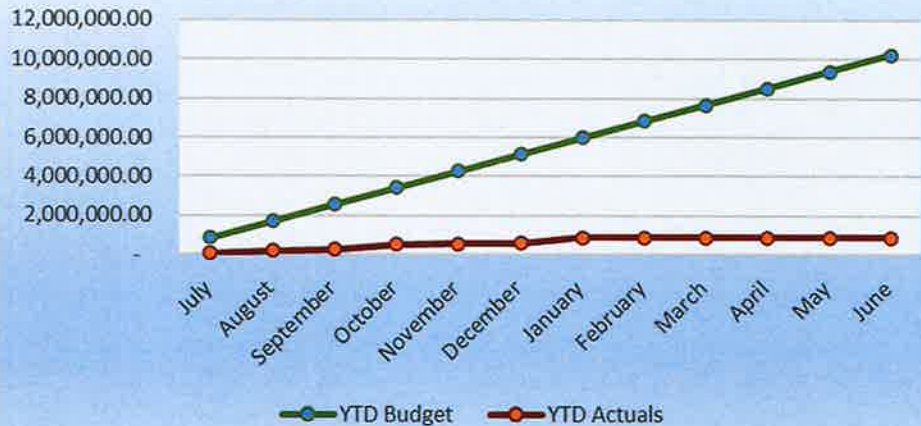
**Water Network Operating Expenditure  
Budget v's Actual**



**Water Capital Income  
Budget v's Actual**



**Water Capital Expenditure  
Budget v's Actual**





COA	21/22 QBR 1 Budget	21/22 YTD Actuals January	21/22 Percentage Spent
<b>Water Supply</b>	<b>170,034</b>	<b>368,433</b>	<b>216.68%</b>
1. Operating Income	(2,843,282)	(1,932,547)	67.97%
2. Operating Expenditure	2,458,642	1,262,038	51.33%
3. Capital Income	(9,879,500)	68,783	-0.70%
4. Capital Expenditure	10,236,242	901,237	8.80%
7484502. Tenterfield Valve Renewal	5,000	4,395	87.90%
7484505. Tenterfield Mains Replacement	276,000	113,638	41.17%
7484506. Tenterfield Meter Replacement	22,000	807	3.67%
7484522. Tenterfield Water Treatment Plant Construct	8,878,242	552,238	6.22%
7484532. Tenterfield Water Supply - Drought Augmentation	0	219,380	0.00%
7484533. Water Network Mapping Improvements	20,000	0	0.00%
7484534. Tenterfield Apex Park Bore Dispenser	10,000	2,229	22.29%
7484537. Tenterfield Reservoir - Outlet Works	20,000	0	0.00%
7484538. BLERF 0377 - Tenterfield Villages Emergency Water Program	980,000	0	0.00%
7484811. Urbenville Water Treatment Plant Upgrade	20,000	0	0.00%
7484812. Scada Renewal	0	8,550	0.00%
7484950. Legume Catchment - Water Supply Options Study	5,000	0	0.00%
<b>6. Liabilities</b>	<b>197,932</b>	<b>68,922</b>	<b>34.82%</b>

## 24. SEWERAGE SERVICES

### ACTION STATUS

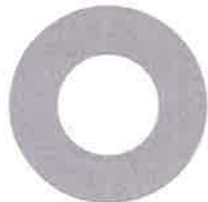
100.00% (4)

ON TRACK



0.00% (0)

MONITOR



0.00% (0)

NEEDS WORK



0.00% (0)

NO TARGET



### ACTION PERFORMANCE







Actions reported on	4
At least 80% of action target achieved	4
Between 50% and 80% of action target achieved	0
Less than 50% of action target achieved	0
Actions with no target set	0

## ACTION SUMMARY

## Business Unit: Sewerage Services

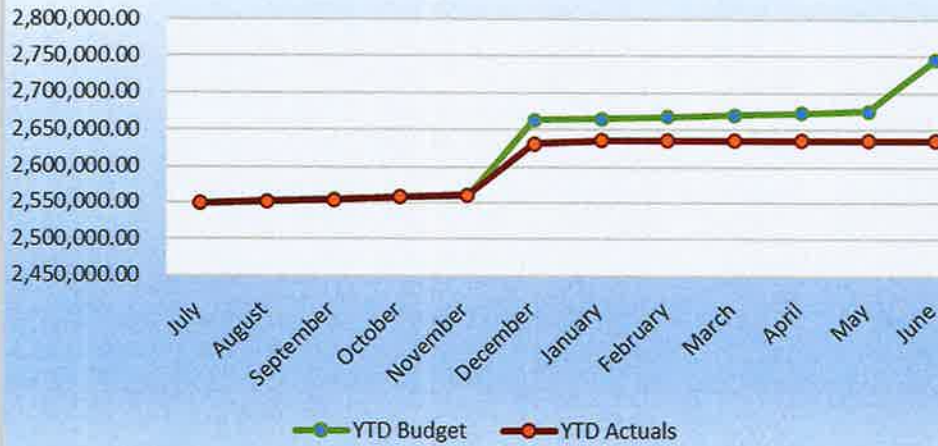
## Service Profile: Sewerage Services

Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
3.3.3.1 Maintenance and operation of sewerage network, in line with the Asset Management Strategy.	Gillian Marchant - Manager Water & Waste	December 2021 to January 2022 saw flooding and a large increase in water received at the Sewage Treatment Plant (STP). A smoke testing program will be included in future budgets to rectify illegal storm water connections. To ensure the best performance of the Tenterfield STP, Handos Contracting where engage to clean the pump stations and de-sludge the STP sludge lagoons and finishing ponds. These commenced in December and concluded in January. Storms in January provided the source for fault in the pontooned sludge lifter. The lifter exploded and caught fire, with thanks to the local Tenterfield Fire Service for their prompt (Figures 1 to 3). Urbenville de-sludging of finishing ponds are also scheduled for next month February 2022.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
3.3.3.2 Deliver business improvements, recognising emerging risks and opportunities.	Gillian Marchant - Manager Water & Waste	December 2021 to January 2022 - Sewer connections 0 at Tenterfield 0 Urbenville; Major pump station clearing 2 at Tenterfield 0 Urbenville; Blockages where reported and cleared at 11 locations in Tenterfield and 0 in Urbenville including 0 broken main repair, with 2 mains visually checked with new CCTV large tree roots in Tenterfield and 0 major manhole repair, 0 broken main repairs and 0 effluent line repair in Urbenville in this reporting period.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

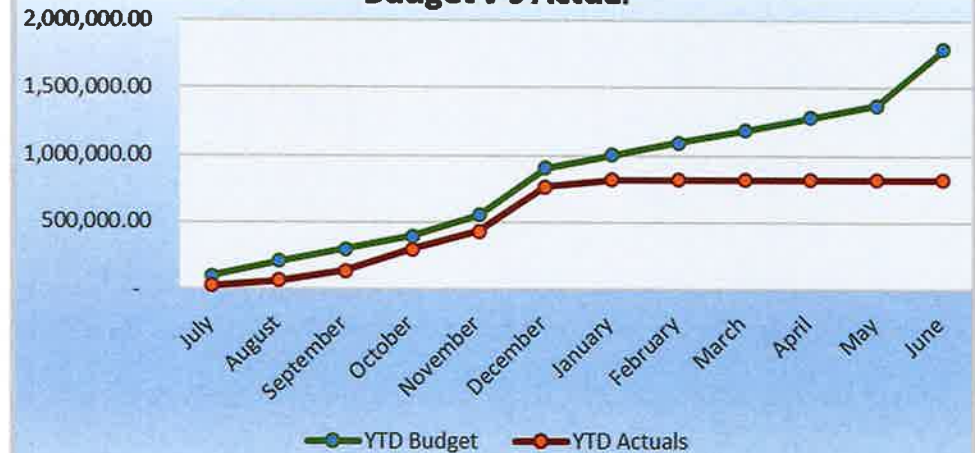
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
3.3.3.3 Manage the Sewerage Services of Council in a financially responsible manner in line with budget allocations.	Gillian Marchant - Manager Water & Waste	December 2021 to January 2022- Planning has commenced to extend the sewer system to the new water filtration plant council will engage designers to develop plans. New main to the water filtration plant has commenced with surveyors engaged to undertake long section plans for detailed designs to occur. Sewer mains relining works commenced in November 2021.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
4.3.6.3 Council sewerage network upgrades and maintenance conducted in accordance with demand and affordability constraints.	Gillian Marchant - Manager Water & Waste	December 2021 to January 2022 - Due to increasing demands for sewer infrastructure renewals and replacements, utilising poly pipe a new butt-welding larger unit is expected to be purchased quotations have been requested.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

## 24. Sewerage Services

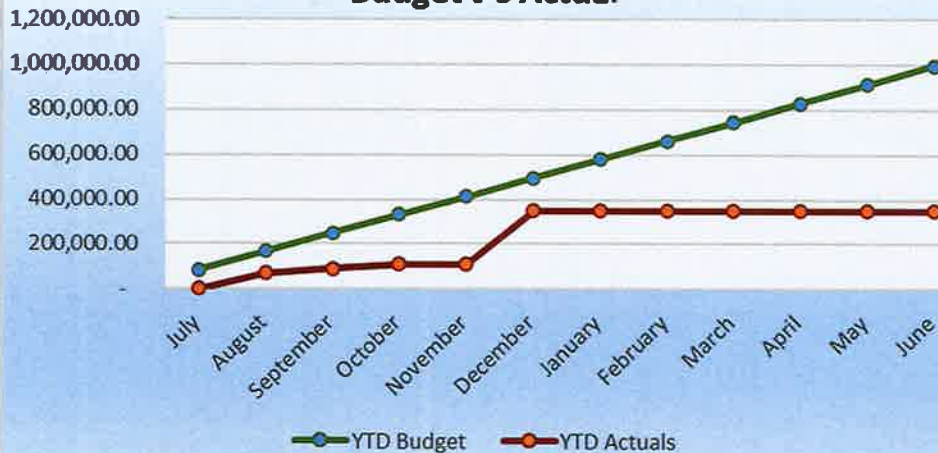
**Sewerage Network Operational Income  
Budget v's Actual**



**Sewerage Network Operational Expenditure  
Budget v's Actual**



**Sewerage Network Capital Expenditure  
Budget v's Actual**





COA	21/22 QBR 1 Budget	21/22 YTD Actuals January	21/22 Percentage Spent
<b>Sewerage Service</b>	<b>118,953</b>	<b>(1,422,195)</b>	<b>-1195.59%</b>
1. Operating Income	(2,744,982)	(2,636,107)	96.03%
2. Operating Expenditure	1,785,972	819,792	45.90%
3. Capital Income	(10,000)	(3,100)	31.00%
4. Capital Expenditure	994,793	350,635	35.25%
7872502. Tenterfield Mains Relining (1km Year)	291,000	120,249	41.32%
7872503. Tenterfield Mains Augmentation	67,900	0	0.00%
7872505. Tenterfield Man Hole Level Alterations (Water Infiltration)	158,500	90,201	56.91%
7872515. Tenterfield Upgrade Road to Tertiary Ponds	5,000	0	0.00%
7872517. Tenterfield Scada System Upgrade	31,600	0	0.00%
7872519. Tenterfield Network Renewal	189,100	120,249	63.59%
7872529. Sewer System Mapping Improvements	20,000	0	0.00%
7872800. Urbenville Dehydrator	10,000	0	0.00%
7872801. Removal Sludge from Tertiary Ponds/Renewal of Capacity	10,600	0	0.00%
7872804. Urbenville Telemetry Upgrade	15,000	0	0.00%
7872807. Urbenville Telemetry From PS to STP	10,000	0	0.00%
7872813. Urbenville Sewer Pump Station Emergency Works - Replacement	91,093	19,935	21.88%
7872814. Urbenville - Major Pump Station Refurbishment	95,000	0	0.00%
<b>6. Liabilities</b>	<b>93,170</b>	<b>46,585</b>	<b>50.00%</b>