



QUALITY NATURE - QUALITY HERITAGE - QUALITY LIFESTYLE

BUSINESS PAPER ORDINARY COUNCIL MEETING 27 APRIL 2022

Notice is hereby given in accordance with the provisions of the *Local Government Act 1993*, and pursuant to Clause 3.3 of Council's Code of Meeting Practice that an **Ordinary Council Meeting** will be held in the Koreelah Room, Tenterfield Shire Council Chambers, on **Wednesday 27 April 2022** commencing at **9:30 am**.

Daryl Buckingham
Chief Executive

Community Consultation (Public Access) relating to items on this Agenda can be made between 9.30 am and 10.30 am on the day of the Meeting. Requests for public access should be made to the General Manager no later than COB on the Monday before the Meeting.

Section 8 of the Business Paper allows a period of up to 30 minutes of Open Council Meetings for members of the Public to address the Council Meeting on matters INCLUDED in the Business Paper for the Meeting.

Members of the public will be permitted a maximum of five (5) minutes to address the Council Meeting. An extension of time may be granted if deemed necessary.

Members of the public seeking to represent or speak on behalf of a third party must satisfy the Council Meeting that he or she has the authority to represent or speak on behalf of the third party.

Members of the public wishing to address Council Meetings are requested to contact Council either by telephone or in person prior to close of business on the Monday prior to the day of the Meeting. Persons not registered to speak will not be able to address Council at the Meeting.

Council will only permit two (2) speakers in support and two (2) speakers in opposition to a recommendation contained in the Business Paper. If there are more than two (2) speakers, Council's Governance division will contact all registered speakers to determine who will address Council. In relation to a Development Application, the applicant will be reserved a position to speak.

Members of the public will not be permitted to raise matters or provide information which involves:

- Personnel matters concerning particular individuals (other than Councillors);
- Personal hardship of any resident or ratepayer;
- Information that would, if disclosed confer a commercial advantage on a person with whom Council is conducting (or proposes to conduct) business;
- Commercial information of a confidential nature that would, if disclosed:
 - Prejudice the commercial position of the person who supplied it, or
 - Confer a commercial advantage on a competitor of the Council; or
 - Reveal a trade secret;
- Information that would, if disclosed prejudice the maintenance of law;
- Matters affecting the security of the Council, Councillors, Council staff or Council property;
- Advice concerning litigation or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege;
- Information concerning the nature and location of a place or an item of Aboriginal significance on community land;
- Alleged contraventions of any Code of Conduct requirements applicable under Section 440; or
- On balance, be contrary to the public interest.

Members of the public will not be permitted to use Community Consultation to abuse, vilify, insult, threaten, intimidate or harass Councillors, Council staff or other members of the public. Conduct of this nature will be deemed to be an act of disorder and the person engaging in such behaviour will be ruled out of order and may be expelled.

CONFLICT OF INTERESTS

What is a "Conflict of Interests" - A conflict of interests can be of two types:

Pecuniary - an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person or another person with whom the person is associated.

Non-pecuniary - a private or personal interest that a Council official has that does not amount to a pecuniary interest as defined in the Local Government Act (eg. A friendship, membership of an association, society or trade union or involvement or interest in an activity and may include an interest of a financial nature).

Remoteness

A person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision the person might make in relation to a matter or if the interest is of a kind specified in Section 448 of the Local Government Act.

Who has a Pecuniary Interest? - A person has a pecuniary interest in a matter if the pecuniary interest is the interest of:

- The person, or
- Another person with whom the person is associated (see below).

Relatives, Partners

A person is taken to have a pecuniary interest in a matter if:

- The person's spouse or de facto partner or a relative of the person has a pecuniary interest in the matter, or
- The person, or a nominee, partners or employer of the person, is a member of a company or other body that has a pecuniary interest in the matter.

N.B. "Relative", in relation to a person means any of the following:

- (a) the parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descends or adopted child of the person or of the person's spouse;
- (b) the spouse or de facto partners of the person or of a person referred to in paragraph (a)

No Interest in the Matter

However, a person is not taken to have a pecuniary interest in a matter:

- If the person is unaware of the relevant pecuniary interest of the spouse, de facto partner, relative or company or other body, or
- Just because the person is a member of, or is employed by, the Council.
- Just because the person is a member of, or a delegate of the Council to, a company or other body that has a pecuniary interest in the matter provided that the person has no beneficial interest in any shares of the company or body.

Disclosure and participation in meetings

- A Councillor or a member of a Council Committee who has a pecuniary interest in any matter with which the Council is concerned and who is present at a meeting of the Council or Committee at which the matter is being considered must disclose the nature of the interest to the meeting as soon as practicable.
- The Councillor or member must not be present at, or in sight of, the meeting of the Council or Committee:
 - (a) at any time during which the matter is being considered or discussed by the Council or Committee, or
 - (b) at any time during which the Council or Committee is voting on any question in relation to the matter.

No Knowledge - A person does not breach this Clause if the person did not know and could not reasonably be expected to have known that the matter under consideration at the meeting was a matter in which he or she had a pecuniary interest.

Participation in Meetings Despite Pecuniary Interest (S 452 Act)

A Councillor is not prevented from taking part in the consideration or discussion of, or from voting on, any of the matters/questions detailed in Section 452 of the Local Government Act.

Non-pecuniary Interests - Must be disclosed in meetings.

There are a broad range of options available for managing conflicts & the option chosen will depend on an assessment of the circumstances of the matter, the nature of the interest and the significance of the issue being dealt with. Non-pecuniary conflicts of interests must be dealt with in at least one of the following ways:

- It may be appropriate that no action be taken where the potential for conflict is minimal. However, Councillors should consider providing an explanation of why they consider a conflict does not exist.
- Limit involvement if practical (eg. Participate in discussion but not in decision making or vice-versa). Care needs to be taken when exercising this option.
- Remove the source of the conflict (eg. Relinquishing or divesting the personal interest that creates the conflict)
- Have no involvement by absenting yourself from and not taking part in any debate or voting on the issue as if the provisions in S451 of the Local Government Act apply (particularly if you have a significant non-pecuniary interest)

Disclosures to be Recorded (s 453 Act)

A disclosure (and the reason/s for the disclosure) made at a meeting of the Council or Council Committee or Sub-Committee must be recorded in the minutes of the meeting.

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ORDER OF BUSINESS

1. Opening & Welcome
2. Civic Prayer & Acknowledgement of Country
3. Apologies
4. Disclosure & Declarations of Interest
5. Confirmation of Previous Minutes
6. Tabling of Documents
7. Urgent, Late & Supplementary Items of Business
8. Community Consultation (Public Access)
9. Mayoral Minute
10. Recommendations for Items to be Considered in Confidential Section
11. Open Council Reports
 - Our Community
 - Our Economy
 - Our Environment
 - Our Governance
12. Reports of Delegates & Committees
13. Notices of Motion
14. Resolution Register
15. Confidential Business
16. Meeting Close

CLOSED COUNCIL

Confidential Reports

(Section 10A(2) of The Local Government Act 1993)

Where it is proposed to close part of the Meeting, the Chairperson will allow members of the public to make representations to or at the meeting, before any part of the meeting is closed to the public, as to whether or not that part of the meeting should be closed to the public.

The Chairperson will check with the General Manager whether any written public submissions or representations have been received as to whether or not that part of the meeting should be closed to the public.

The grounds on which part of the Council meeting may be closed to public are listed in Section 10A(2) of the Local Government Act 1993 and are as follows:

- (a) personnel matters concerning particular individuals others than Councillors,
- (b) the personal hardship of any resident or ratepayer,
- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,
- (d) commercial information of a confidential nature that would, if disclosed:
 - (i) prejudice the commercial position of the person who supplied it, or
 - (ii) confer a commercial advantage on a competitor of the council, or
 - (iii) reveal a trade secret,
- (e) information that would, if disclosed, prejudice the maintenance of law,
- (f) matters affecting the security of the council, councillors, council staff or council property,
- (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
- (h) during the receipt of information or discussion of information concerning the nature and location of a place or an item of Aboriginal significance on community land.
- (i) alleged contraventions of any code of conduct requirements applicable under section 440.

Section 10A(3) of the Act provides that Council, or a Committee of the Council of which all the members are councillors, may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

Section 10B(3) of the Act provides that if a meeting is closed during discussion of a motion to close another part of the meeting to the public (as referred to in section 10A(3) of the Act,) the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting (other than consideration of whether the matter concerned is matter referred to in section 10A(2) of the Act).

Section 10B(1) of the Act provides that a meeting is not to remain closed to the public during the receipt of information or the discussion of matters referred to in section 10A(2):

- (a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
- (b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret – unless the Council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest section 10B(4) of the Act states it is irrelevant that:

- (a) a person may interpret or misunderstand the discussion, or
- (b) The discussion of the matter may:
 - (i) cause embarrassment to the Council or committee concerned, or to councillors or to employees of the council, or
 - (ii) cause a loss of confidence in the Council or committee.

Resolutions passed in Closed Council

It is a requirement of Clause 253 of the Local Government (General) Regulation 2005 that any resolution passed in Closed Council, or Committee be made public as soon as practicable after the meeting has ended. At the end of Closed Council or Committee meeting, the Chairperson will provide a summary of those resolutions passed in Closed Council or Committee.

AGENDA

WEBCASTING OF MEETING

This meeting will be recorded for placement on Council's website for the purposes of broadening knowledge and participation in Council issues, and demonstrating Council's commitment to openness and accountability.

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

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

1. OPENING & WELCOME

2. (A) OPENING PRAYER

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

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

(B) ACKNOWLEDGEMENT OF COUNTRY

"I would like to acknowledge the traditional custodians of this land that we are meeting on today. I would also like to pay respect to the Elders past, present, and emerging of the Jukembal, Kamilaroi and Bundjalung nations and extend that respect to other Aboriginal people present."

3. APOLOGIES

4. DISCLOSURES & DECLARATIONS OF INTEREST

5. CONFIRMATION OF PREVIOUS MINUTES

(ITEM MIN4/22) CONFIRMATION OF PREVIOUS MINUTES 8

6. TABLING OF DOCUMENTS

7. URGENT, LATE & SUPPLEMENTARY ITEMS OF BUSINESS

8. COMMUNITY CONSULTATION (PUBLIC ACCESS)

9. MAYORAL MINUTE

10. RECOMMENDATIONS FOR ITEMS TO BE CONSIDERED IN CONFIDENTIAL SECTION

11. OPEN COUNCIL REPORTS

OUR COMMUNITY

OUR ECONOMY

OUR ENVIRONMENT

OUR GOVERNANCE

(ITEM GOV36/22)	MONTHLY OPERATIONAL REPORT FEBRUARY 2022	24
(ITEM GOV37/22)	TENTERFIELD SHIRE COUNCIL - ADDITIONAL SPECIAL RATE VARIATION (ASV) FOR 2022-23.	158
(ITEM GOV38/22)	MANAGEMENT LETTER FOR THE FINAL PHASE OF THE 2020/2021 AUDIT	162
(ITEM GOV39/22)	FINANCE & ACCOUNTS - PERIOD ENDED 31 MARCH 2022	196
(ITEM GOV40/22)	CAPITAL EXPENDITURE REPORT AS AT 31 MARCH 2022 .	200

12. REPORTS OF DELEGATES & COMMITTEES

13. NOTICES OF MOTION

14. RESOLUTION REGISTER

(ITEM RES4/22)	COUNCIL RESOLUTION REGISTER - MARCH 2022....	202
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15. CONFIDENTIAL BUSINESS

CONFIDENTIAL

(ITEM COM4/22)	PROPOSAL TO AMEND RESOLUTION 295/20 REGARDING THE LEASING OF LOTS 2, 3 AND 4 SECTION 37 DP758959 BY REMOVING LOT 4 FROM THE PROPOSED LEASE.	
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That above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 10A(2) (d(ii)) of the Local Government Act, 1993, as the matter involves commercial information of a confidential nature that would, if disclosed (ii) confer a commercial advantage on a competitor of the Council.

16. MEETING CLOSED

(ITEM MIN4/22) CONFIRMATION OF PREVIOUS MINUTES

REPORT BY: Elizabeth Melling

RECOMMENDATION

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

- **Ordinary Council Meeting – 23 March 2022**

as typed and circulated, be confirmed and signed as a true record of the proceedings of these meetings.

ATTACHMENTS

- 1** Minutes Ordinary Council Meeting Wednesday 23 March 2022 15 Pages

MINUTES



QUALITY NATURE - QUALITY HERITAGE - QUALITY LIFESTYLE

MINUTES OF ORDINARY COUNCIL MEETING WEDNESDAY 23 MARCH 2022

MINUTES OF THE **Ordinary Council Meeting** OF TENTERFIELD SHIRE held at the Koreelah Room, Tenterfield Shire Council Chambers on Wednesday 23 March 2022 commencing at 9:36 am

ATTENDANCE

Councillor Bronwyn Petrie (Mayor)
Councillor John Macnish (Deputy Mayor)
Councillor Peter Petty
Councillor Tim Bonner
Councillor Tom Peters
Councillor Kim Rhodes
Councillor Giana Saccon
Councillor Greg Sauer
Councillor Geoff Nye
Councillor Peter Murphy

ALSO IN ATTENDANCE

Chief Executive (Daryl Buckingham)
Executive Assistant & Media (Elizabeth Melling)
Chief Corporate Officer (Kylie Smith)
Director Infrastructure (Fiona Keneally)

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

Website: www.tenterfield.nsw.gov.au

Email: council@tenterfield.nsw.gov.au

WEBCASTING OF MEETING

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

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

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

OPENING AND WELCOME

CIVIC PRAYER

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

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

ACKNOWLEDGEMENT OF COUNTRY

I would like to acknowledge the traditional custodians of this land that we are meeting on today. I would also like to pay respect to the Elders past, present, and emerging of the Jukemba, Kamilaroi and Bundjalung Nations and extend that respect to other Aboriginal people present.

APOLOGIES

Nil.

DISCLOSURE & DECLARATIONS OF INTEREST

- 49/22** **Resolved** that councillors now disclose any interests and reasons for declaring such interest in the matters under consideration by Council at this meeting.

Name	Type	Item
Mr Peter Murphy	Non Pecuniary Significant	Item ECO1/22 Submission of Petition – Forrest Lane Repair and Resurfacing

(Peter Petty/Greg Sauer)

Motion Carried

(ITEM MIN3/22) CONFIRMATION OF PREVIOUS MINUTES

- 50/22** **Resolved** That the Minutes of the following Meeting of Tenterfield Shire Council:

- Ordinary Council Meeting – 23 February 2022

as typed and circulated, be confirmed and signed as a true record of the proceedings of these meetings.

(Peter Petty/Geoff Nye)

Motion Carried

TABLING OF DOCUMENTS

Nil.

URGENT, LATE & SUPPLEMENTARY ITEMS OF BUSINESS

- 51/22** **Resolved** that Item GOV35/22- Oath And Affirmation For Councillors be moved forward in the agenda

(Peter Petty/John Macnish)

Motion Carried

COMMUNITY CONSULTATION (PUBLIC ACCESS)

Agenda Item – Development Application 2021.132 Concept DA Stage One.

Speakers "for" Development Application VIA ZOOM

1) Rosie Sutcliffe, Senior Consultant, Urbis rsutcliffe@urbis.com.au

Speakers "Against" Development Application

1) Susan Bailey – Community Member

MAYOR MINUTE

Nil.

RECOMMENDATIONS FOR ITEMS TO BE CONSIDERED IN CONFIDENTIAL SECTION

- 52/22** **Resolved** that the following items be considered in the Confidential Section of the meeting:

- 1) Item ENV6/22 Steel Recycling Contract.

(Tim Bonner/Giana Saccon)

Motion Carried

OPEN COUNCIL REPORTS

(ITEM GOV35/22) OATH AND AFFIRMATION FOR COUNCILLORS

SUMMARY

The purpose of this report is to inform Councillors of the requirements under section 233A of the NSW *Local Government Act 1993*, being that all Councillors must take an Oath of Office or make an Affirmation of Office at or before the first meeting of the Council after the Councillor is elected.

53/22

Resolved that Councillor Peter Murphy took an Oath of Office or made an Affirmation of Office prior to the meeting dated Wednesday 23 March 2022 and signed the appropriate Oath of Office or Affirmation of Office form.

(Peter Petty/John Macnish)

Motion Carried

OUR COMMUNITY

(ITEM COM2/22) ANZAC DAY ARRANGEMENTS - MONDAY, 25 APRIL 2022

SUMMARY

The purpose of this report is to provide information for Council's consideration regarding arrangements for Anzac Day, Monday, 25 April 2022.

54/22

Resolved

- (1) That in accordance with Council Minute 208/04, Council's representative at Anzac Day Ceremonies throughout the Shire will lay a wreath or present a book as per the requirements of the local organisers; and
- (2) That Councillors be allocated to attend the Anzac Day services and events around the Shire as follows:
 - (a) The Mayor, Cr Bronwyn Petrie at the Tenterfield Dawn Service and Morning Service;
 - (b) Councillor Tom Peters at the Dawn Service in Torrington;
 - (c) Councillor Peter Petty & Councillor Tim Bonner at the Legume Service;
 - (d) Councillor Tim Bonner at the Urbenville Service;
 - (e) Councillor Peter Petty (Dawn Service) Councillor Peter Murphy (11.30am) at the Jennings Service;
 - (f) Councillor John Macnish at the Drake Service;
 - (g) Councillor Tim Bonner at the Liston Service; and
 - (h) Councillor Giana Saccon at the Mingoola Service.

(John Macnish/Tom Peters)

Motion Carried

(ITEM COM3/22) TENTERFIELD PUBLIC LIBRARY - REVIEW OF SATURDAY MORNING OPERATIONS

SUMMARY

The purpose of this report is to recommend the closure of the Tenterfield Library on Saturdays.

RECOMMENDATION:

That Council cease operations of the Tenterfield Library on Saturdays.

AMENDMENT

That Council temporarily cease operations of the Tenterfield Library on Saturdays.

(John Macnish/Tim Bonner)

Amendment Carried

55/22

Resolved that Council temporarily cease operations of the Tenterfield Library on Saturdays.

(Peter Petty/John Macnish)

Motion Carried

David Counsell, entered the meeting, the time being 9.51 am.

OUR ECONOMY

(ITEM ECO1/22) SUBMISSION OF PETITION - FORREST LANE REPAIR AND RESURFACING

SUMMARY

This purpose of this report is to advise Council of a petition received on 3 November 2021 from Mr Peter Murphy of 161 Logan Street, Tenterfield, with 16 other signatories, requesting the repair and resurfacing of Forrest Lane, Tenterfield.

56/22

Resolved that Council:

- (1) Notes the tabling of a petition requesting that Council repair and resurface Forrest Lane, Tenterfield, and
- (2) Consider the petition request, as part of Council's deliberation and decision process when considering funding towards urban pavement and surfacing renewals in Council's 2022/2023 budget.

(Peter Petty/Giana Saccon)

Motion Carried

David Counsell, Manager Asset & Program Planning left the meeting, the time being 9.54 am.

Tamai Davidson, Manager Planning & Development entered the meeting, the time being 9.55 am.

OUR ENVIRONMENT

(ITEM ENV4/22) DEVELOPMENT APPLICATION 2021.132 CONCEPT DA STAGE 1 - ENTERTAINMENT FACILITY - CINEMA, FOOD AND DRINK PREMISES, CARPARKING, DEMOLITION OF EXISTING REPAIR WORKSHOP, OFFICE & HARDSTAND, ALTERATIONS AND ADDITIONS TO MAIN WORKSHOP BUILDING

STAGE 2 - RECREATION FACILITY (INDOOR) - BOWLING ALLEY, HEALTH SERVICE FACILITY - MEDICAL CENTRE, CHILD CARE AND FOOD AND DRINK PREMISES 148 ROUSE STREET, TENTERFIELD - LOTS A & B DP150057, LOT 33 DP 1138201 & LOT 1 DP 516621

SUMMARY

The purpose of this report is to present to Council Development Application (DA) 2021.132 for determination. The DA proposes a concept proposal (masterplan) for a mixed-use development including cinema, cafes, bowling alley, medical centre, pharmacy and child care centre including car parking.

Stage 1 comprises;

- Demolition of existing office, repair workshop, office and hardstand
- Alterations and additions to the main workshop building (cinema/café)
- landscaping

Stage 2 is subject to the lodgment of a further DA at a later time and comprises;

- child care centre
- pharmacy
- medical centre
- café
- bowling alley

The application is presented to Council for consideration and determination in accordance with Clause 3.3 of Council Policy 3.122 *Limit of Delegated Authority in Dealing with Development Applications, and Complying Development Certificates*. The application is considered to meet the provisions of an "application of public interest", whereby three (3) or more submissions objecting to the development have been received and being a commercial development exceeding \$500,000.00. The estimated cost of the development is \$9,867,000.00.

The DA has been assessed in accordance with the provisions of Section 4.15 of the *Environmental Planning & Assessment Act, 1979*, is permitted with consent in the RU5 Village Zone and is recommended to Council for approval subject to conditions.

57/22

Resolved that Council:

- 1) Determine Development Application 2021.132 by way of issuing consent for the Concept Development Application and Stage 1 subject to conditions contained in Attachment 1; and
- 2) Notify those persons who made a submission in relation to the proposal of Council's determination.

Motion Carried

Upon being put to the meeting, the motion was declared carried.

For the Motion were Crs Tom Peters, John Macnish, Tim Bonner, Bronwyn Petrie, Peter Petty, Kim Rhodes, Giana Saccon, Peter Murphy and Geoffrey Nye Total (9).

Against the Motion was Cr G Sauer Total (1).

Tamai Davidson, Manager Planning & Development left the meeting, the time being 10.35 am.

SUSPENSION OF STANDING ORDERS

58/22

Resolved that standing Orders be suspended.

(Peter Petty/John Macnish)

Motion Carried

The meeting adjourned for morning tea, the time being 10.35 am.

The meeting reconvened, the time being 10.55 am.

RESUMPTION OF STANDING ORDERS

59/22

Resolved that standing Orders be resumed.

(Peter Petty/Giana Saccon)

Motion Carried

Bruce Mills, Manager Economic Development & Special Projects entered the meeting, the time being 10.56 am.

(ITEM ENV5/22) TENTERFIELD SHIRE COUNCIL ECONOMIC DEVELOPMENT ACTIVATION AND STIMULUS PACKAGE

SUMMARY

The purpose of this report is to advise Council on the take up of Council's 'Economic Development and Stimulus Package – 22 July 2020' and seek a resolution for the cessation of the package.

Since commencement of the package, a total of twenty (20) new residential lots have been approved by subdivision and Tenterfield has seen significant growth in the property market and the contributions payable are now more reflective of

market values. The reinstatement of the rates as determined under the Development Servicing Plans for Water and Sewer are recommended to be reinstated.

60/22 **Resolved** that Council's Economic Development and Stimulus Package cease to operate on 30 June 2022.

(Geoff Nye/Kim Rhodes)

Motion Carried

Bruce Mills, Manager Economic Development & Special Projects left the meeting, the time being 11.00 am.

OUR GOVERNANCE

(ITEM GOV28/22) MONTHLY OPERATIONAL REPORT FEBRUARY 2022

SUMMARY

The purpose of this report is to provide a standing monthly report to the Ordinary Meeting of Council that demonstrates staff accountabilities and actions taken against Council's 2021/2022 Operational Plan.

61/22 **Resolved** that Council receives and notes the status of the Monthly Operational Report for February 2022.

(Peter Petty/John Macnish)

Motion Carried

Erika Bursford, Manager Customer Service, Governance & Records entered the meeting, the time being 11.53 am.

(ITEM GOV29/22) AUDIT, RISK AND IMPROVEMENT COMMITTEE

SUMMARY

The objective of the Audit and Risk Committee (the Committee) is to provide independent assistance to Tenterfield Shire Council (Council) by monitoring, reviewing and providing advice on risk management, control frameworks, governance processes and external accountability responsibilities.

Committee members are in place for the term of the Council, and where approved by Council, can be reappointed. The Risk Management and Internal Audit Framework for local councils is currently forecast to be in place by June 2022 and will replace Council's existing Audit and Risk Committee Charter. Council's Committee name will also be required to change to Audit, Risk and Improvement Committee, in preparation for the implementation of the framework.

62/22

Resolved that Council:

- 1) Approve the change of name of the Tenterfield Shire Council Audit and Risk Committee to the Tenterfield Shire Council Audit, Risk and Improvement Committee, and
- 2) Confirm the external independent members of the Audit, Risk and Improvement Committee to be:
 - Mr Peter Sheville (Chair)
 - Mr Andrew Page
 - Mr Tony Harb

(Peter Petty/Geoff Nye)

Motion Carried

(ITEM GOV30/22) INTEGRATED PLANNING AND REPORTING - DRAFT COMMUNITY STRATEGIC PLAN, DELIVERY PROGRAM AND OPERATIONAL PLAN FOR PUBLIC EXHIBITION

SUMMARY

The purpose of this report is for Council to place the draft Tenterfield Community Strategic Plan, Tenterfield Shire Council Resourcing Strategy, Tenterfield Shire Council Delivery Program and Tenterfield Shire Council Operational Plan on public exhibition for public comment and feedback.

63/22

Resolved that Council:

1. Place the draft Community Strategic Plan, Community Engagement Strategy and Resourcing Strategy on public exhibition for a minimum period of 28 calendar days in accordance with sections 402, 402A and 403 of the *NSW Local Government Act 1993*;
2. Place the draft 2022/24 Delivery Program and draft 2022/2023 Annual Operational Plan, on public exhibition for a minimum period of 28 calendar days in accordance with section 404 and 405 of the *NSW Local Government Act 1993*;
3. Undertake community consultation, based on the scenarios outlined in the draft Long Term Financial Plan, with regards to making an application for a Special Rate Variation to ensure Council's long term financial sustainability, and
4. Request a further report to be submitted at the completion of the formal public exhibition period detailing submissions received during exhibition, for Council's consideration prior to final adoption.

(Greg Sauer/Kim Rhodes)

Motion Carried

Erika Bursford, Manager Customer Service, Governance & Records left the meeting, the time being 12.35 pm.

Councillor Peter Murphy left the meeting, the time being 12.35 pm.

David Counsell, Manager Asset & Program Planning entered the meeting, the time being 12.36 pm.

(ITEM GOV31/22) ASSET MANAGEMENT POLICY REVISION V4.0

SUMMARY

The purpose of this report is to review Council's Asset Management Policy 1.014.

64/22

Resolved that Council receive and adopt the revised Asset Management Policy No. 1.014 V4.0.

(Greg Sauer/Geoff Nye)

Motion Carried

David Counsell, Manager Asset & Program Planning left the meeting, the time being 12.38 pm.

Councillor Kim Rhodes, left the meeting, the time being 12.39 am.

Roy Jones, Manager Finance & Technology entered the meeting, the time being 12.39 pm.

Councillor Kim Rhodes, returned to the meeting, the time being 12.41 pm.

(ITEM GOV32/22) FINANCE & ACCOUNTS - PERIOD ENDED 28 FEBRUARY 2022

SUMMARY

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

65/22

Resolved that Council receive and note the Finance and Accounts Report for the period ended 28 February 2022.

(Peter Petty/John Macnish)

Motion Carried

(ITEM GOV33/22) CAPITAL EXPENDITURE REPORT AS AT 28 FEBRUARY 2022

SUMMARY

The purpose of this Report is to show the progress of Capital Works projects against the Year to Date (YTD) budget each month. This Report outlines Council's financial progress against each project.

66/22 **Resolved** that Council receive and note the Capital Expenditure Report for the period ended 28 February 2022.

(Kim Rhodes/Giana Saccon)

Motion Carried

TABLING OF DOCUMENT

67/22 **Resolved** that the additional A3 sheet of current loan comparison information from National Australia Bank, ANZ Bank and Commonwealth Bank of Australia for the Boonoo Landfill – Develop Stage 5 - loan \$3,300,000 and Transport Infrastructure – loan \$2,604,612 be tabled.

(Tom Peters/Giana Saccon)

Motion Carried

(ITEM GOV34/22) PROPOSED BORROWINGS 2021-22 FINANCIAL YEAR

SUMMARY

The purpose of this report is to present to Council the quotations received from three financial institutions with fixed term loan indicative interest rates, for the 2021/2022 proposed borrowings totaling \$5,904,612 to fund capital expenditure.

RECOMMENDATION:

That Council:

- (1) Approves a loan of \$3,300,000 for Waste Management (Boonoo Boonoo Landfill – Develop Stage 5) with the most competitive financial institution (quotations are indicative interest rates subject to change and will be tabled at the meeting).
- (2) Approves a loan of \$2,604,612 for Transport Infrastructure (and supportive plant items) with the most competitive financial institution (quotations are indicative interest rates subject to change and will be tabled at the meeting).
- (3) That Council notify the Office of Local Government when the above loans are obtained.

AMENDMENT

- (1) Approves a loan of \$3,300,000 for Waste Management (Boonoo Boonoo Landfill – Develop Stage 5) with the Commonwealth Bank of Australia at the interest rate 4.45% for a period of 20 years.
- (2) Approves a loan of \$2,604,612 for Transport Infrastructure (and supportive plant items) with the Commonwealth Bank of Australia at the interest rate of 4.45% for a period of 20 years.

(Tom Peters/Giana Saccon)

Amendment Carried

68/22

Resolved that Council

- (1) Approves a loan of \$3,300,000 for Waste Management (Boonoo Boonoo Landfill – Develop Stage 5) with the Commonwealth Bank of Australia at the interest rate 4.45% for a period of 20 years.
- (2) Approves a loan of \$2,604,612 for Transport Infrastructure (and supportive plant items) with the Commonwealth Bank of Australia at the interest rate of 4.45% for a period of 20 years.
- (3) That Council notify the Office of Local Government when the above loans are obtained.

(Tom Peters/Giana Saccon)

Motion Carried

Roy Jones, Manager Finance & Technology left the meeting, the time being 1.19 pm.

Kylie Smith, Chief Corporate Officer, left the meeting, the time being 1.24 pm.

REPORTS OF DELEGATES & COMMITTEES

(ITEM RC2/22) REPORTS OF COMMITTEES & DELEGATES - BORDER REGIONAL ORGANISATION OF COUNCILS (BROC) - 11 FEBRUARY 2022

69/22

Resolved that the report of the Border Regional Organisation of Councils (BROC) meetings Friday, 11 February 2022 be received and noted.

(Bronwyn Petrie/Giana Saccon)

Motion Carried

Kylie Smith, Chief Corporate Officer, returned to the meeting, the time being 1.28 pm.

(ITEM RC3/22) REPORTS OF COMMITTEES & DELEGATES - TENTERFIELD LOCAL TRAFFIC COMMITTEE MEETING - 3 MARCH 2022

70/22

Resolved that the report of the Tenterfield Shire Local Traffic Committee meeting of 3 March 2022 be received and noted.

(Tim Bonner/Tom Peters)

Motion Carried

Councillor John Macnish, left the meeting, the time being 1.40 pm

Councillor John Macnish, returned to the meeting, the time being 1.42 pm

Councillor Geoff Nye, left the meeting, the time being 1.42 pm.

Councillor Geoff Nye, returned to the meeting, the time being 1.44 pm.

(ITEM RC4/22) REPORT OF COMMITTEE & DELEGATES - COUNTRY MAYORS ASSOCIATION - FRIDAY 11 MARCH 2022

71/22

Resolved that the report and recommendations from the Council meetings of 23 March 2022 be received and noted.

(Bronwyn Petrie/Peter Petty)

Motion Carried

(ITEM NM1/22) NOTICE OF RESCISSION MOTION - ITEM GOV18/22 OF ORDINARY COUNCIL MEETING - 23 FEBRUARY 2022

SUMMARY

A Notice of Rescission Motion was received on Monday, 28 February 2022 from Councillor Kim Rhodes.

RECOMMENDATION:

That Council:

- (1) Move the rescission of Council Resolution 33/22 – Item GOV18/22 – Community Request – Tenterfield Rotary District Conference 2022 & Oracles of the Bush 2022 – which was resolved at the Ordinary Meeting of 23 February 2022.

Motion 33/22

That Council

- (1) Advise Tenterfield Rotary Club and Oracles of the Bush that there will be no charges for the hire of equipment including plastic chairs for both Rotary and Oracles of the Bush committees, except the cloth covered chairs which will be hired at \$2 per chair per event day, should Rotary prefer cloth chairs.
- (2) Charge a bond/administration fee as per 2021/22 Fees and Charges, and the administration charges as per cost recovery.
- (3) Budget costs to Council to the Community Contributions and both groups are required to collect and return the goods.

(Greg Sauer/Kim Rhodes)

Motion Carried

Following rescission of Item GOV18/22 – Community Request – Tenterfield Rotary District Conference 2022 & Oracles of the Bush 2022

of Council Motion 33/22. Council moved that Item GOV18/22 be amended as follows:

72/22

Resolved that Council:

- 1) Advise Tenterfield Rotary & Oracles of the Bush that there will be no charges for the hire equipment;
- 2) Charge a bond/administration fee as per 21/22 fees and charges, and the administration charge as per cost recovery;
- 3) Budget costs to Council to the Community Contributions and both groups are required to collect and return the goods.

(Kim Rhodes/Tim Bonner)

Motion Carried

(ITEM RES3/22) COUNCIL RESOLUTION REGISTER - FEBRUARY 2022

SUMMARY

The purpose of this Report is to provide a standing monthly report to the Ordinary Meeting of Council that outlines all Resolutions of Council previously adopted and yet to be finalised.

73/22

Resolved that Council notes the status of the Council Resolution Register to February 2022.

(Giana Saccon/John Macnish)

Motion Carried

Councillor Peter Murphy, left the meeting, the time being 1.47 pm.

CONFIDENTIAL BUSINESS

SUSPENSION OF STANDING ORDERS – CONFIDENTIAL BUSINESS

74/22

Resolved that Standing Orders be suspended and:

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

(Peter Petty/Tim Bonner)

Motion Carried

The recording device was turned off and the meeting moved into Closed Committee, the time being 1.47 pm.

Daryl Buckingham, Chief Executive left the meeting, the time being 1.47 pm.

Councillor Peter Murphy returned to the meeting, the time being 1.49 pm.

Daryl Buckingham, Chief Executive, returned to the meeting, the time being 1.53 pm.

(ITEM ENV6/22) STEEL RECYCLING CONTRACT

SUMMARY

The purpose of this report is for Council to approve and endorse awarding of the tender for the Steel Recycling Contract.

75/22

Resolved that Council:

That Council accept the tender of Infrabuild for the steel recycling contract.

(Peter Petty/Tim Bonner)

Motion Carried

RESUMPTION OF STANDING ORDERS

76/22

Resolved that Standing Orders be resumed.

(Peter Petty/Tim Bonner)

Motion Carried

The meeting moved out of Closed Committee and the recording device was turned on, the time being 1.57 pm.

In accordance with Section 253 of Local Government Regulations (General) 2005, the Mayor read the resolutions as resolved whilst in Closed Committee.

MEETING CLOSED

There being no further business the Mayor declared the meeting closed at 1.59 pm.

.....
Councillor Bronwyn Petrie
Mayor/Chairperson

Department:	Office of the Chief Executive
Submitted by:	Executive Assistant & Media
Reference:	ITEM GOV36/22
Subject:	MONTHLY OPERATIONAL REPORT FEBRUARY 2022

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

CSP Goal:	Leadership - LEAD 12 - We are a well engaged community that is actively involved in decision making processes and informed about services and activities.
CSP Strategy:	Council's decision making processes are open, accountable and based on sound integrated planning.
CSP Delivery Program	Promote and support community involvement in Council decision making process.

SUMMARY

The purpose of this report is to provide a standing monthly report to the Ordinary Meeting of Council that demonstrates staff accountabilities and actions taken against Council's 2021/2022 Operational Plan.

OFFICER'S RECOMMENDATION:

That Council receives and notes the status of the Monthly Operational Report for March 2022.

Daryl Buckingham
Chief Executive

Prepared by staff member:	Elizabeth Melling	
Approved/Reviewed by Manager:	Daryl Buckingham, Chief Executive	
Department:	Office of the Chief Executive	
Attachments:	1 March 2022 - Monthly Operational Plan	133 Pages

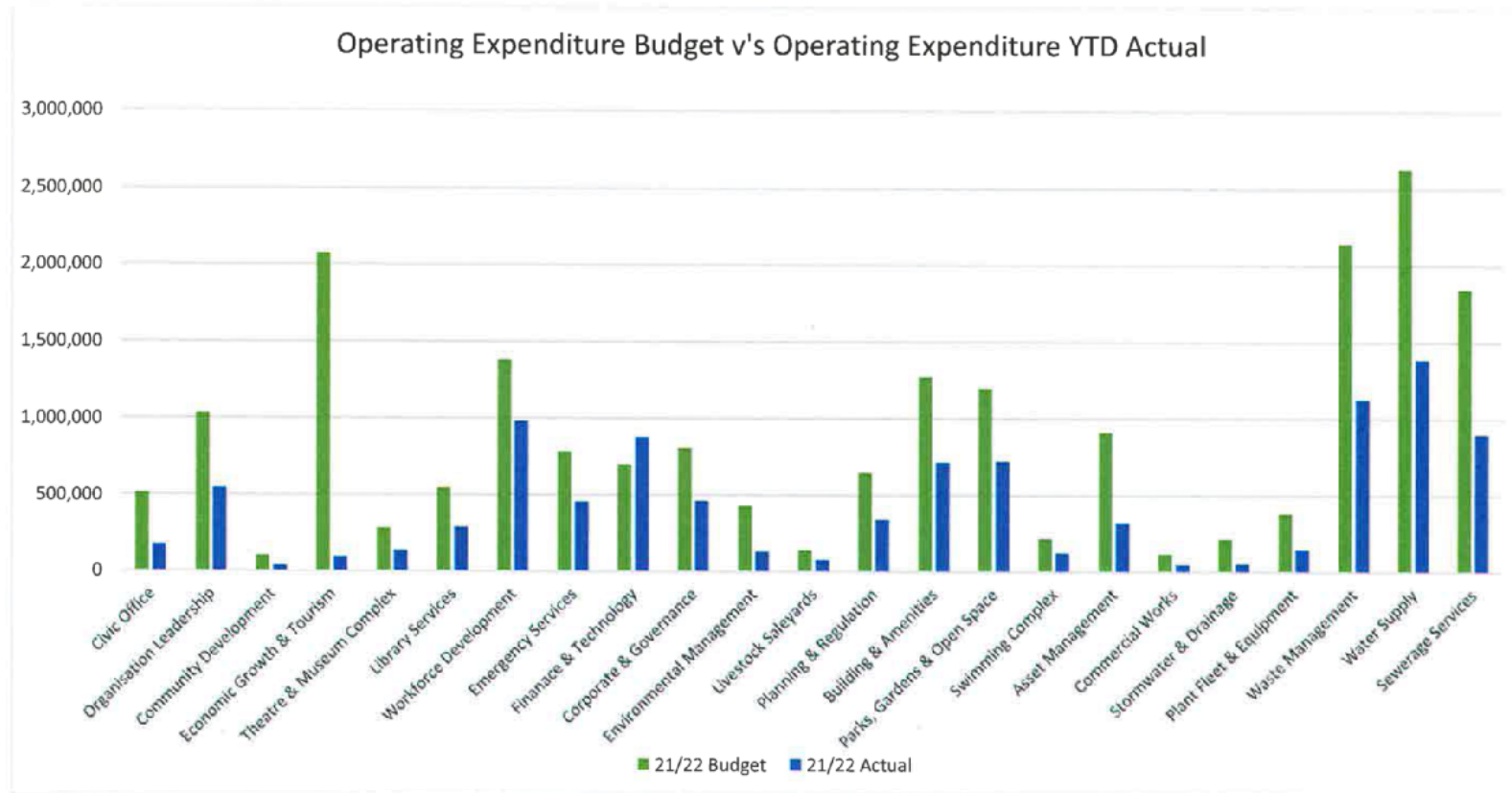
Monthly Operational Report

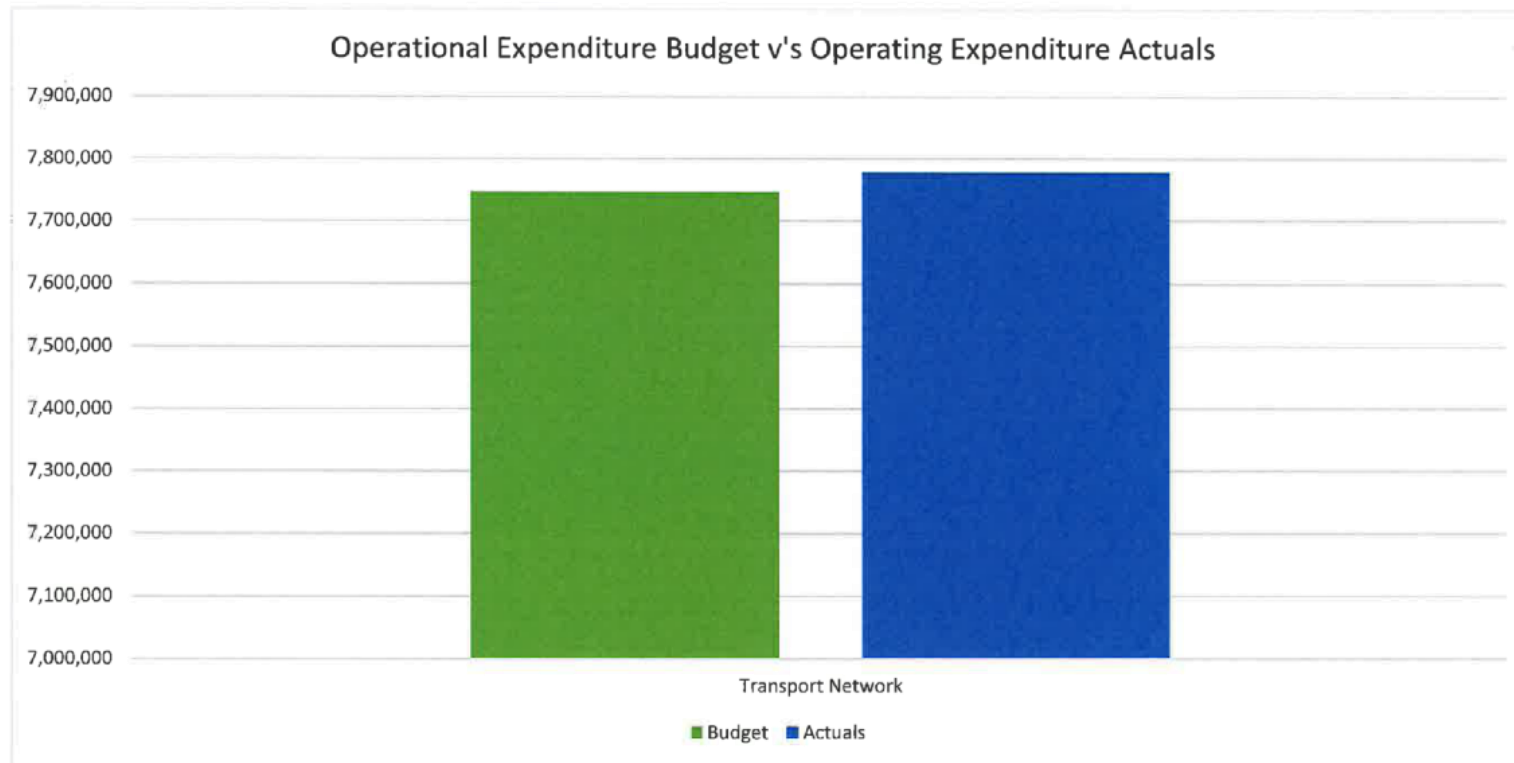
Tenterfield Shire Council March 2022

Council Meeting 27 April 2022

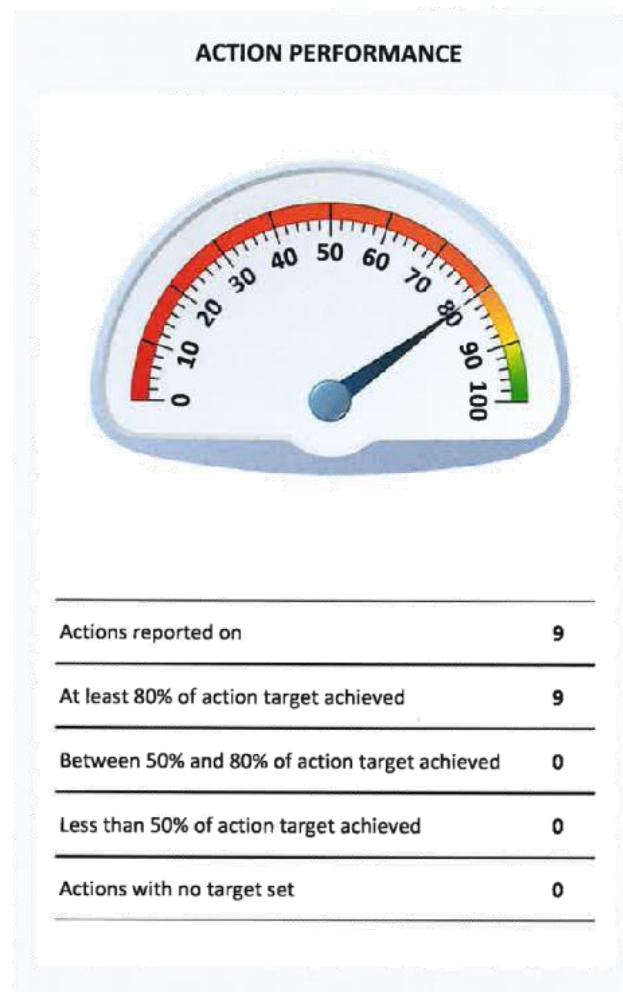


TENTERFIELD








1. CIVIC OFFICE



Tenterfield Shire Council

Monthly Operational Report - March 2022


ACTION SUMMARY

Business Unit: Civic Office								
Service Profile: Civic Office								
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
1.2.7.1 Advocate for health services throughout the Region and ensure future government planning aligns with community needs.	Daryl Buckingham - Chief Executive	March-2022 This is an ongoing task apart from advocacy this requires a watching brief it is anticipated that this task will be reviewed in consultation with council to identify priority's see what further action can be taken it is also planned to investigate opportunity's for council to facilitate possible local opportunity's to attract specialists to Tenterfield including a purpose built facility.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
4.1.1.1 Continue to develop the professional relationship between Council's elected body and Council's operational organisation.	Daryl Buckingham - Chief Executive	March 2022 - Continued embedding the new council and advising, organising training and briefing accordingly, ongoing.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
4.1.1.2 Ongoing through publication of fortnightly Your Local News, regular media releases and publications.	Daryl Buckingham - Chief Executive	March-2022 due to the printer being flooded in the Lismore floods we had some challenges with printing however an alternative has been identified and this program is business as usual.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
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	March -2022 This is an ongoing task as we are in the election cycle we will stand up and taking a watching brief to identify cost neutral opportunity's as we are not in a position to secure grants that cost council due to our financial challenges.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

5


Tenterfield Shire Council

Monthly Operational Report - March 2022

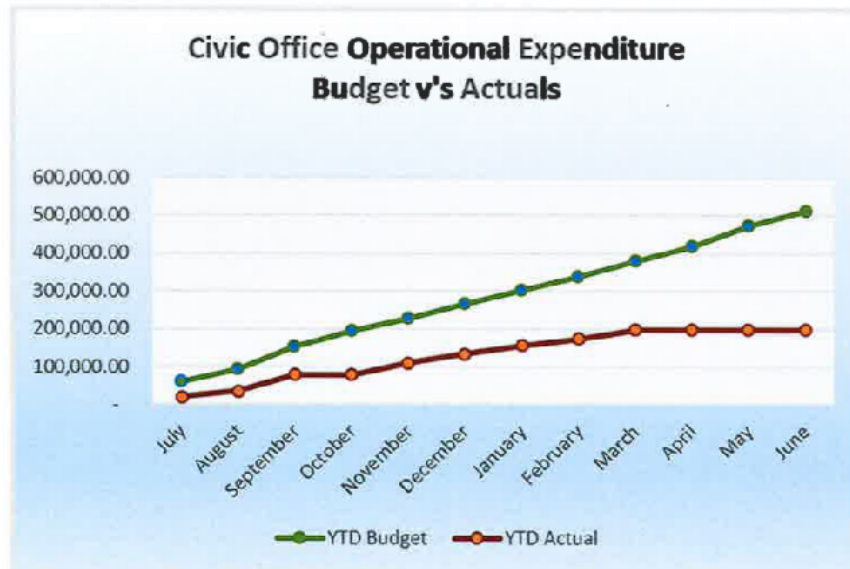
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
4.1.3.1 Deliver business improvements, recognising emerging risks and opportunities.	Daryl Buckingham - Chief Executive	March- 2022 we are investigation cost saving measures via continuous improvement. We implemented a temporary direction in terms of leaving non strategic roles vacant. Our strategy is to run between 10 and 15 % vacancies filling specialist roles as required and keeping non specialist roles rotating, whilst still maintaining a 10 to 15 % vacancy rate at any one time, it's an agile strategy that is cost effective whilst enabling us to still deliver services. We are currently 12.5 % below full FTE this approach has delivered substantial savings to councils bottom line. The challenge is maintaining enough human resources to ensure we can still deliver critical services.	In Progress	23/11/21	30/06/22	80.00	100.00	 ON TRACK
4.1.3.2 Manage the Civic Service of Council in a financially responsible manner in line with budget allocations.	Daryl Buckingham - Chief Executive	March-2022- We are implementing continues improvement strategy's, the intention is to use lean and agile principles as a part of our evolution as an organisation this task is ongoing	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	March-2022 - We have commenced the SRV process and this includes community consultation, this task will continue over the next six weeks and reported on accordingly. The challenge is cutting through the misinformation and personal narratives around personal agendas that are separate to the reality and often simply untrue. We will continue to explore all channels to demonstrate the facts/ truth in terms of communication, however some are cost prohibitive.	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	March 2022 - Apart from grants that are strategic and cost neutral, there is a hiatus on grant applications until further notice.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

Tenterfield Shire Council

Monthly Operational Report - March 2022

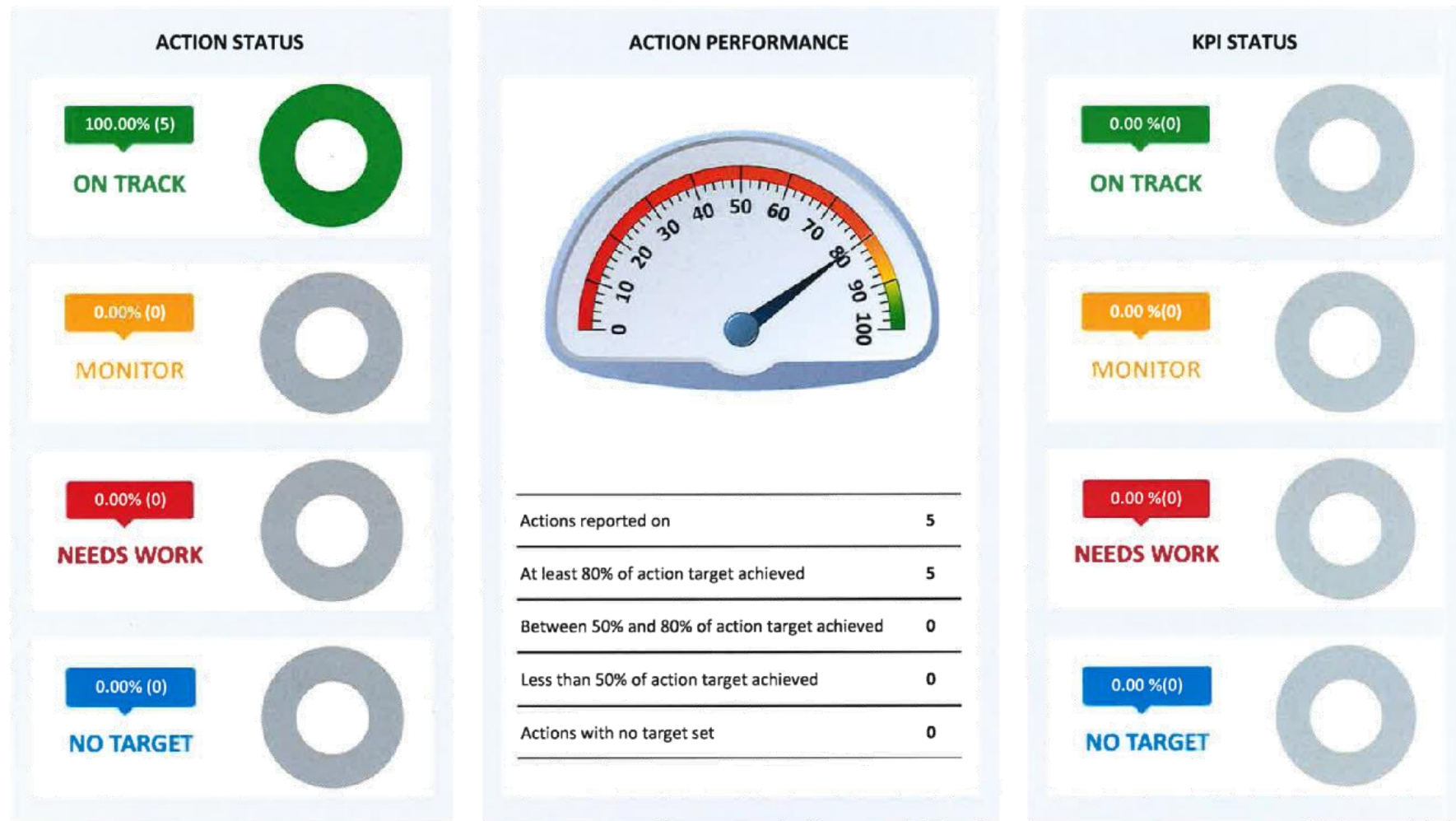
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
5.2.1.1 Lobby State and Federal Governments for funding to: * Reconstruct and realign Bruxner Way from the New England Highway to Sunnyside Loop Road * Complete the Tenterfield bypass. * Upgrade the western 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. March 2022 this is an ongoing task as we are heading into an election cycle we will ramp up advocacy and the CEO will work with the Mayor to facilitate this	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

1. Civic Office



COA	21/22 Review 2 Budget	21/22 YTD Actuals March	21/22 Percentage Spent
Civic Office	472,555	164,835	34.88%
1. Operating Income	(39,772)	(33,581)	84.43%
2. Operating Expenditure	512,327	198,416	38.73%





2. ORGANISATION LEADERSHIP



Tenterfield Shire Council

Monthly Operational Report - March 2022


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	March-2022 ongoing task nothing further to report	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	March-2022- A draft LTFP is currently out for community comment, it is also a part of the current discussions in terms of the SRV this is an ongoing task	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
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

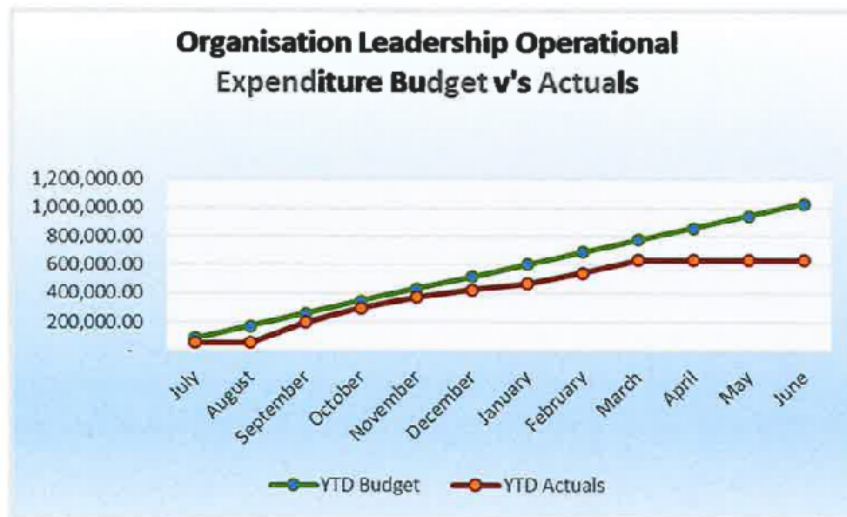
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Tenterfield Shire Council

Monthly Operational Report - March 2022

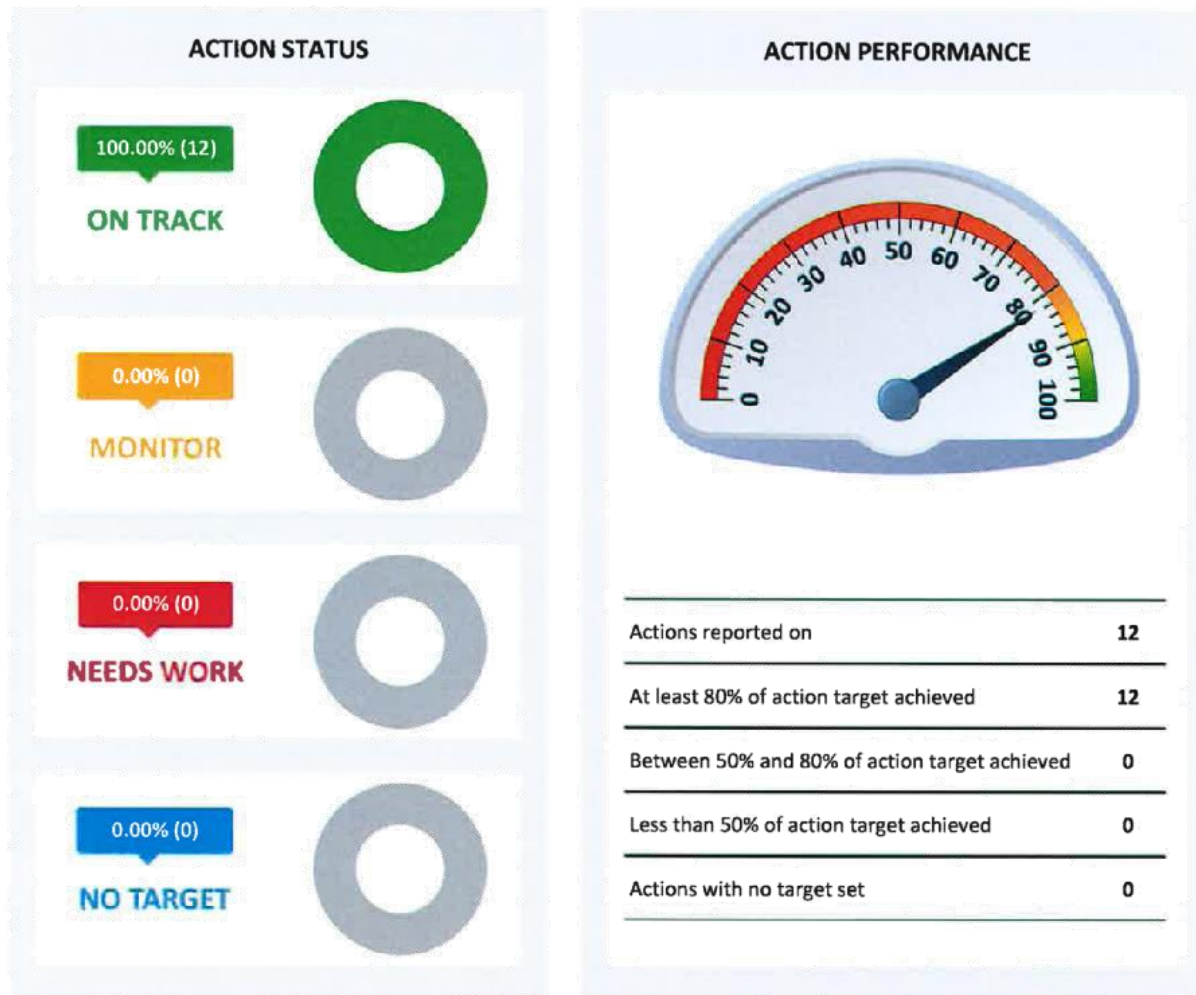
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
4.3.6.6 Manage the Organisational Leadership Service of Council in a financially responsible manner in line with budget allocations.	Daryl Buckingham - Chief Executive	<p>The following impacts the organisations financial sustainability as required under the Local Government Act;</p> <ol style="list-style-type: none"> 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

2. Organisational Leadership



COA	21/22 Review 2 Budget	21/22 YTD Actuals March	21/22 Percentage Spent
Organisation Leadership	1,030,747	634,205	61.53%
2. Operating Expenditure	1,030,747	634,205	61.53%





3. COMMUNITY DEVELOPMENT



Tenterfield Shire Council

Monthly Operational Report - March 2022

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.	Natalia Londono - Community Development Officer	Continued community engagement and development of partnerships.	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.	Natalia Londono - Community Development Officer	Collaboration and partnership continue.	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.	Natalia Londono - Community Development Officer	Support and advocacy continue with various services. We support all different Youth Organisation in town like Benevolent Society, TSDC, to work on the Youth Week and Autumn Youth Break.	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.	Natalia Londono - Community Development Officer	Continued advocacy. During the current period assisted with different meetings with the high school, Moombahlene, TAFE, Interagency monthly meeting.	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.	Natalia Londono - Community Development Officer	Continues. The budget has been managed it accordingly.	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.	Natalia Londono - Community Development Officer	Continues. The identification of terms of reference in the Youth Committee.	In Progress	25/11/21	30/06/22	80.00	100.00	 ON TRACK

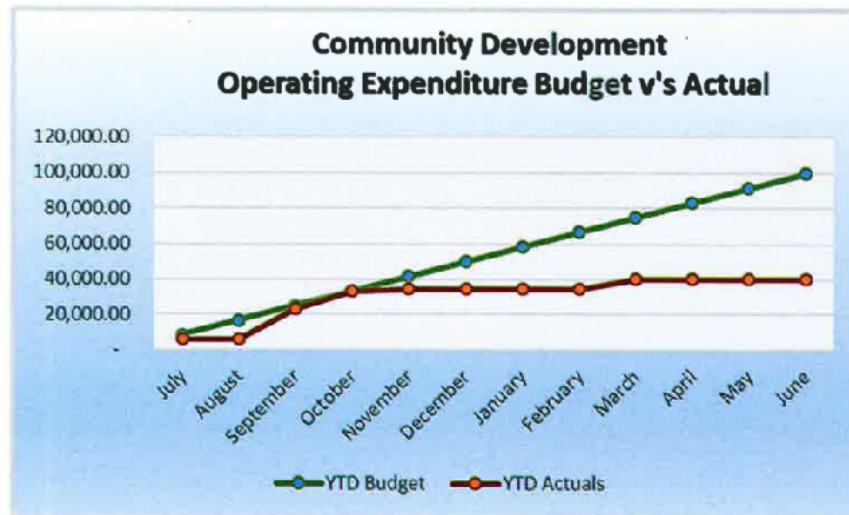
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Tenterfield Shire Council

Monthly Operational Report - March 2022

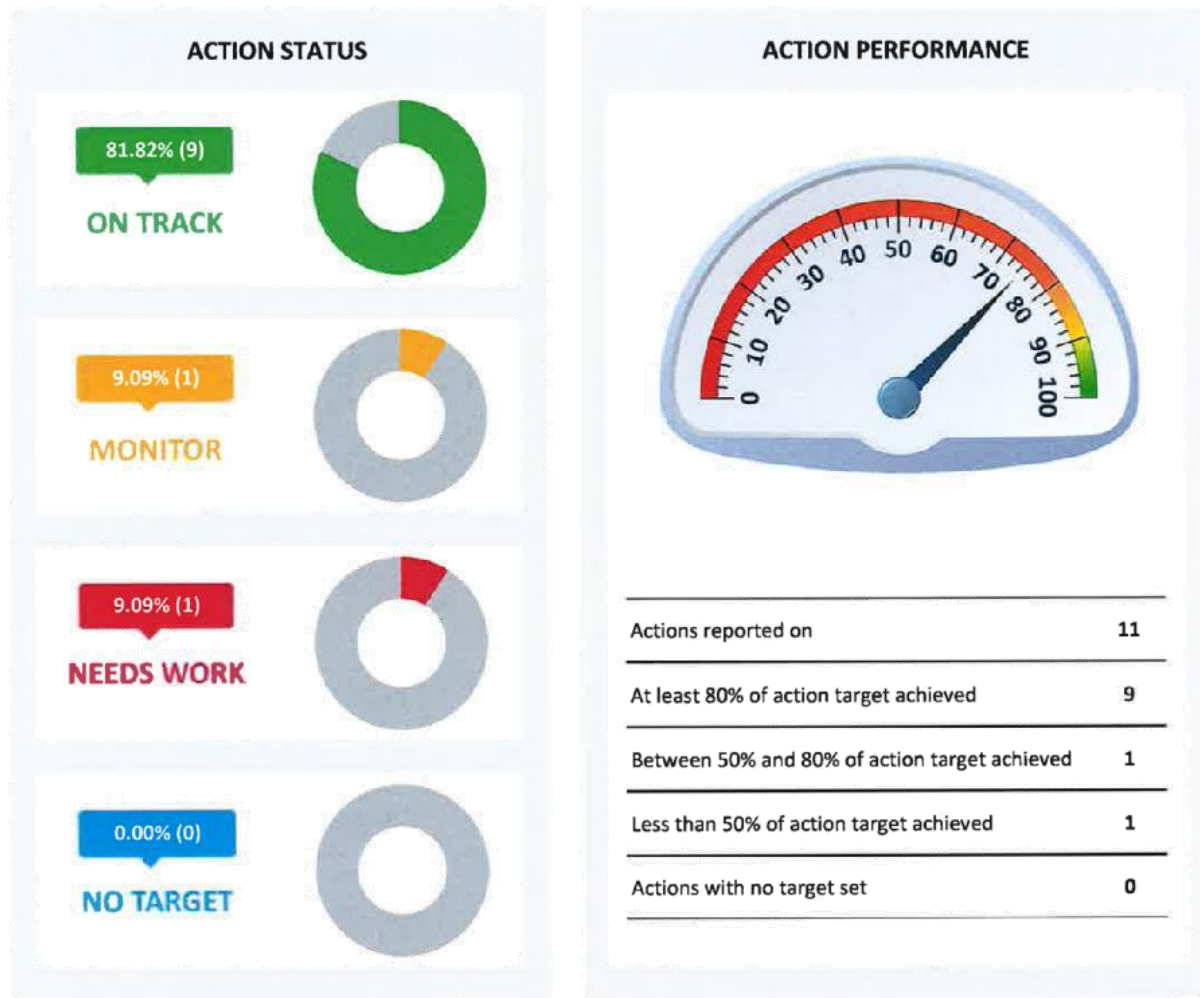
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
1.2.6.2 Support facilities and activities to improve the physical and mental health of the community.	Natalia Londono - Community Development Officer	This period the Youth Week and the Autumn Holiday Break support the mental health of the Youth community.	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.	Natalia Londono - Community Development Officer	All the events in where planned were planned to have accessibility for the community.	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	Natalia Londono - Community Development Officer	This period I have planned and organised a meeting for the Disability and Inclusion committee.	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.	Natalia Londono - Community Development Officer	The Disability Inclusion Action Plan has been delivered in accordance with legislative guidelines.	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.	Natalia Londono - Community Development Officer	This period the Youth Week and the Autumn Youth Break promoted and support activities that highlight the community wellbeing.	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.	Natalia Londono - Community Development Officer	This period, March 2022 I have organised and planned a meeting with the Aboriginal Advisory Committee, looking at the implementation of programs and activities that enhance the wellbeing of Aboriginal and Torres Islander people in our Shire.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

3. Community Development



COA	21/22 Review 2 Budget	21/22 YTD Actuals March	21/22 Percentage Spent
Community Development	93,481	36,954	39.53%
1. Operating Income	(6,318)	(3,313)	52.44%
2. Operating Expenditure	99,799	40,267	40.35%

4. ECONOMIC GROWTH & TOURISM





Tenterfield Shire Council

Monthly Operational Report - March 2022

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.	Bruce Mills - Manager Economic Development & Special Projects	Gravel N Granite attracted a reported 650 competitors and visitors to Tenterfield over the weekend March 12-13. Motels and hotels booked-out and businesses reported good turnover. Saturday morning good activity from bike races at Showgrounds and later in main street. The Rotary District 9640 Annual Expo held in Tenterfield March 26-27 drew good numbers from northern NSW, while the Oracles of the Bush attracted poets, storytellers and visitors from a wide area for the weekend activities 31 March - 3 April.	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.	Bruce Mills - Manager Economic Development & Special Projects	Staff continue to work on strategy. Local businesses report good trading from increased visitors to town and region. Real estate demand very strong with continuing high, unmet demand for rental accommodation.	In Progress	01/07/21	30/06/22	60.00	100.00	 MONITOR

Tenterfield Shire Council




Monthly Operational Report - March 2022

Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
2.1.1.2 Deliver Business improvements, recognising emerging risks and opportunities.	Bruce Mills - Manager Economic Development & Special Projects	<p>Business outlook positive heading into peak autumn/winter tourist season.</p> <p>Major \$10 million re-development of former Sexton & Green site approved by Council to create construction and on-going employment opportunities in proposed new businesses including food/entertainment/retail/child-minding facilities.</p> <p>Work underway on National Monument Project</p> <p>Work got underway (21/03/22) on Tenterfield's National Monument Project – streetscape recovery project – stage 1 – to reconstruct the former verandah and façade of the historic building.</p> <p>The Tenterfield Star is a highly significant building for the town with the restoration being undertaken by Tenterfield's National Monument Association – a community organisation formed to promote the nation-building role of the region, its town and its people.</p> <p>The project is the first in a series being funded by Tenterfield's National Monument Association in association with Tenterfield Shire Council administering a grant from the Federal Government's Drought Communities Program.</p> <p>The Tenterfield Star building was selected as the pilot project as work could get underway and be completed faster than other projects.</p>	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	<p>New manger has discussed budget deficit with CEO and fully understands financial challenges and need to deliver no or minimum cost projects.</p>	In Progress	24/11/21	30/06/22	80.00	100.00	 ON TRACK

19



Tenterfield Shire Council

Monthly Operational Report - March 2022

Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
2.1.2.1 Advocate transport options for the community.	Bruce Mills - Manager Economic Development & Special Projects	Flood-damaged local roads and lower sections of Bruxner Highway have caused hold-ups for travelers. Repairs are continuing and all major roads are currently open at time of writing (8 April).	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.	Bruce Mills - Manager Economic Development & Special Projects	Work on regional tourism plan continuing with strong response from questionnaire / survey of tourism and other businesses.	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.	Bruce Mills - Manager Economic Development & Special Projects	Continue to meet with local (Rouse St) business owners and Tenterfield Chamber of Tourism, Industry Business and Friends of the School of Arts Continue work on regional tourism plan continuing with strong (300) responses from questionnaire / survey of tourism and other businesses. Liston Progress Association Continuing to work with Liston Progress Association (Stuart Bell and Glen Lamb) to encourage movement with the DRAFT agreement between Legume Progress Association and TSC – Northern Boarder Walk Signs project.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK



Tenterfield Shire Council

Monthly Operational Report - March 2022

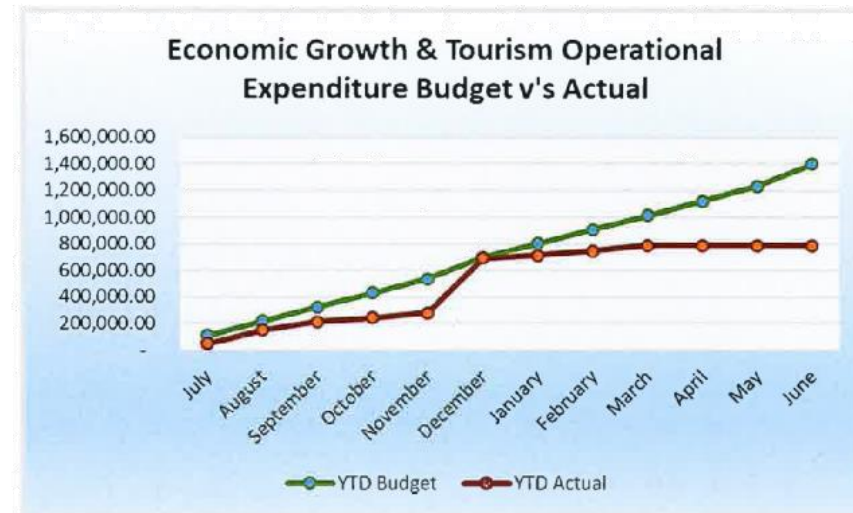
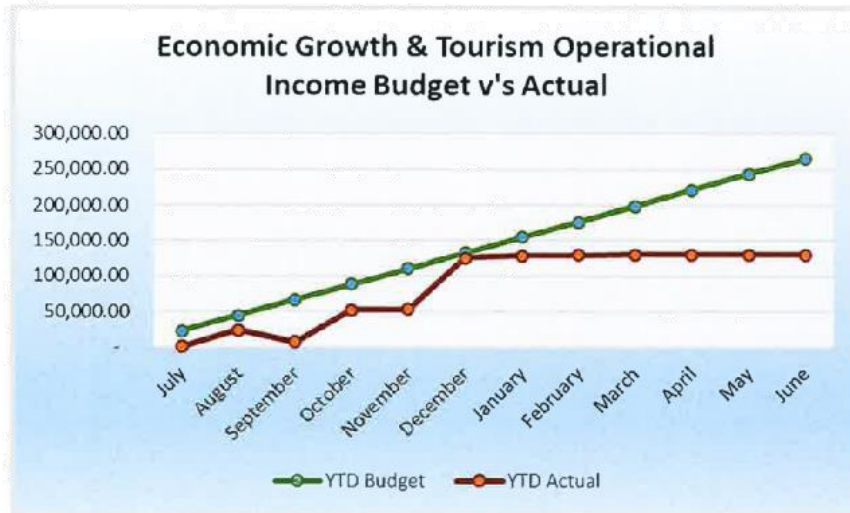
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
2.2.4.1 Development, management and delivery of Destination Marketing Plan and marketing campaigns and activities under Tenterfield Shire Council's Visit Tenterfield and the Tenterfield True tourism brand.	Bruce Mills - Manager Economic Development & Special Projects	<p>Tourism and marketing staff have worked with Tenterfield Chamber of Tourism Industry and Business to assist with Gravel N Granite March 12-13, Summer/Autumn under the Stars, the Rotary District 9640 Expo March 26 and Oracles of the Bush 31 March to 3 April.</p> <p>Visitor Information Centre The Visitor Information Centre has been busy with the key in March – Gravel N Granite, Rotary District Conference and Oracles of the Bush. There were 1,123 visitors through the centre in March and 4,480 website visitors (5% increase March 2021). With Charlie (Catherine) Mains' retirement, a new roster for April to June has been organised with casuals and volunteers. The centre will be open Monday to Saturday.</p> <p>Social Media Marketing Social media posts promoting the Tenterfield region on Facebook and Instagram continue to have good reach and engagement. 9 posts on Facebook reached 24,540 people and engaged with 1,918 people. 8 posts on Instagram reached 11,141 people and engaged with 1,190 people. A number of events were promoted via social media posts and stories.</p>	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
2.3.1.4 Support local agricultural events and investigate an appropriate event that showcases the Tenterfield agricultural district and industries.	Bruce Mills - Manager Economic Development & Special Projects	Annual weaner and cattle sales at Tenterfield Saleyards 17 March and 31 March attracted good numbers and very strong finisher and re-stocker competition. Local agents expect yardings to increase post-drought/fires with continuing good seasonal outlook.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

Tenterfield Shire Council

Monthly Operational Report - March 2022

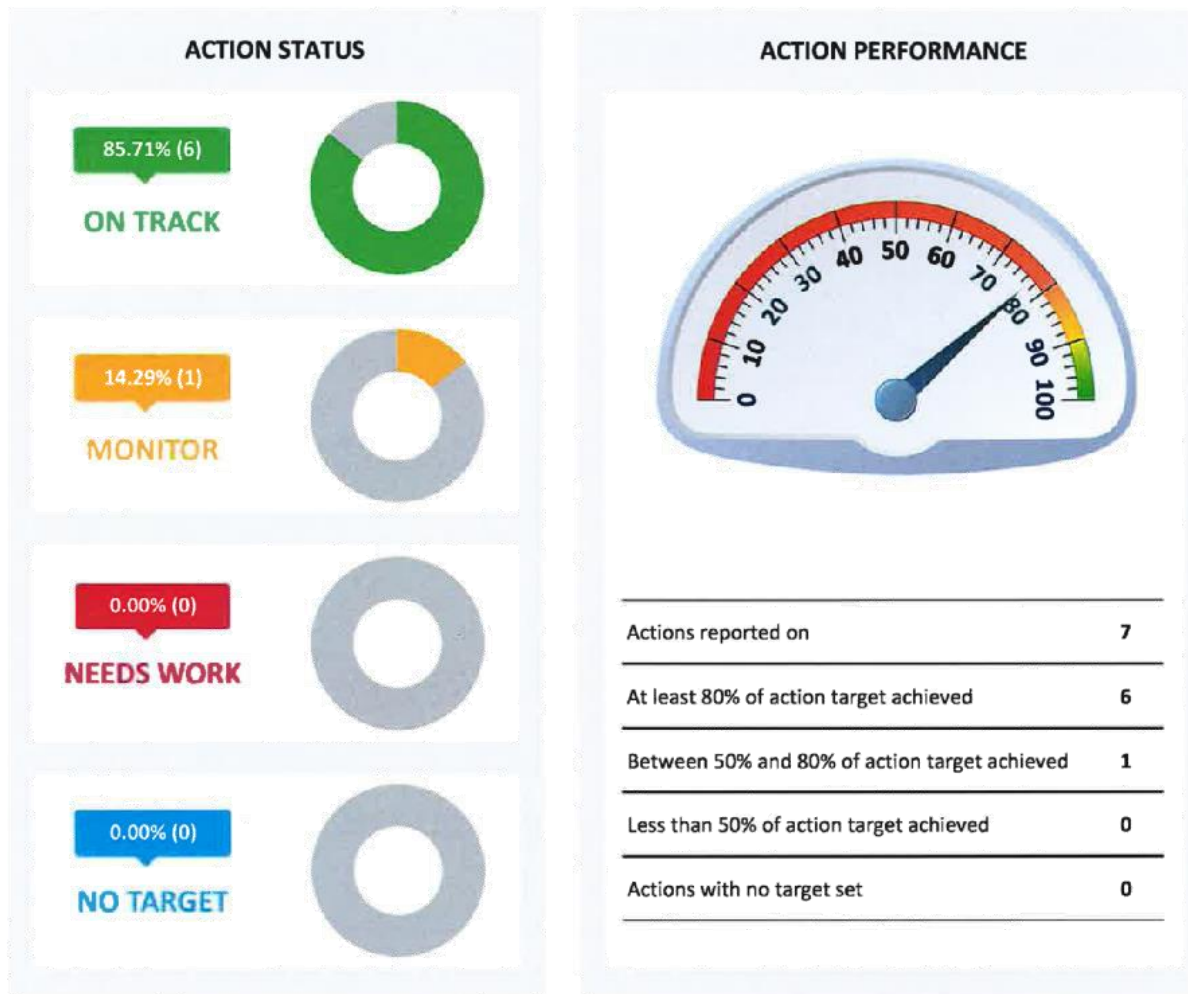
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
2.3.2.1 Support future proposals for improved telecommunications infrastructure.	Daryl Buckingham - Chief Executive	Good telecoms vital for regional areas. TSC staff will continue to lobby for better services.	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.	Bruce Mills - Manager Economic Development & Special Projects	New manager has held meetings with Tenterfield Chamber of Tourism Industry and Business chair and other business owners.	In Progress	01/07/21	30/06/22	40.00	100.00	 NEEDS WORK

4. Economic Growth and Tourism



COA	21/22 Review 2 Budget	21/22 YTD Actuals March	21/22 Percentage Spent
Economic Growth and Tourism	1,141,479	(336,693)	-29.50%
1. Operating Income	(265,132)	(130,415)	49.19%
2. Operating Expenditure	1,399,752	790,892	56.50%
3. Capital Income	(2,070,000)	(1,095,000)	52.90%
4. Capital Expenditure	2,070,000	92,516	4.47%
4235004. PSLP - Tenterfield Youth Precinct & Mountain Bike Trailhead	1,750,000	27,092	1.55%
5400509. RTBR - Art Installations Tenterfield Creek	70,000	65,000	92.86%
5400510. LF027 Tenterfield Dam Recreational Precinct - Stage 1	250,000	424	0.17%
6. Liabilities	6,859	5,314	77.48%




5. THEATRE & MUSEUM COMPLEX



Tenterfield Shire Council





Monthly Operational Report - March 2022

ACTION SUMMARY

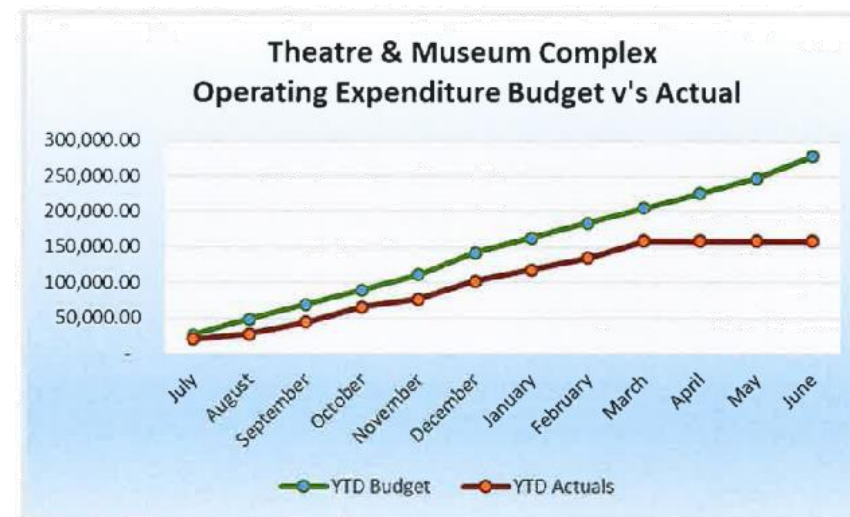
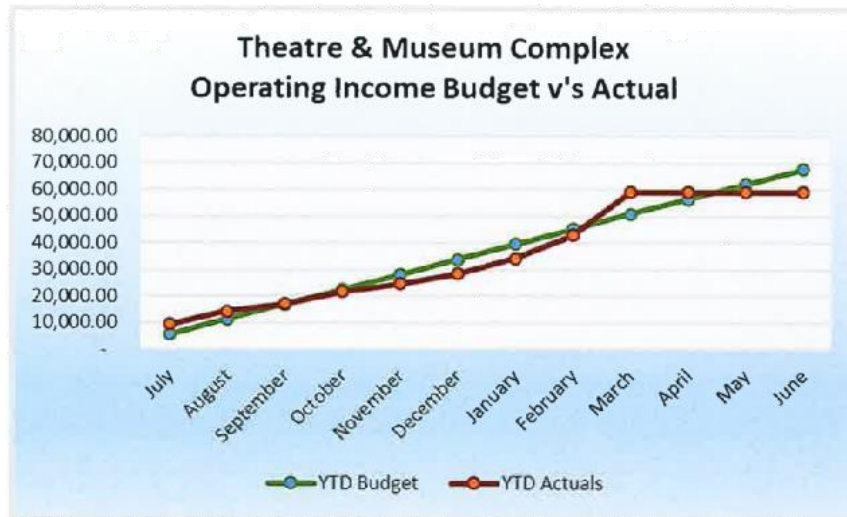
Business Unit: Theatre & Museum Complex								
Service Profile: Theatre & Museum Complex								
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
1.1.1.1 Development, management and delivery of a Cinema Program, theatre education and youth related programs.	Chris Halpin - Acting Manager Library Services	In collaboration with community program officer developing community engagement for the programs such as senior's week and youth week in March and April. National Simultaneous Storytime is scheduled to be held in the Theatre May 25 in collaboration with Tenterfield Library and Tenterfield High School. Further Theatre productions are scheduled for throughout the year.	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	Updating the flyers, website and social media for cinema and live productions for April to June 2022. Establishing a relationship with Radio 10FM to create content about School of Arts, activities in collaboration with community, economic development and tourism departments in the form of a weekly podcast.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
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	Implementation of a new venue management system for daily operation of museum and cinema/ theatre, bookings of the venue and information system to run the daily operation smoothly in order to deliver the desired outcome in long term. This software will be available to the Library for their programing this will alleviate the possibility of programs and events clashing.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

Tenterfield Shire Council

Monthly Operational Report - March 2022

Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
1.2.5.2 Deliver business improvements, recognising emerging risks and opportunities.	Chris Halpin - Acting Manager Library Services	Along with the new operation system for venue management and booking system, this will improve business side of our daily operation including offering product packages for tourism companies and private functions to generate income for the venue. The venue booking price list is to be updated and will be into effect from the new financial year.	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	There is no deficit in the budget line of the Theatre/ Museum complex yet. The management software will streamline the daily operations thereby lowering organisational cost to council. Further streamlining and revenue will be generated through tourism packages, booking venue packages for various functions and events in the Theatre, Cinema and Museum.	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	Volunteers are assessed and inducted through Council's HR regular recruitment process. Digital adaptation program will be provided for volunteers when new management system is implemented. Regular events such as morning tea with volunteers as a way of thanking them for their contributions.	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	Regular meetings with Friends of Schools and also discussing the relevant activities including grant writings, future program and technical developments required to improve the venue. They are also in our volunteers list to be invited for the morning tea event.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

5. Theatre and Museum Complex



COA	21/22 Review 2 Budget	21/22 YTD Actuals March	21/22 Percentage Spent
Theatre & Museum Complex	215,362	103,382	48.00%
1. Operating Income	(67,679)	(59,052)	87.25%
2. Operating Expenditure	278,235	158,533	56.98%
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



Tenterfield Shire Council

Monthly Operational Report - March 2022



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	Tenterfield Library continues to provide the community with the latest in new book releases both digital and analogue. We have recently purchased a plethora of new titles for all reading ages and are in the process of updating the children's nonfiction collection as this has been neglected for some years. We continue to see high usage of the Libraries public computers by community members and visitors for recreational and lifelong learning. Library Storytime is proving popular with an average of 6 children per session.	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	We are continuing to weed and update the collection. This ongoing process will deliver a smaller collection that is still within the Library standards and guidelines for our LGA population. Whilst improving the useable of space within the Library, this in turn will create a more open and functional Library with areas for community members and visitors to relax and study. We are refining the day to day activities, including the bi-monthly branch exchange, the home Library service will be delivered around a more manageable 2 to 3 week cycle instead of the weekly deliveries that are currently conducted.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

29


Tenterfield Shire Council

Monthly Operational Report - March 2022

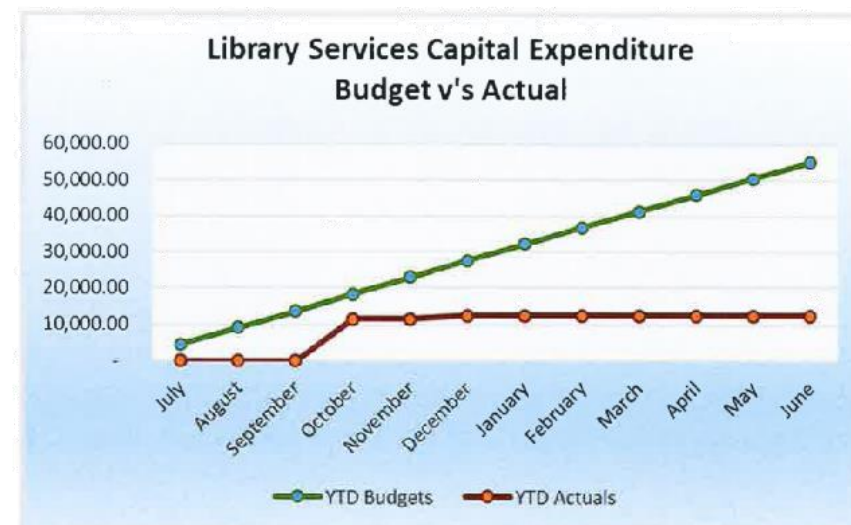
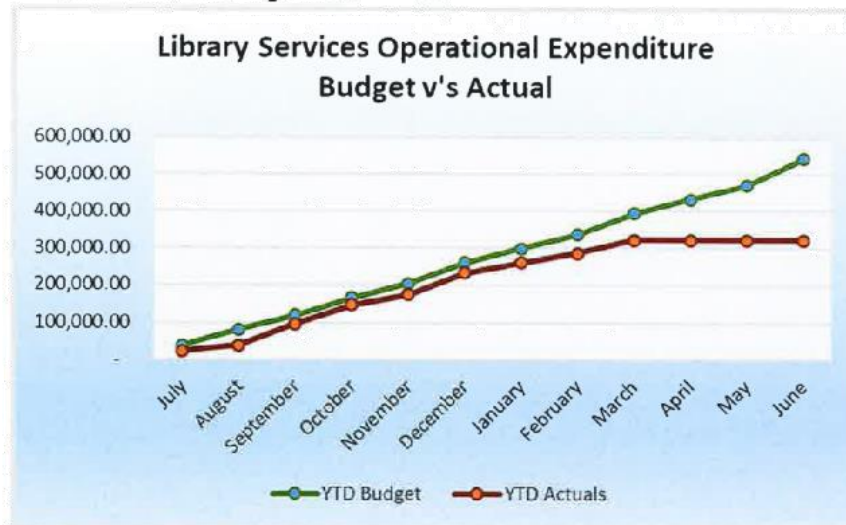
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
1.5.3.3 Manage the Library Service of Council in a financially responsible manner in line with budget allocations.	Chris Halpin - Acting Manager Library Services	With the streamlining down to a bimonthly branch exchange to decrease the use of casuals and the council vehicle. The use of the vehicle for home Library service will be less due to the gradual implementation of the home Library service to a two to three week cycle to help lower cost for wages and the use of the vehicle thereby lowering the cost to the Library and cost associated with its use.	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	The Library currently has two community groups attending on a regular basis. Storytime at the Library brings in a regular group of mothers and children for a morning of fun and a chance for the mothers to catch up. Due to COVID and related restrictions, groups stopped attending at the Library, we have yet to see a return of some of these groups. Distance students have been utilising the Library as a study space and computer hub. We have adult members who frequent the Library to use the computers and to read and relax. We continue to offer our core services, including home Library, Reference and local history assistance and children's programs.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

Tenterfield Shire Council

Monthly Operational Report - March 2022

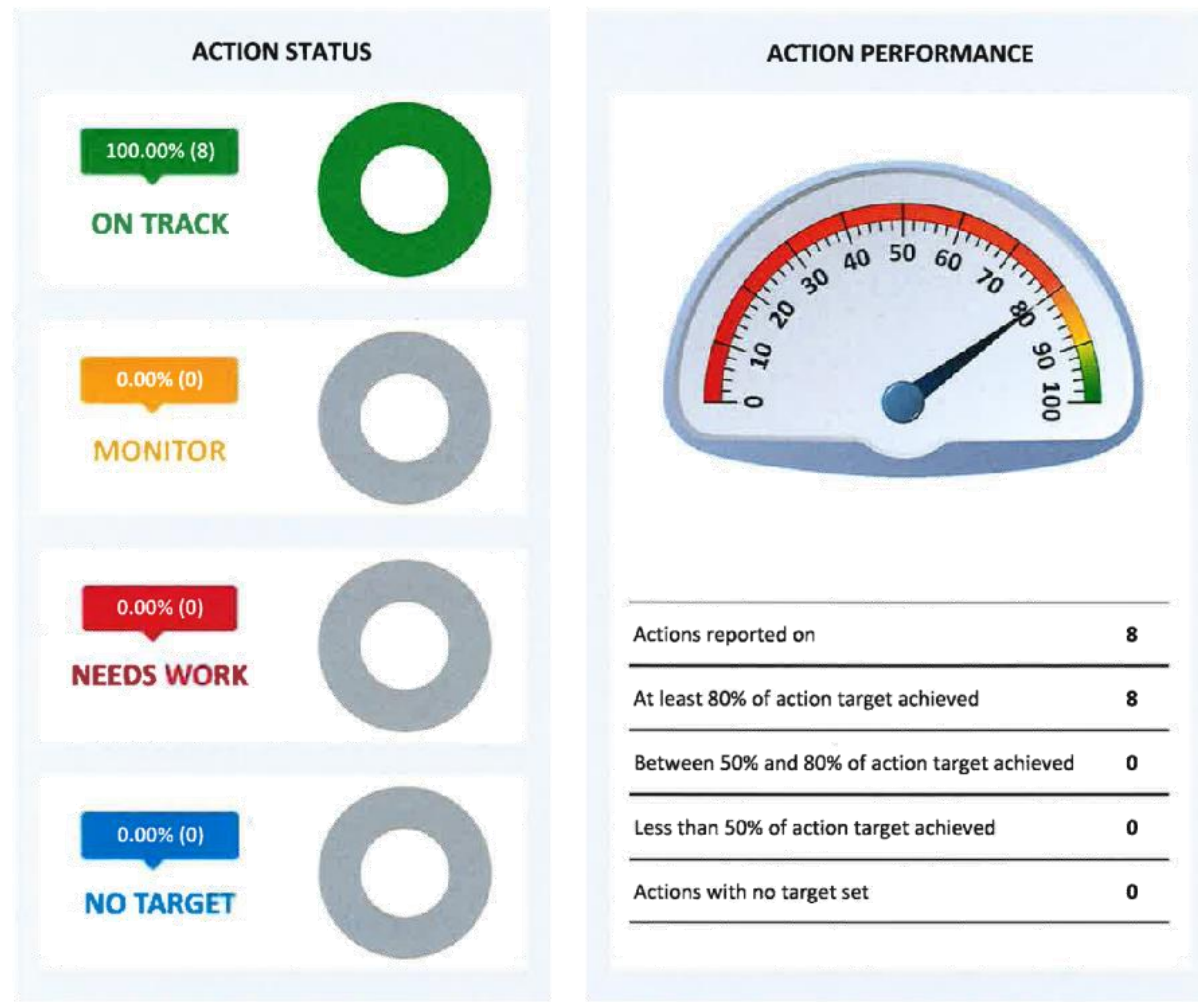
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
2.1.4.2 Manage all corporate art, artefacts, honour boards and memorabilia (including audit and security).	Chris Halpin - Acting Manager Library Services	Due to limited time and resources the collection will be in need of a full audit with the exception of the mayoral photographs, these have been audited and are to be included on the Library Catalogue with biographical details at later date. The original photographs are still out of their frames and stored in archival material, the digital copies of the originals will be framed for display. As an alternative to hanging the framed photographs, digital copies can be utilised as a rolling display on a screen within the Council chambers	In Progress	01/07/21	30/06/22	60.00	100.00	 MONITOR

6. Library Services







COA	21/22 Review 2 Budget	21/22 YTD Actuals March	21/22 Percentage Spent
Library Services	517,755	253,124	48.89%
1. Operating Income	(68,692)	(67,163)	97.77%
2. Operating Expenditure	543,676	321,976	59.22%
3. Capital Income	(19,329)	(19,329)	100.00%
4. Capital Expenditure	55,100	12,594	22.86%
5000515. Local Priority Grant 2019/20	16,442	12,594	76.60%
5000520. Local Priority Grant 2020/21	19,329	0	0.00%
5000522. Local Priority Grant 2021/22	19,329	0	0.00%
6. Liabilities	7,000	5,046	72.08%

7. WORKFORCE DEVELOPMENT






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. 4 March departmental WHS & Toolbox meetings conducted and recorded.	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	Statutory requirements are being met. March workplace Rapid Antigen Testing increased with 22 tests being conducted.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
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	March Fire warden and fire extinguisher training has been conducted for 15 staff. March Code of Conduct training has been completed by all staff	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	Workforce management strategies are being reassessed and aligned with the current financial environment and expectations of Council. March - All vacancies now being reviewed by the CE and currently on hold unless extenuating circumstances. Current FTE 112	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK


Tenterfield Shire Council

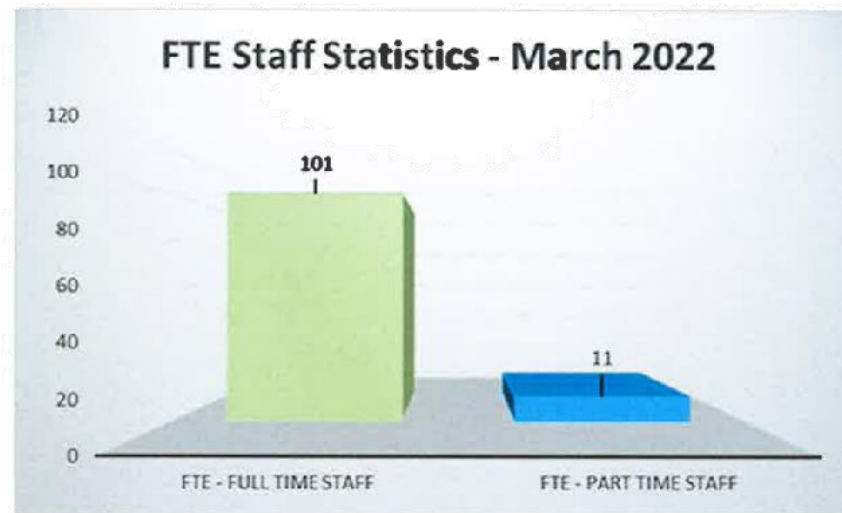
Monthly Operational Report - March 2022

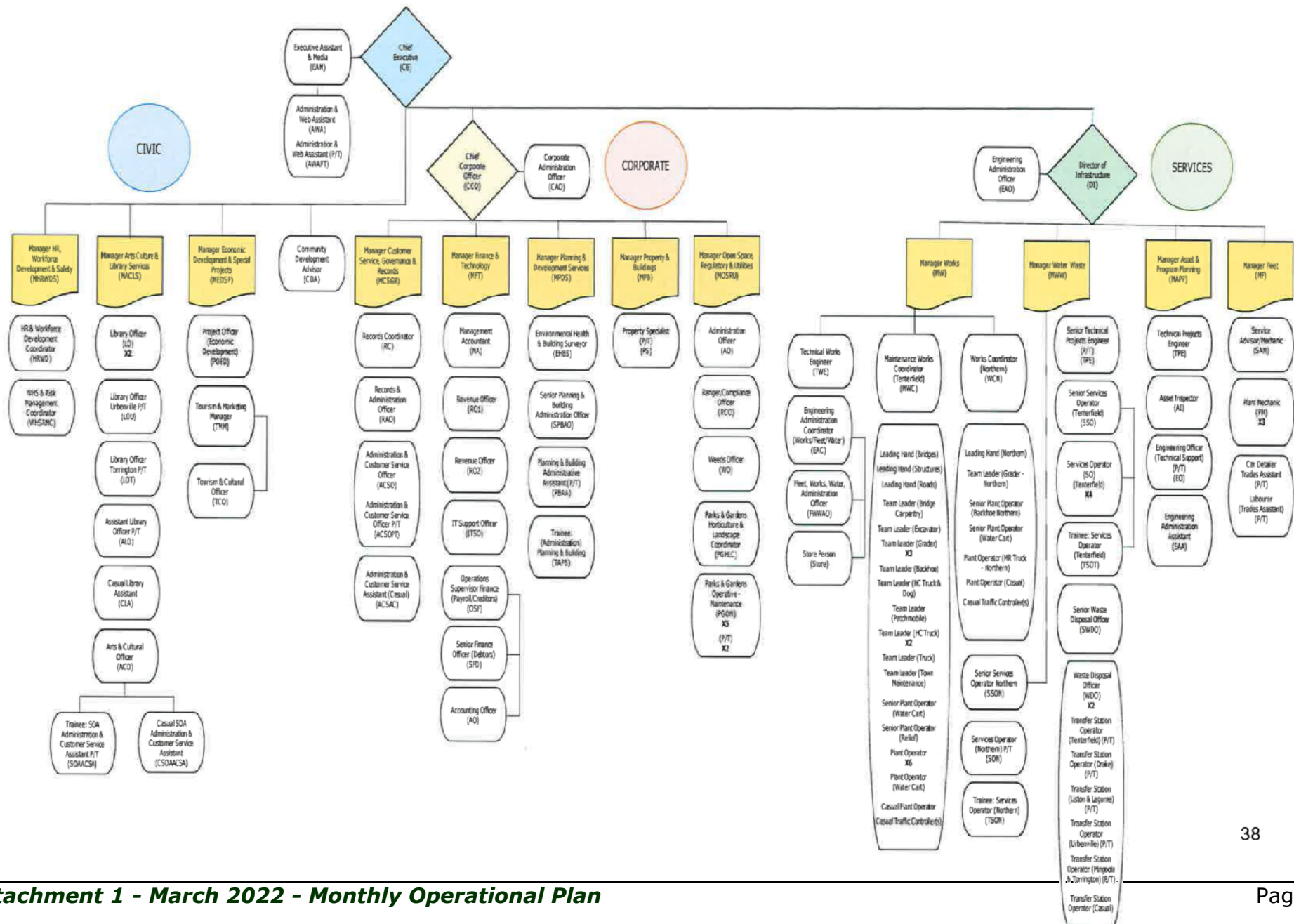
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
4.3.3.3 Deliver business improvements, recognising emerging risks and opportunities.	Wes Hoffman - Manager HR & Workforce Development	Current workforce management strategies are being reassessed and aligned with the current financial environment and expectations of Council. Recruitment requirements, positional vacancies, positional redeployment, higher duties, casual conversion and budgetary initiatives are all being reviewed or modified in line with the current requirements of the organisation.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
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. All current vacancies are on hold pending CE review and approval.	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	In the current environment, employee retention, higher duties, secondment and possible job redeployment continue to be high focus.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

Tenterfield Shire Council

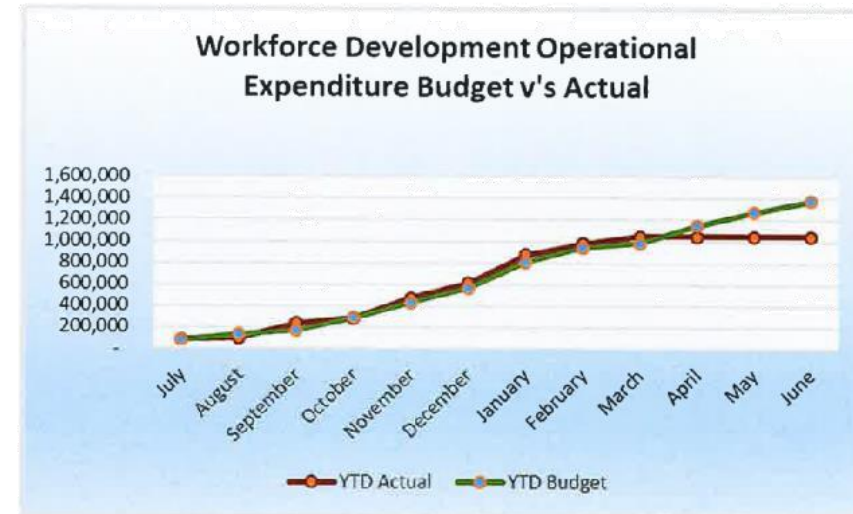
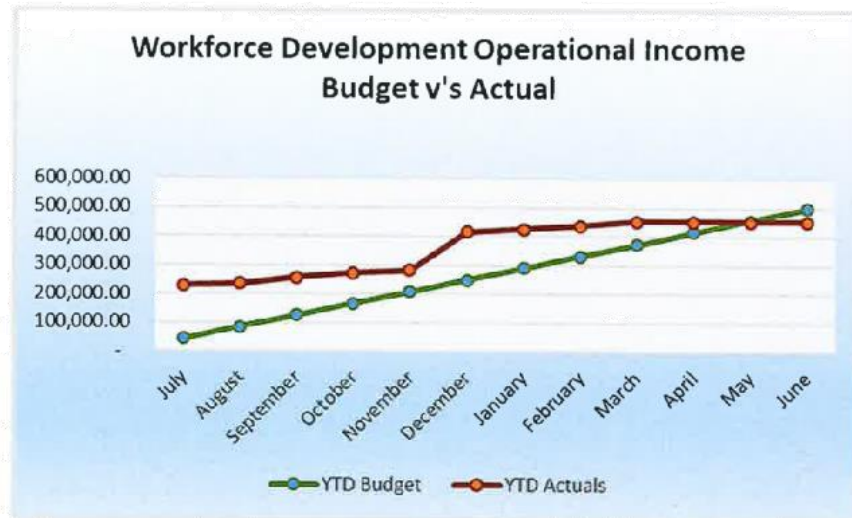
Monthly Operational Report - March 2022

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	Rapid Antigen Testing remains as one of the many COVID control measures as community and workplace infections increase. Staff influenza vaccinations have been organised for end April Start May Skin check program has been organised. Councils eleven (11) insurance declarations (policies) have been finalised for the 2022/2023 financial period. Public liability claims being dealt with in line with councils obligations, insurer requirements and civil liability Act.	In Progress	25/11/21	30/06/22	80.00	100.00	



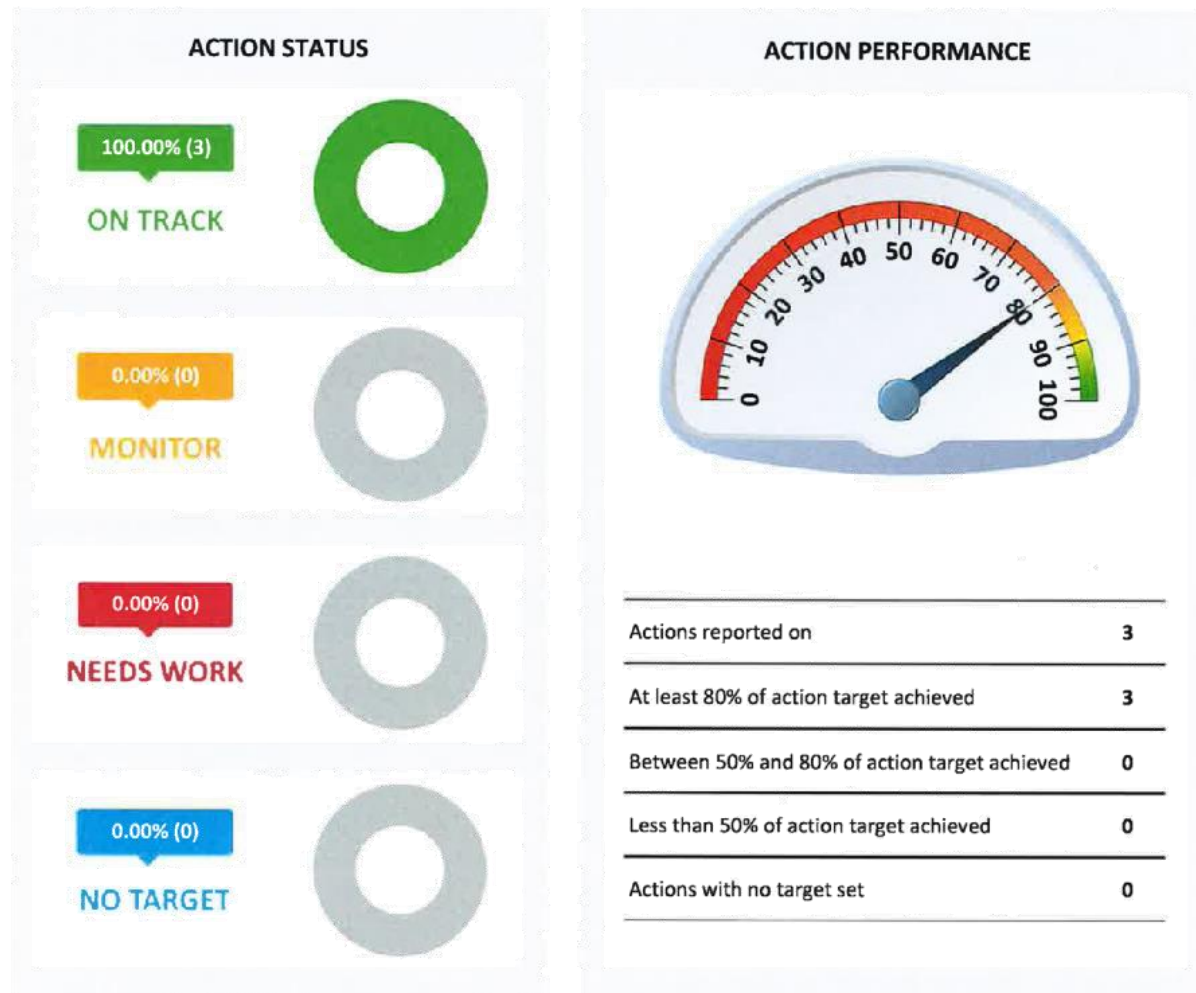


7. Workforce Development



COA	21/22 Review 2 Budget	21/22 YTD Actuals March	21/22 Percentage Spent
Workforce Development	880,097	594,054	67.50%
1. Operating Income	(497,606)	(453,664)	91.17%
2. Operating Expenditure	1,377,703	1,047,719	76.05%




8. EMERGENCY SERVICES



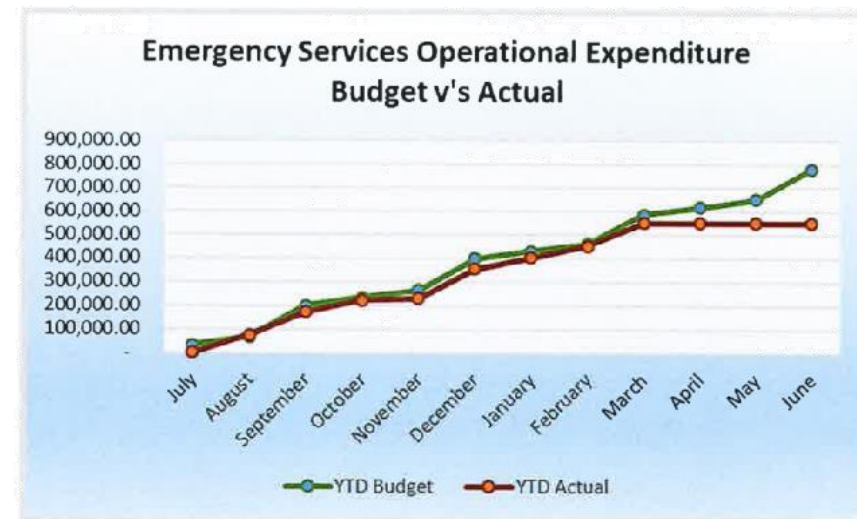
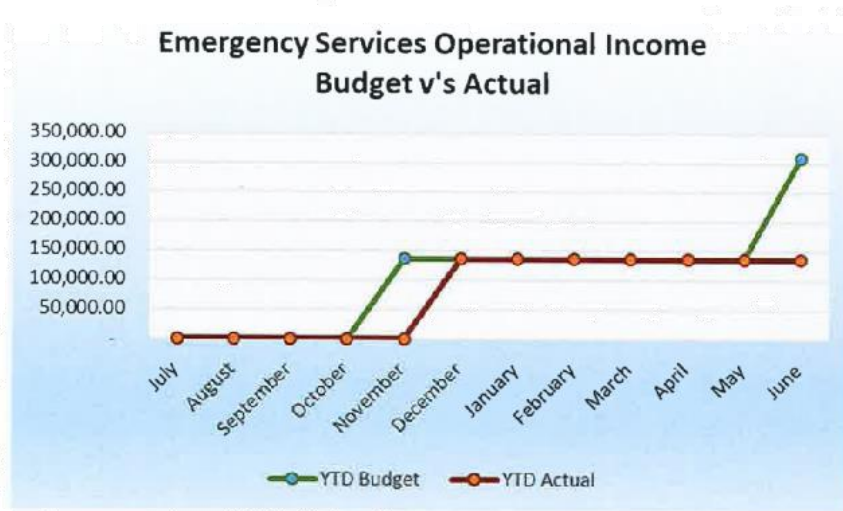
Tenterfield Shire Council

Monthly Operational Report - March 2022

ACTION SUMMARY

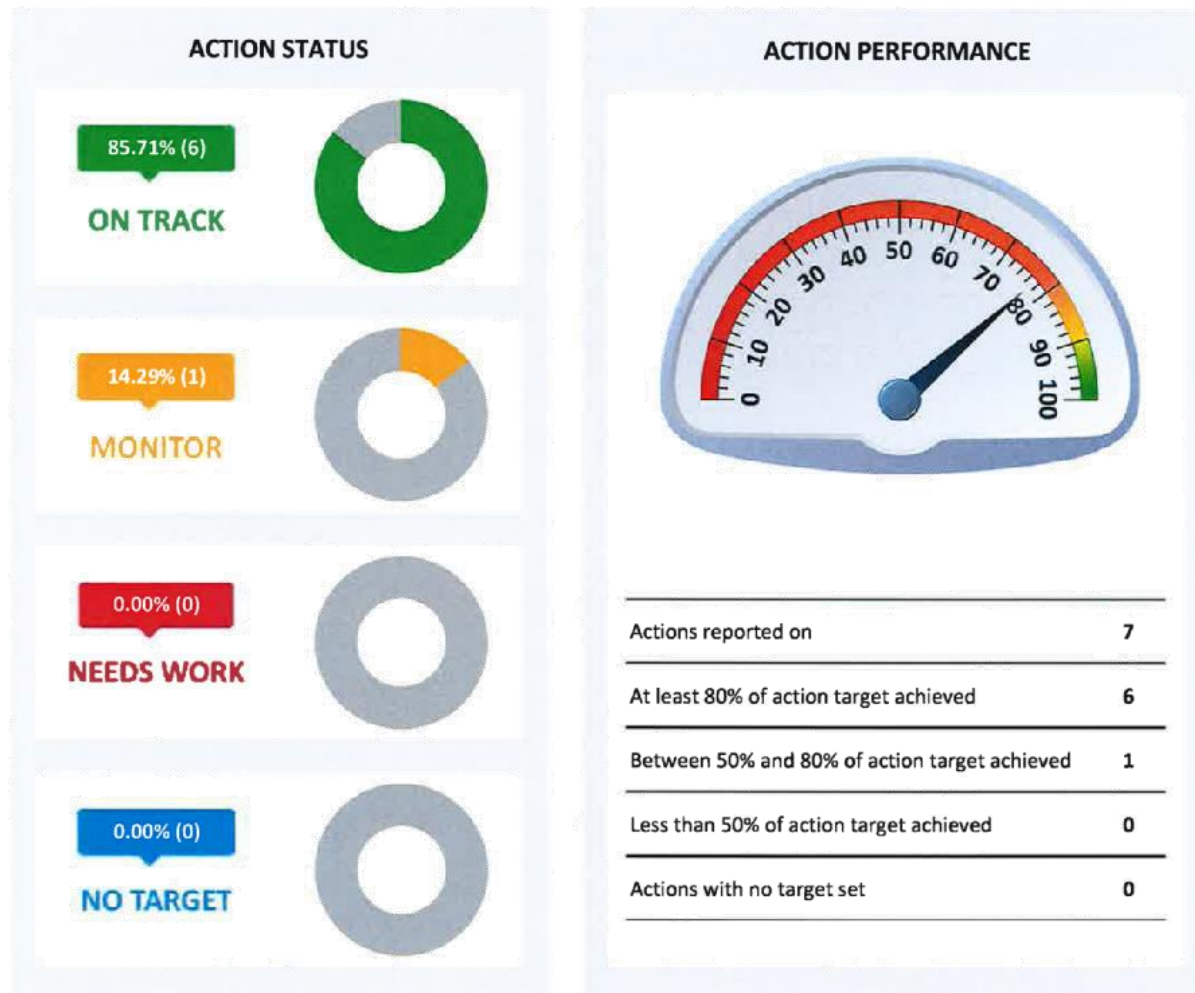
Business Unit: Emergency Services								
Service Profile: Emergency Services								
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
3.2.4.1 Develop, manage and deliver Emergency Management functions and facilities.	Wes Hoffman - Manager HR & Workforce Development	LEMC meetings functioning effectively and have returned to Face to Face. Mingoola RFS Shed is nearly complete. Helicopter landing site assessments are still in the hands Helicopter Rescue.	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 providing community Covid, flood and bush fire support through funded state funded initiatives Village community Emergency Management Plan (EMPLAN) under consultation & Development	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 & SES with service level briefings. Operating within budget. Grant funding has been acquitted.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

8. Emergency Services






COA	21/22 Review 2 Budget	21/22 YTD Actuals March	21/22 Percentage Spent
Emergency Services	475,289	413,468	86.99%
1. Operating Income	(308,020)	(136,869)	44.44%
2. Operating Expenditure	783,309	550,337	70.26%

9. FINANCE & 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 Deliver business improvements, recognising emerging risks and opportunities.	Roy Jones - Manager Finance and Technology	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 March 2022.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
4.3.4.2 Manage the Finance and Technology Service of Council in a financially responsible manner in line with Budget allocations.	Roy Jones - Manager Finance and Technology	The Finance and Technology Service is managed within budget as of March 2022. The internal overheads between the General fund and the Waste, Water and Sewer Funds have been completed and in line with our Long Term Financial Model as at March 2022. The impact of completion will be shown in March Quarterly Budget Review once adopted. This will be updated each month from now.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
4.3.4.3 Manage investments in the long term interest of the community and within regulatory requirements - Plan develop and manage Council's investment portfolio.	Roy Jones - Manager Finance and Technology	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 update being provided for March 2022. Detailed information regarding external restrictions forming part of Council Cash and Investments have now been completed and incorporated in the monthly Finance and Account Report.	In Progress	25/11/21	30/06/22	80.00	100.00	 ON TRACK

Tenterfield Shire Council

Monthly Operational Report - March 2022

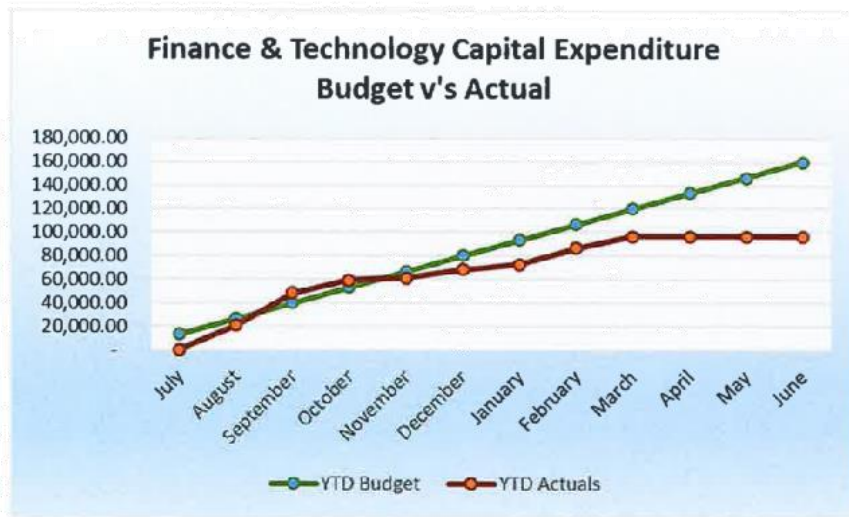
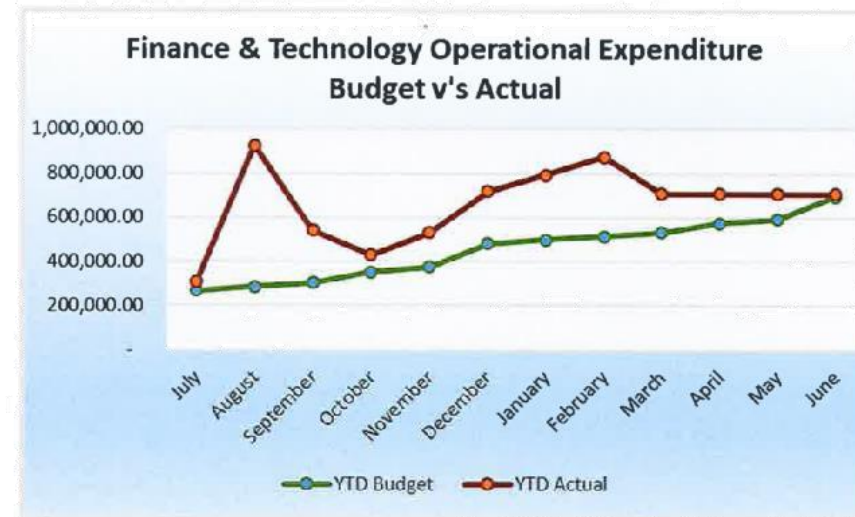
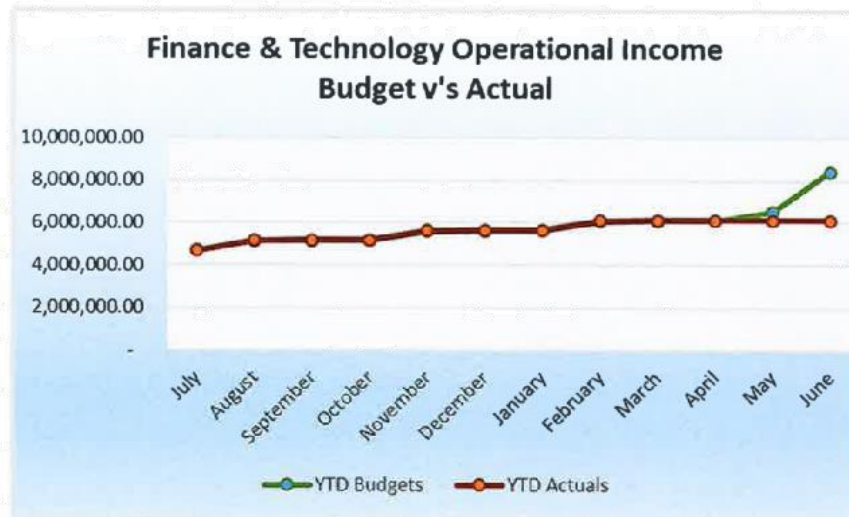
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
4.3.6.1 Develop, manage and deliver processes and systems to meet recommendations of external and internal reviews, investigations or findings.	Roy Jones - Manager Finance and Technology	Processes and systems are being developed, managed and delivered in line with external reviews, investigations and findings as of March 2022.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
4.3.6.2 Develop, manage and deliver Council's Technology Strategic Plan.	Roy Jones - Manager Finance and Technology	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. 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. As at March, stakeholder meeting has been conducted with the supplier and emphasised the importance of timely service delivery. Data of stormwater, building, bridges and kerb has been exported into the system with financial details and remaining asset classes a work in progress.	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.	Roy Jones - Manager Finance and Technology	Statutory requirements were met for the March 2022 period. The Long Term Financial Plan has been updated for the new term of Council and presented as part of the Integrated Planning and Reporting documents. The Long Term financial Plan is subject to change depending on the outcome of Council's view on Special Rate Variation and acceptance by IPART.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

Tenterfield Shire Council

Monthly Operational Report - March 2022

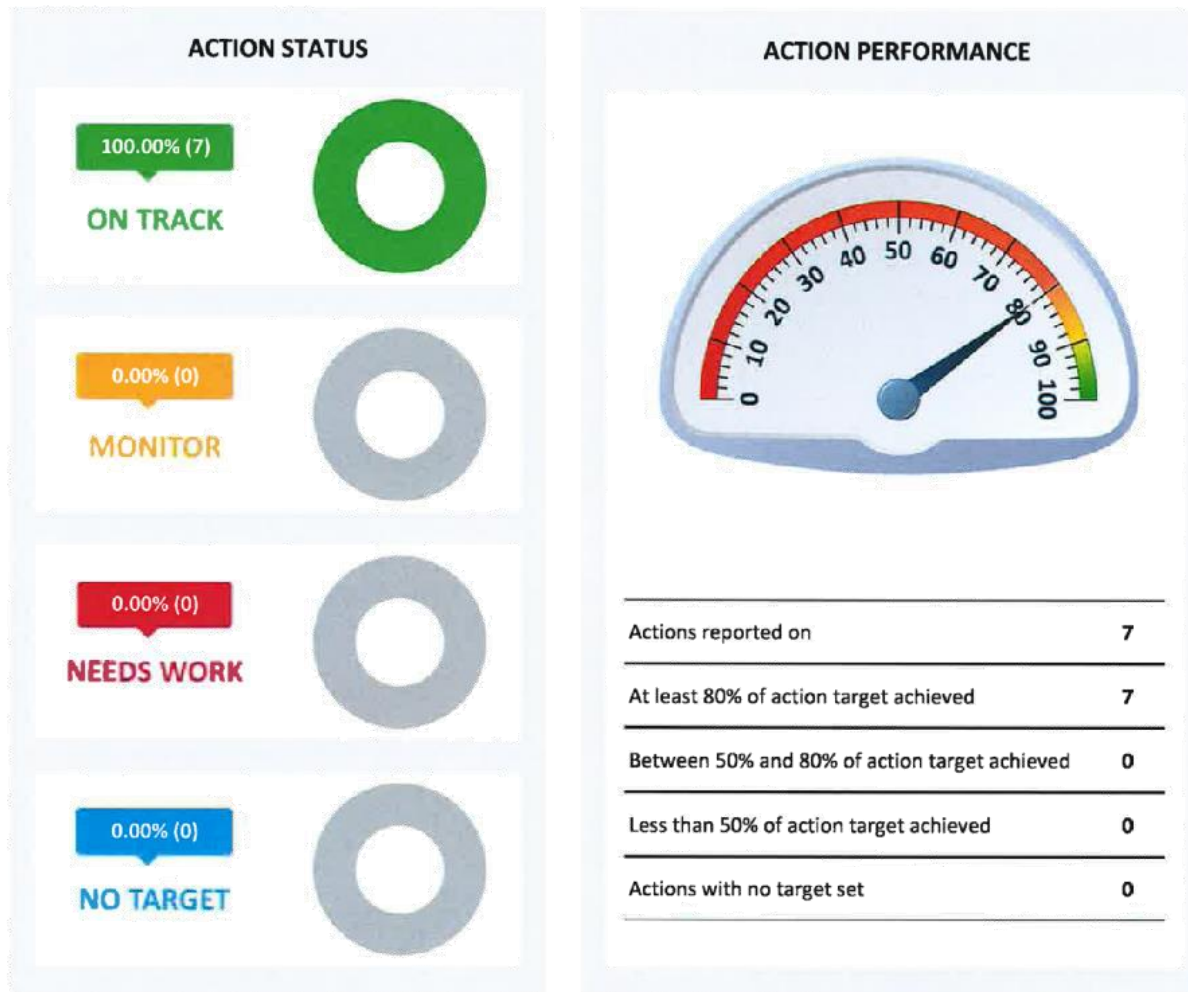
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
4.3.7.2 Manage and deliver financial services in line with statutory requirements.	Roy Jones - Manager Finance and Technology	Statutory requirements were met for the March 2022 period. Finance staff have begun preparations for the 2021/22 interim financial audit, with external auditors to be onsite in April 2022.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

9. Finance and Technology







COA	21/22 Review 2 Budget	21/22 YTD Actuals March	21/22 Percentage Spent
Finance & Technology	(7,489,087)	(5,283,071)	70.54%
1. Operating Income	(8,423,816)	(6,138,771)	72.87%
2. Operating Expenditure	698,321	709,998	101.67%
4. Capital Expenditure	160,000	96,595	60.37%
1810501. Computer Equipment - Finance	50,000	32,711	65.42%
1810508. Capitalised Software	110,000	63,884	58.08%
6. Liabilities	76,408	49,106	64.27%

10. CORPORATE & GOVERNANCE





ACTION SUMMARY

Business Unit: Corporate & Governance								
Service Profile: Corporate & 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 March 2022.	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	Community Satisfaction Survey 2022 to commence in April/May 2022.	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 March 2022 - 7 Customer Complaints for March 2022 - 7 Complex Customer Complaints for March 2022 - 1 Offensive behaviour incidents for March 2022 - 0	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
4.3.1.2 Deliver business improvements, recognising emerging risks and opportunities.	Erika Bursford - Manager Customer Service, Governance & Records	Support to Governance tasks has been possible with casual staff member hours, with delivery of the Monthly Operational Report in March 2022 from the CAMMS Strategy software product. CAMMS refresher sessions for managers commenced in March 2022.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK


Tenterfield Shire Council

Monthly Operational Report - March 2022

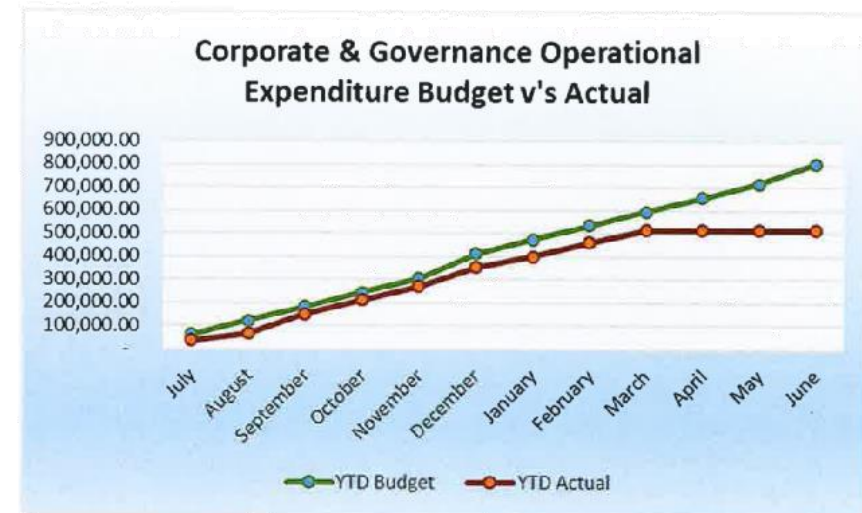
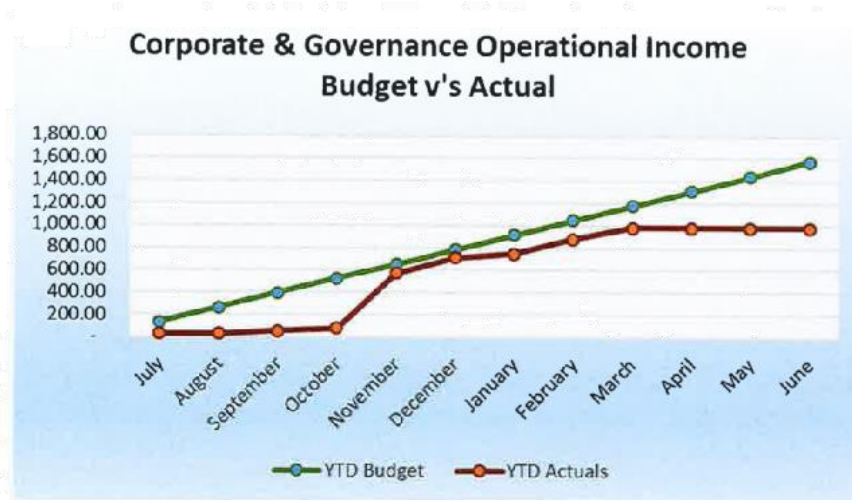
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
4.3.1.3 Develop, manage and deliver Governance Services.	Erika Bursford - Manager Customer Service, Governance & Records	<p>Advice from NSW Office of Local Government in March 2022 is that final version of Risk Management and Internal Audit Guidelines for Councils is expected to be in place by June 2022, but Council can move towards new framework.</p> <p>Audit, Risk and Improvement Committee Members for new term of Council confirmed at Ordinary Council Meeting of 23 March 2022. Chair Mr Peter Sheville of BDO Thailand, Mr Tony Harb of InConsult Sydney and Mr Andrew Page of Southern Downs Regional Council. The first meeting of the Committee will be on 13 April 2022.</p> <p>Draft Community Strategic Plan, Delivery Program and Operational Plan adopted by Council on 23 March 2022 to go on public exhibition for comments and feedback until 2 May 2022. Community consultations for draft documents and financial sustainability discussions will commence in early April 2022.</p>	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
4.3.1.4 Develop, manage and deliver Customer and Stakeholder Services.	Erika Bursford - Manager Customer Service, Governance & Records	<p>Customer Service General Enquiries for March 2022 - 135</p> <p>Phone Call Summary for March 2022 - Inbound Received - 2563</p>	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

Tenterfield Shire Council

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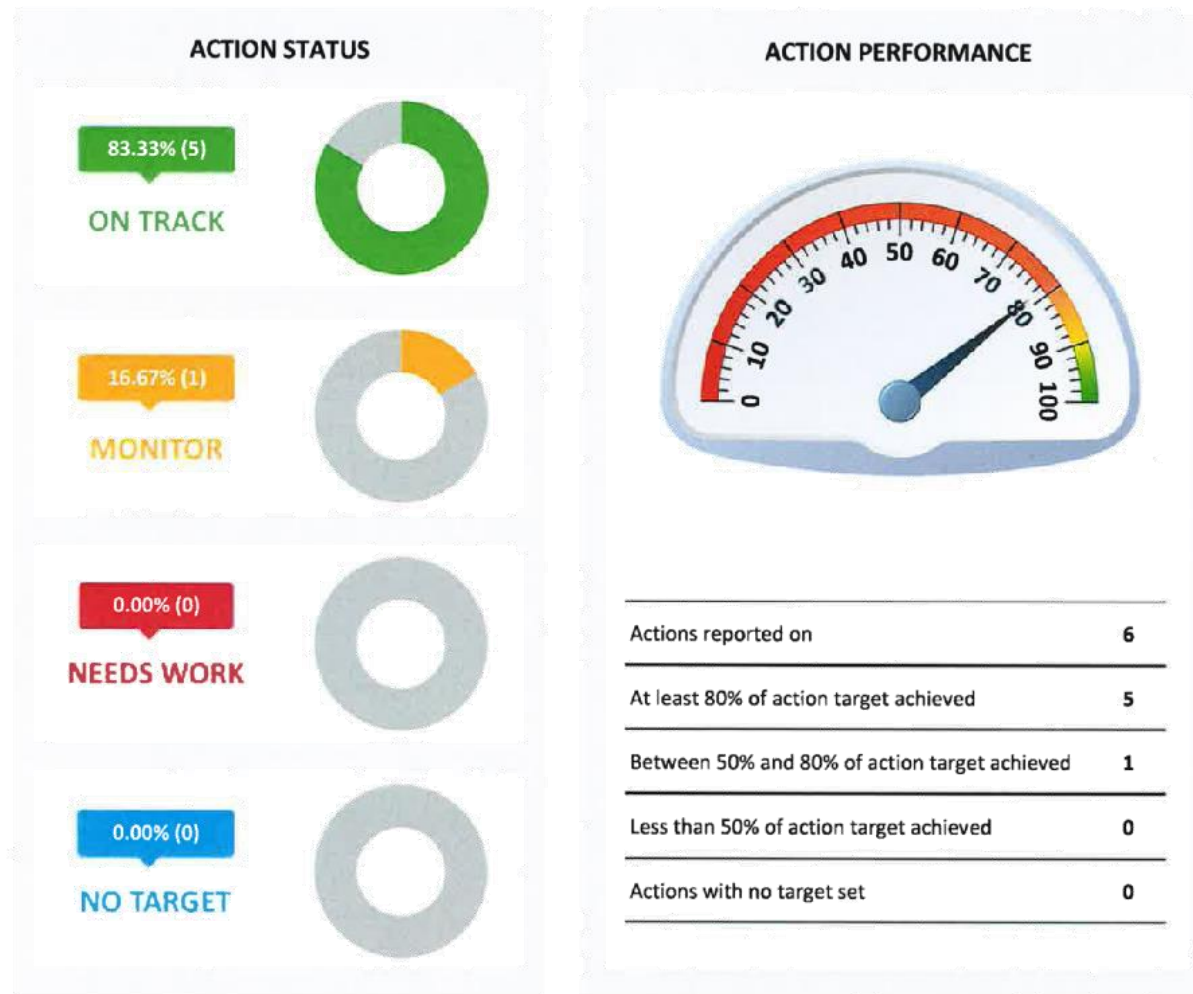
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
4.3.4.4 Develop, manage and deliver Records Services.	Erika Bursford - Manager Customer Service, Governance & Records	Six business sections have completed the State Archives and Records Agency (SARA) Records Management Assessment Tool (RMAT), with support from Records Management, in January and February 2022. These results have been compiled in February 2022 to develop an organisation average, to be provided to SARA by early April 2022. SARA advised on 31 March 2022 that online lodgement portal for RMAT results will take at least six months to develop, and will provide a separate login for this first round of reporting.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

10. Corporate and Governance



COA	21/22 Review 2 Budget	21/22 YTD Actuals March	21/22 Percentage Spent
Corporate and Governance	802,854	513,270	63.93%
1. Operating Income	(1,576)	(981)	62.25%
2. Operating Expenditure	804,430	514,251	63.93%


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. Often walkers cautioned for walking dogs off lead along walking track in Tenterfield.</p> <p>One dog surrendered and rehomed in March</p> <p>Two dogs impounded and released back to their owners.</p> <p>Two feral cats caught and euthanized</p> <p>No fines issued for dog related offence.</p> <p>Council Officers are conducting regular parking patrols with three infringements being issued. Officers regularly monitor parking availability in the main street and identify vehicles in breach.</p> <p>Nil illegal dumping reported for March</p> <p>One vehicle impounded and disposed of. Value less than \$500 as per the Act.</p>	In Progress	30/11/21	30/06/22	80.00	100.00	 ON TRACK

Tenterfield Shire Council

Monthly Operational Report - March 2022

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. 60 property inspections done for March. Ongoing Council inspect properties by the following means ; Drone Accompanied by the land owner Privately, with the permission of the land owner ATV vehicle Council owner 4WD vehicle On foot	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	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. Weed Control March Black Knapweed – Aldershot and Bellevue Rds. and private property Tenterfield. Blackberries – Summit Rd Thirlmere Rd Border Gate Rd Wiley creek Rd Maryland Station Rd Red Hill rd Geyers rd Homestead Rd Washpool Rd Old Ballendean Rd End of Pelham St past golf Club Bellevue rd	In Progress	01/07/21	30/06/22	72.00	100.00	 MONITOR

56

Tenterfield Shire Council

Monthly Operational Report - March 2022

Bryans Gap Rd
Barney Downs Rd
Leechs Gully Rd

Parramatta grass
Billirimba Rd

Berberis
Mt Lindsey lookout Rd

Caster Oil Plant
Around bridge on Paddy's Flat rd.

Council lands
Tenterfield cemetery
Tenterfield Aerodrome

Crown land (request)
Jennings Contaminated site for Cotoneaster

Inspections
• Private Property Inspections – 60 Property inspections for March
• High-risk pathway Inspections – Mt Lindsey Hwy Tenterfield to Woodenbong, New England Highway Deepwater to Jennings, Bruxner Way and Tooloom Rd.



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
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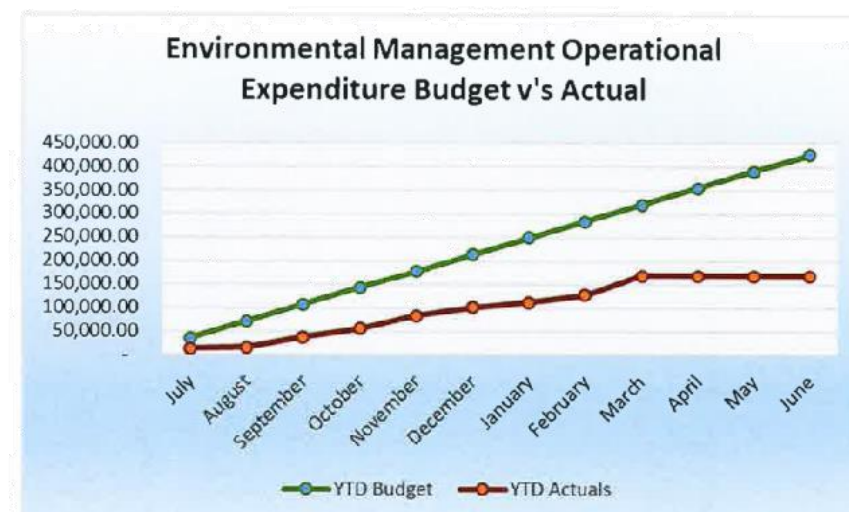
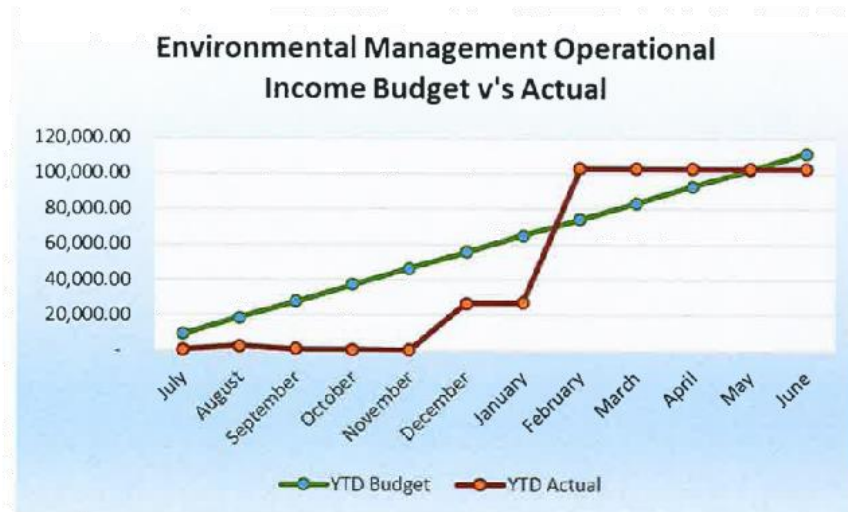
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Tenterfield Shire Council

Monthly Operational Report - March 2022

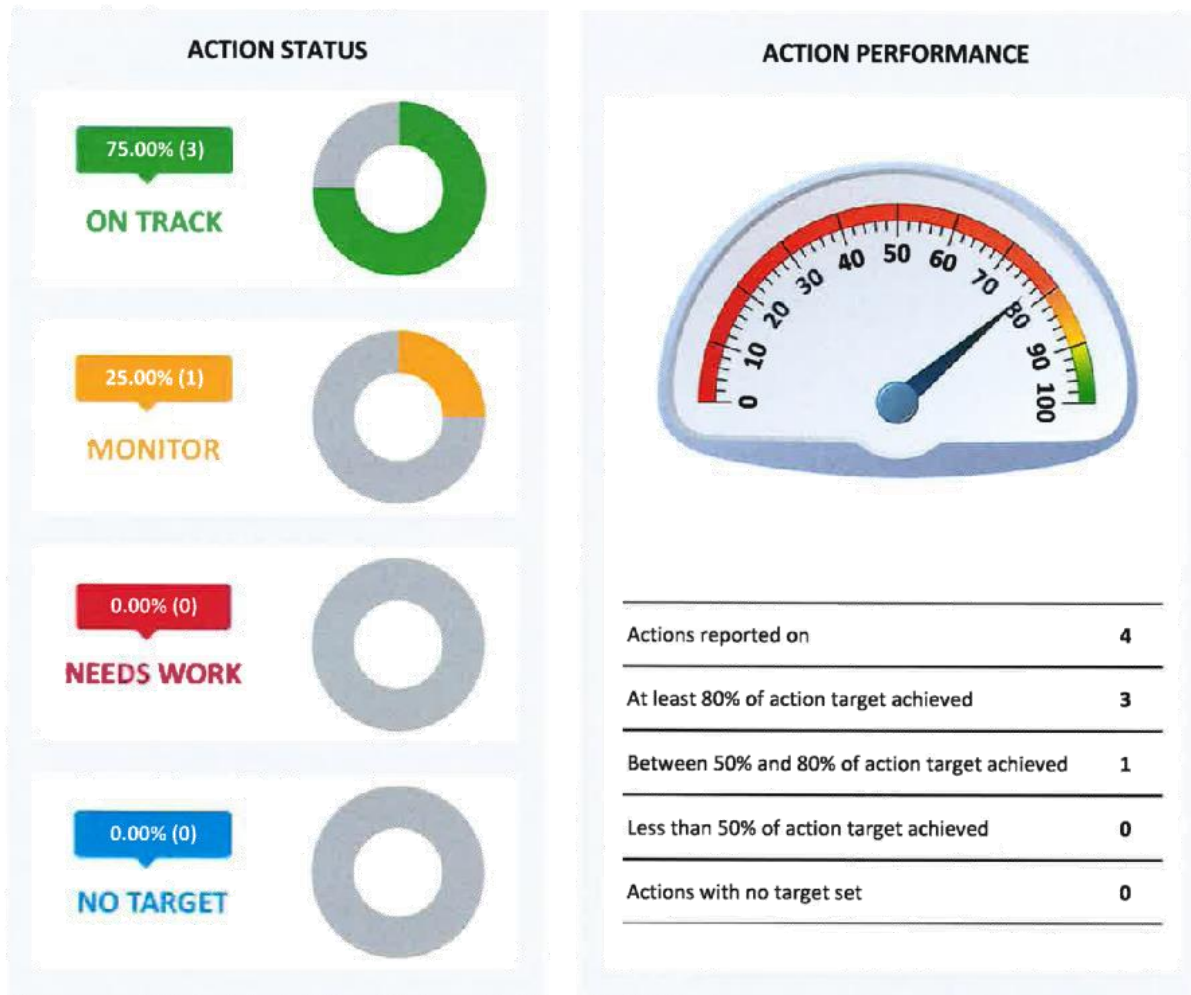
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
3.2.3.1 Develop, manage and deliver community weed and pest management reduction programs.	Mark Cooper - Manager Open Space, Regulatory & Utilities	Weeds officer attends local agricultural shows, field days and includes a weed of the month in the council newsletter. Weed information and books are handed out to landholders during inspections. Parthenium weed signs are installed roadside in high risk areas throughout the shire Council has received concerns about the rabbit population within town	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	Where Council receives complaints regarding overgrown unsightly lots Notices are issued requiring the owner to undertake work to comply. No weed notices sent out in March. Complaint lodged with Council regarding an overgrown block Letter has been sent to the owner, which has now been slashed. Two complaints received in relation to livestock on public roads, with owners contacted and animals back in paddocks. Assisting horse owner to reduce horse numbers on Leslie Creek Rd. To date 8 horses have been rehomed. Dealing with goats wandering on Long Gully Rd.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

11. Environmental Management




COA	21/22 Review 2 Budget	21/22 YTD Actuals March	21/22 Percentage Spent
Environmental Management	316,667	65,759	20.77%
1. Operating Income	(111,600)	(103,678)	92.90%
2. Operating Expenditure	426,204	169,437	39.75%
4. Capital Expenditure	2,063	0	0.00%
4235501. Covid-19 Council Pound Grant Expenditure	2,063	0	0.00%

12. LIVESTOCK SALEYARDS





ACTION SUMMARY

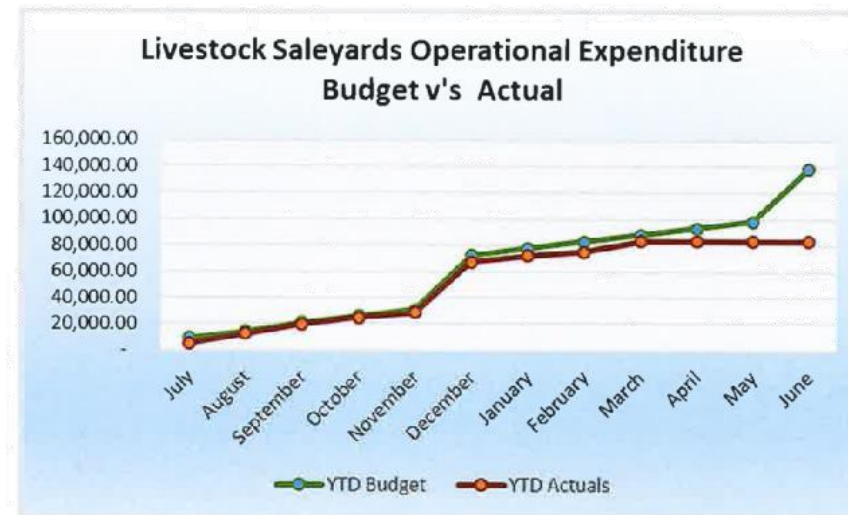
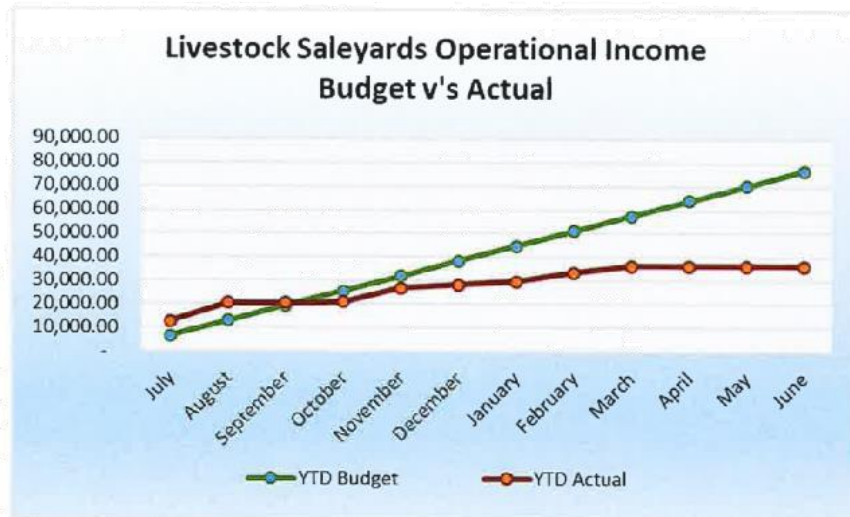
Business Unit: Livestock Saleyards								
Service Profile: Livestock Saleyards								
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
2.1.3.1 Develop, manage and deliver Asset Management, Strategic and Management Plans for Saleyards.	Mark Cooper - Manager Open Space, Regulatory & Utilities	Saleyard Management Plan Adopted. Saleyard induction now on the web site, with many users having completed the induction.	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 March 2022</p> <p>Prime Sale – 756 Head - \$1,551,696.64</p> <p>Feature Weaner Sale - 4,075 Head - \$8,585,371.18</p> <p>Private Weighing – 109 Head - \$193,460.00</p> <p>Total - 4940 Head - \$10,330,527.82</p> <p>Financial Year 2021/2022 8,593 Head - \$14,690,940.91</p> <p>Financial Year 2020/2021 8,963 Head - \$14,127,684.48</p> <p>Financial Year 2019/2020 9,247 Head - \$8,441,858.64</p> <p>Financial Year 2018/2019 21,656 Head - \$12,517,711.39</p> <p>Financial Year 2017/2018 19,027 Head - \$15,984,517.65</p> <p>Financial Year 2016/2017 24,151 Head - \$23,233,573.17</p> <p>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

Tenterfield Shire Council

Monthly Operational Report - March 2022

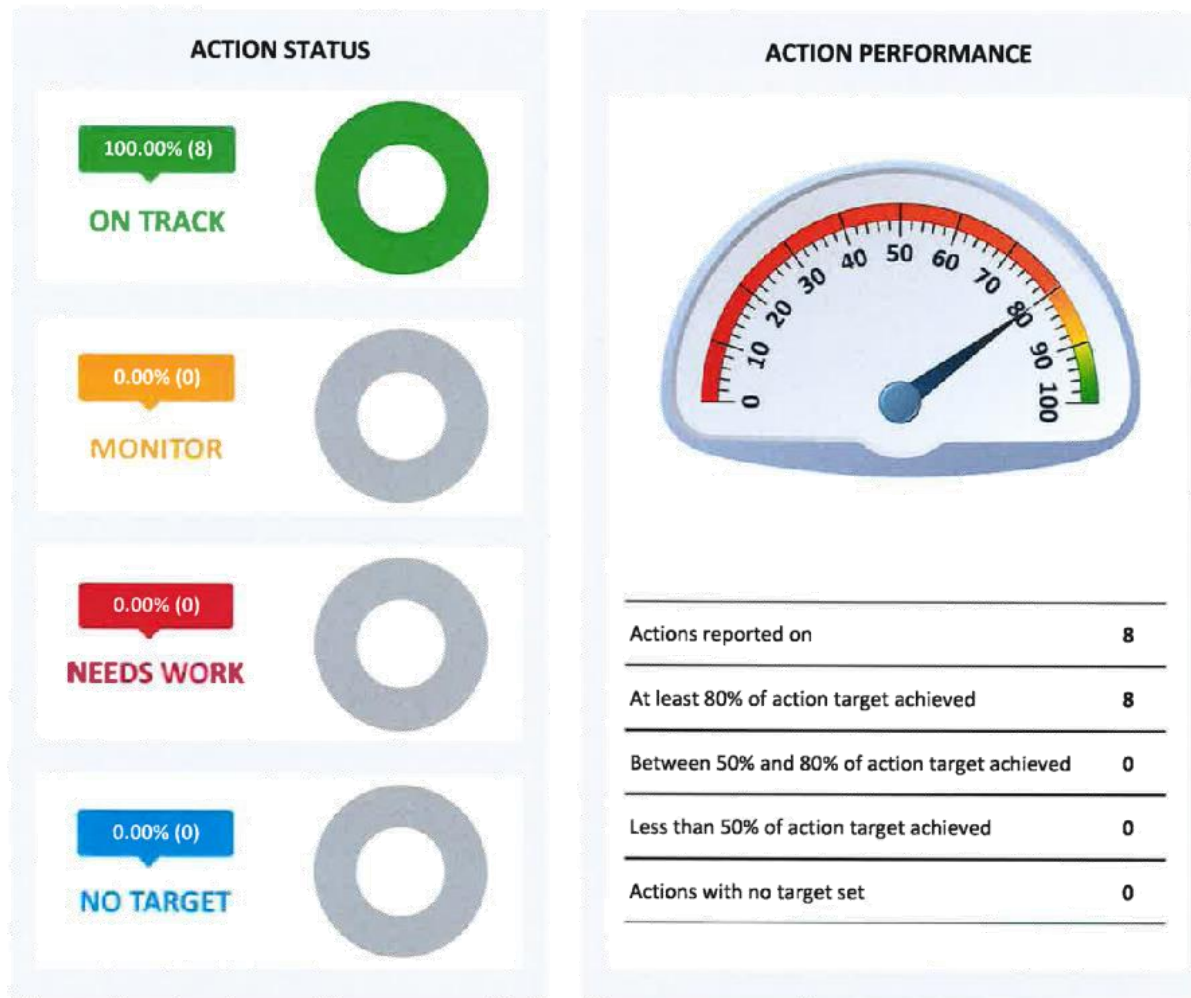
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
2.3.1.2 Deliver business improvements, recognising emerging risks and opportunities.	Mark Cooper - Manager Open Space, Regulatory & Utilities	Obtaining design and quotes for the installation of the Double Height loading ramp and proposing a new location within the saleyards. Double Height loading ramp put on hold at this stage. Truckwash also put on hold. Biggest risk being further reduction in throughput and loss of income as to whether the saleyards will remain viable, however throughput has improve on previous years.	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. Numbers will increase on previous years.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

12. Livestock Saleyards








COA	21/22 Review 2 Budget	21/22 YTD Actuals March	21/22 Percentage Spent
Livestock Saleyards	242,942	46,871	19.29%
1. Operating Income	(76,594)	(36,581)	47.76%
2. Operating Expenditure	138,753	83,452	60.14%
4. Capital Expenditure	180,783	0	0.00%
4220504. Improvements to Loading Ramps & Traffic Facilities	180,783	0	0.00%

13. PLANNING & REGULATION






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	March 2022 - All Development Applications assessed under the provisions of Tenterfield LEP 2013 and Tenterfield DCP 2014. Each DA subject to an assessment under the provisions of Section 4.15 of the Environmental Planning & Assessment Act, 1979.	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	March 2022 - Heritage Committee re-commenced face to face meetings in February, next meeting scheduled for 22 April 2022. Heritage advisor provides phone, email and in person advice for free.	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	March 22 - Council is required to provide accreditation services for the issuing of Construction Certificates and Complying Development Certificates under the provisions of the Environmental Planning & Assessment Act, 1979. Council currently has one (1) accredited certifier.	In Progress	24/11/21	30/06/22	80.00	100.00	 ON TRACK
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	March 2022 - Strong growth in dwelling house applications as reflected in statistics below. All applications assessed and determined in accordance with legislative requirements.	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	March 22 - Objectives and principles of the LSPS are actively implemented during assessment of applications.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

65

Tenterfield Shire Council

Monthly Operational Report - March 2022

Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
3.1.3.2 Deliver business improvements, recognising emerging risks and opportunities.	Tamai Davidson - Manager Planning & Development Services	March 22 - Ongoing use of the NSW Planning Portal. Council's proposed integrated system - Greenlight - undergoing modifications.	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	March 22 - All projects on budget.	In Progress	24/11/21	30/06/22	80.00	100.00	 ON TRACK
5.2.2.1 Facilitate cross department meetings reviewing development applications and opportunities for supportive strategies and actions.	Tamai Davidson - Manager Planning & Development Services	March 22 - Cross department communications continue during assessment of DA's.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

APPLICATIONS FOR DEVELOPMENT LODGED WITH COUNCIL – MARCH 2022					
App No.	Lodged	Applicant	Lot/Sec/DP	Location	Development
DA 2022.026	3-Mar-22	Tenterfield Surveys (Grinham)	2/635118	2 Wood Street, Tenterfield	Two (2) Lot Subdivision
DA 2022.027	3-Mar-22	Tenterfield Surveys (Pritchard)	538/751540	4 – 12 Logan Street, Tenterfield	Two (2) Lot Subdivision
DA 2022.028	11-Mar-22	Rhombus Contracting (Jack COWIN)	18/15/758959	389 Rouse Street, Tenterfield	Storage Shed
DA 2022.029	10-Mar-22	EINAM Ronald Bruce (Hill)	24/1207937	5477 Mount Lindesay Road, Liston	Dwelling
DA 2022.030	11-Mar-22	MINNS Mathew (Curry & Black)	13/243052	28 Miles Street, Tenterfield	Shed
DA 2022.031	11-Mar-22	Tenterfield Surveys (King)	11/1040926	214 Geyers Road, Tenterfield	Four (4) Lot Rural Subdivision
CDC 2022.032	22-Mar-22	Picton Brothers Spanline - Samantha Egan (Gater)	8/1096327	7 Mackenzie Court, Tenterfield	Enclosure of Existing Patio
DA 2022.033	25-Mar-22	HUGHES Keith Walker	352/753323	1874 Torrington Road, Stannum	Installation of a Previously Used Residence
DA 2022.034	25-Mar-22	WATSON Christine (Goldsmith)	13/77/758959	22 Scott Street, Tenterfield	Shipping Container

DA 2022.035	25-Mar-22	Abu Bakr Mohamed Ali Attia	46/1096327	8 Parkes Drive, Tenterfield	Dwelling
DA 2022.036	25-Mar-22	HOLLEY Bradley (Daley)	31/1217890	52 Sunnyside Hall Road, Tenterfield	Shed
CDC 2022.037	28-Mar-22	WHARMBY John (Williams)	2/596387	49 Clive Street, Tenterfield	Shed & Extension/Alteration to Existing Dwelling
DA 2022.038	28-Mar-22	Tenterfield Surveys (Attard)	15/1045359	8196 Mount Lindesay Road, Lower Acacia Creek	Two (2) Lot Rural Subdivision
DA 2022.039	29-Mar-22	Tenterfield Surveys (Seale)	21/803366	241 Bruxner Road, Drake	Four (4) Lot Rural Subdivision
DA 2022.040	29-Mar-22	Tenterfield Surveys (Acacia Downs Custodian Pty Ltd)	7/867395	Mt Lindesay Road, Lower Acacia Creek	Two (2) Lot Rural Subdivision
DA 2022.041	30-Mar-22	MURPHY James Steven	1/197992	151 Bulwer Street, Tenterfield	Two (2) Lot Urban Subdivision

DETERMINATIONS ISSUED – MARCH 2022							
App No.	Lodged	Date of Approval	No. of Days	Applicant	Lot/Sec/DP	Locality	Description of Development
DA 2021.102	24-Aug-21	28-Mar-22	26 Days	Tenterfield Surveys (Petrie)	2/74/758959	53 Logan Street, Tenterfield	Three (3) Lot Subdivision
DA 2021.132	14-Oct-21	23-Mar-22	161 Days	Shun Hung Pty Ltd SUTCLIFFE Rosie	A & B/150057, 33/1138201 & 1/516621	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 2021.148	19-Nov-21	23-Mar-22	88 Days	Tenterfield Surveys (Spiteri)	8, 12, 43 & 49/751070	Tooloom Road, Koreelah	Four (4) Lot Boundary Adjustment
DA 2022.002	4-Jan-22	21-Mar-22	77 Days	Tenterfield Surveys (Coughran)	423/1236552	760 Billirimba Road, Tenterfield	Two (2) Lot Rural Subdivision
DA 2022.004	4-Jan-22	17-Mar-22	73 Days	Tenterfield Surveys (Burtenshaw)	44/42480	7841 Bruxner Highway	Two (2) Lot Rural Subdivision

DA 2022.022	23-Feb-22	4-Mar-22	10 Days	SARGEANT Raymond (RP's Total Assessments & Driver Training Pty Ltd)	8/1155323	1 Melaleuca Circuit, Tenterfield	Industrial Shed
DA 2022.023	24-Feb-22	2-Mar-22	7 Days	Westbuilt Homes WATERMAN Kimi (Macleod & Bryde)	192/1137403	Cullendore Creek Road, Cullendore	Manufactured Dwelling
DA 2022.024	25-Feb-22	3-Mar-22	5 Days	KREIS Norbert	8/825616	4 Martin Street, Tenterfield	Shed
DA 2022.025	28-Feb-22	31-Mar-22	32 Days	DOUGHERTY Timothy James	76/752368	Chauvel Road, Tabulam	Installation of a Previously Used Building
DA 2022.026	3-Mar-22	18-Mar-22	16 Days	Tenterfield Surveys (Grinham)	2/635118	2 Wood Street, Tenterfield	Two (2) Lot Subdivision
DA 2022.027	3-Mar-22	18-Mar-22	16 Days	Tenterfield Surveys (Pritchard)	538/751540	4-12 Logan Street, Tenterfield	Two (2) Lot Subdivision
DA 2022.028	11-Mar-22	16-Mar-22	6 Days	Rhombus Contracting (Jack COWIN)	18/15/758959	389 Rouse Street, Tenterfield	Storage Shed
DA 2022.029	10-Mar-22	16-Mar-22	1 Day	EINAM Ronald Bruce (Hill)	24/1207937	5477 Mount Lindesay Road, Liston	Dwelling

DA 2022.030	11-Mar-22	16-Mar-22	6 Days	MINNS Mathew (Curry & Black)	13/243052	28 Miles Street, Tenterfield	Shed
CDC 2022.032	22-Mar-22	28-Mar-22	6 Days	Picton Brothers Spanline - Samantha Egan (Gater)	8/1096327	7 Mackenzie Court, Tenterfield	Enclosure of Existing Patio
DA 2022.034	25-Mar-22	28-Mar-22	3 Days	WATSON Christine (Goldsmith)	13/77/758959	22 Scott Street, Tenterfield	Shipping Container
DA 2022.035	25-Mar-22	29-Mar-22	5 Days	Abu Bakr Mohamed Ali Attia	46/1096327	8 Parkes Drive, Tenterfield	Dwelling

s4.55 Modifications of Consent				
Application No.	Applicant	Lot/DP	Location	Description of Development
2021.089/1	BRAUER Desmond	3/837443	Sunnyside Loop Road, Tenterfield	Dwelling

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	Loading Ramp
		Insufficient Information provided to complete assessment			
DA 2019.055	17-May-19	Refusal from NSW RFS – RFS to meet on site with applicant	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)
		Applicant has requested DA be put on hold			
DA 2020.033	21-Apr-20	Information Required from Applicant	MOSER Eric (Marian Hansson)	332B Mount Lindesay Road, Tenterfield	Manufactured Building
		Applicant making variations to plans			

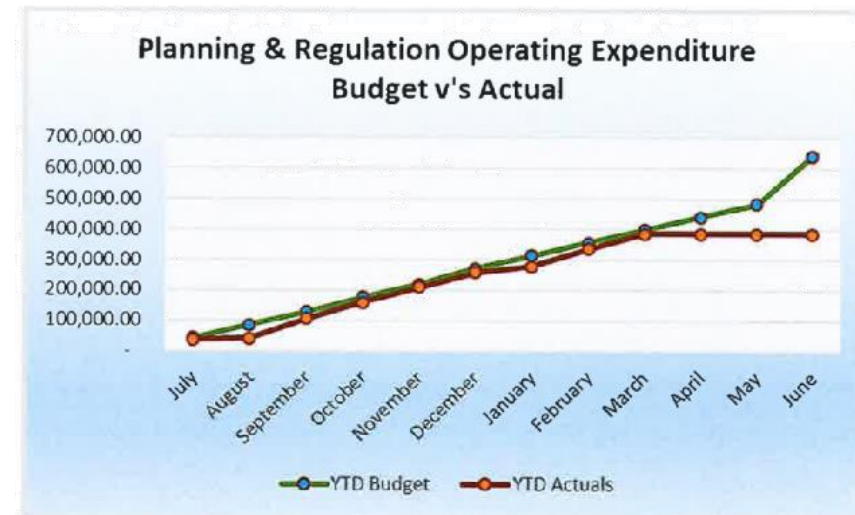
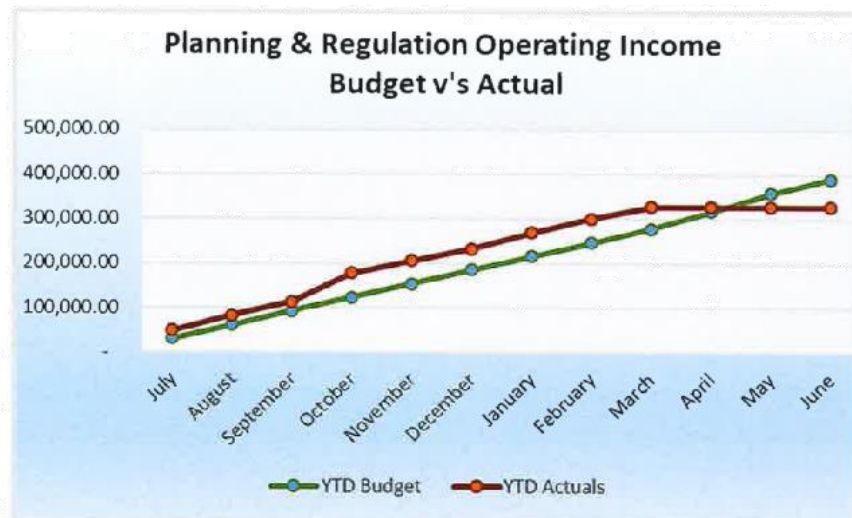
DA 2021.012	01-Feb-21	Information Required from Applicant Additional detail required as to use of existing building as part of DA	CORBETT Arran	Bluff River Road, Tenterfield	Primitive Camp Ground
DA 2021.080	29-Jun-21	Information Required from Applicant Applicant advises updated plans and traffic assessment to be completed approximately May/June 2022	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
DA 2021.153	02-Dec-21	Information Required from Applicant Insufficient Information provided to complete assessment – further bushfire assessment required	Stephen P McElroy & Associates (Burtenshaw)	7841 Bruxner Highway, Drake	Tourist & Visitor Accommodation
DA 2021.158	15-Dec-21	Information Required from Applicant Awaiting applicant to provide response in relation to elevations and compliance with DCP	SACCON Giana	49 Duncan Street, Tenterfield	Dual Occupancy, Detached Garage & Studio
DA 2022.004	04-Jan-22	Awaiting NSW RFS Recommendations	Tenterfield Surveys (Burtenshaw)	7841 Bruxner Highway, Drake	Two (2) Lot Rural Subdivision

		Under Assessment			
DA 2022.015	02-Feb-22	Awaiting NSW RFS Recommendations	Tenterfield Surveys (Scott & Staal)	89 & 163 Geyers Road, Tenterfield	Nine (9) Lot Staged Rural Subdivision
		Under Assessment			
DA 2022.021	18-Feb-22	Awaiting NSW RFS Recommendations	Tenterfield Surveys (Sherry)	305 Washpool Creek Road, Tenterfield	Four (4) Lot Rural Subdivision
		Under Assessment			
DA 2022.033	25-Mar-22	Under Assessment	HUGHES Keith Walker	1874 Torrington Road, Stannum	Installation of a Previously Used Residence
DA 2022.036	25-Mar-22	Under Assessment	HOLLEY Bradley (Daley)	52 Sunnyside Loop Road, Tenterfield	Shed
DA 2022.038	28-Mar-22	Awaiting NSW RFS recommendations	Tenterfield Surveys (Attard)	8196 Mt Lindesay Road, Lower Acacia Creek	Two (2) Lot Rural Subdivision
		Under Assessment			

DA 2022.039	29-Mar-22	Awaiting NSW RFS recommendations Under Assessment	Tenterfield Surveys (Searle)	Bruxner Road, Drake	Four (4) Lot Rural Subdivision
DA 2022.040	29-Mar-22	Awaiting NSW RFS recommendations Under Assessment	Tenterfield Surveys (Acacia Downs Custodian Pty Ltd)	Mt Lindesay Road, Lower Acacia Creek	Two (2) Lot Rural Subdivision
DA 2022.041	30-Mar-22	Under Assessment – referred to external consultant – conflict of interest – staff member DA	MURPHY James Steven	151 Bulwer Street, Tenterfield	Two (2) Lot Urban Subdivision

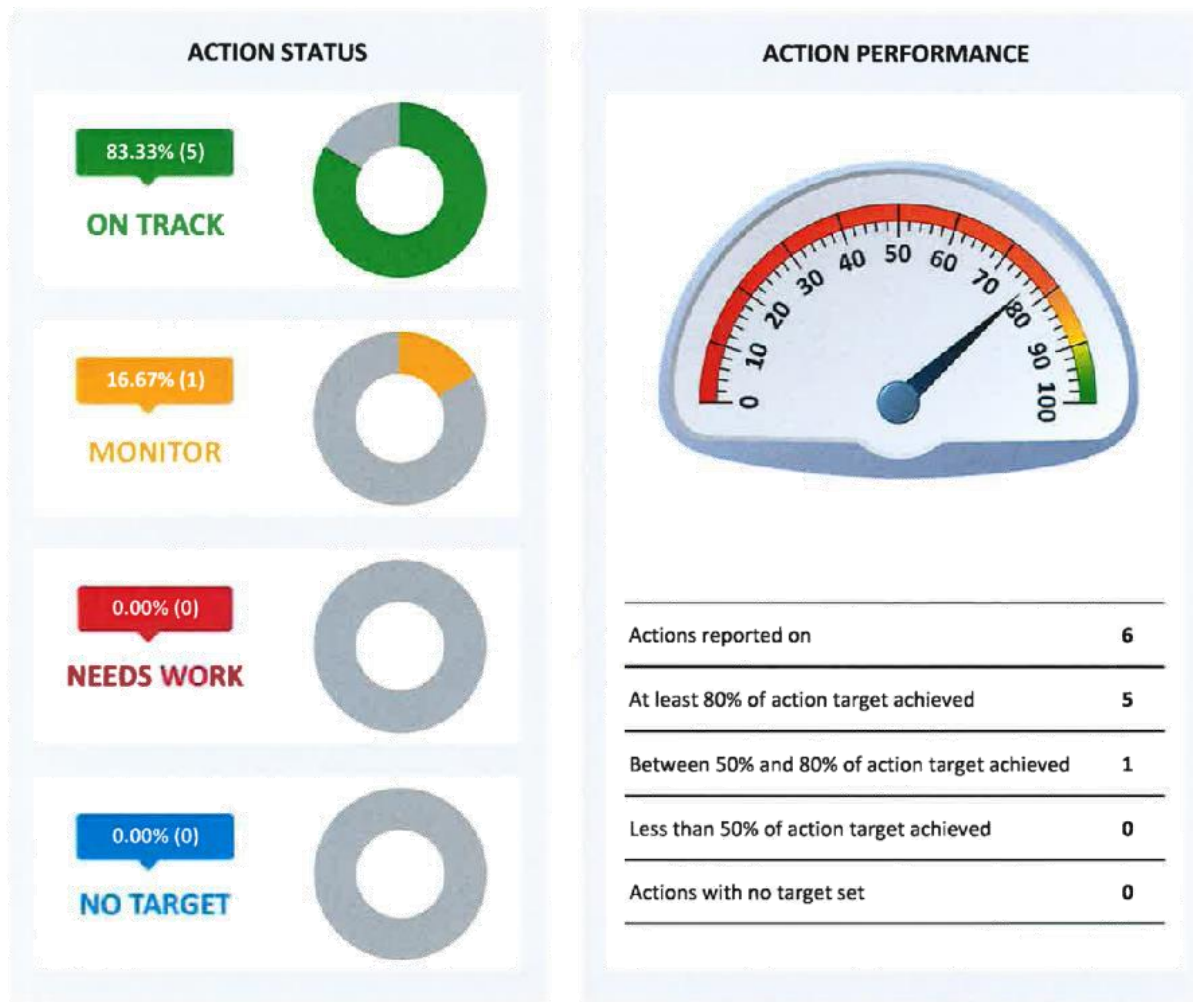
FY 21/22 Development Statistics									
		Dwellings	Additions/ Renovations to Existing Dwellings	Garages, Carports & Sheds	Commercial or Industrial Works	Subdivision	Recreation/ Tourism	FY 21/22 Monthly Total	FY 20/201 Monthly Total
Jul-21	No.	4	0	1	0	3	1	9	10
	Value	\$1,227,501.00	\$0.00	\$14,000.00	\$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.	6	0	6	1	2	0	15	12
	Value	\$1,426,232.00	\$0.00	\$199,800.00	\$120,000.00	\$0.00	\$0.00	\$1,746,032.00	\$1,689,869.00
Mar-22	No.	3	2	5	0	7	0	17	19
	Value	\$640,000.00	\$41,000.00	\$159,500.00	\$0.00	\$0.00	\$0.00	\$840,500.00	\$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)		43	8	37	7	28	2	125	154
FY 21/22 Total Value (Year to Date)		\$10,118,910.00	\$786,000.00	\$1,443,412.00	\$6,784,581.00	\$0.00	\$370,000.00	\$19,502,903.00	76
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 Review 2 Budget	21/22 YTD Actuals March	21/22 Percentage Spent
Planning & Regulation	119,572	(32,919)	-27.53%
1. Operating Income	(390,405)	(327,979)	84.01%
2. Operating Expenditure	643,600	386,879	60.11%
3. Capital Income	(136,771)	(95,104)	69.54%
4. Capital Expenditure	3,148	3,285	104.34%
3001000. Tenterfield Shire - Vibrant & Connected Mingoola - SCCF - Round 1	0	(3)	0.00%
3001001. Drought Communities Extension - Shire Entry Signs	3,148	3,287	104.42%

14. BUILDINGS & AMENITIES



ACTION SUMMARY

Business Unit: Buildings & Amenities								
Service Profile: Buildings & 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 Condrick - Administration Officer	<ul style="list-style-type: none"> Administration Building Roof – scope is being prepared for competitive pricing and engineering plans are being organised with the engineer measuring on site in March 2022 and a scope of work will be developed once the plan has been supplied to Council. In January, Council applied for an Extension of time for Streetscape Recovery Project through the Drought Communities Programme Extension we have been advised in March 2022 that an extension is possible and an application has been submitted to the funding body. Maintenance has been organised to replace 5 broken windows and install handles on the ladies toilets at the Drake Hall in February, quotes have now been received in March 2022 and will be installed in April 2022. The scaffolding work and contractor has now completed 4 scaffolding tower in March 2022 with 2 more towers to be constructed in April 2022. Work is still being completed to finalise the upgrades to the Drake Resource Centre and all work has been completed for the Wilsons Downfall Restoration Project through the Drought Community Programme Extension during the month of March 2022. 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 and CC have been approved. A draft licence has been prepared over part of 	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

Tenterfield Shire Council

Monthly Operational Report - March 2022

1/37/DP758959 and has been provided to BackTrack. Negotiations are continuing regarding the area of land to be included in the licence.

- Optus have requested that the new licence agreement for Mt Mackenzie Tower digital which had been agreed to expire in 2030 be extended to 2039. Council has agreed to the request on the basis of annual rent reviews being tied to CPI instead of fixed 2.5% annual increase. This was accepted by Optus. Optus continue to pay rent at \$7,701 per annum instead of the \$8,500 per annum agreed back in 2019. This is being followed up with them.

- Urbenville Medical Centre lease expired from 01 April 2022. The tenants have advised verbally they will continue to occupy on a month to month basis however did not confirm in a writing.



- There continues to be internal flooding of the Urbenville Medical Centre. A plumber is being organised to look into the issues.

- Transport Museum have been provided with a draft lease agreement over lots 2 to 4/37/DP758959. Transport Museum have signed the lease however it is not signed by Council. Transport Museum have indicated that they would agree to Lot 4 being removed from the lease however are seeking a reduction in the rent.

- Received an enquiry from Acquirecomm Pty Ltd (acting on behalf of Telstra) to undertake the Property and Town Planning consultancy for the install of equipment to operate Prime TV from the Mt MacKenzie digital tower. We are engaging with 2 consultancy firms to assist with the matter to ensure proper process and maximise the potential licence fee.

Tenterfield Shire Council




Monthly Operational Report - March 2022

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	<p>Updated dates for the Risk Management Treatments actions for Property and Building Seeking to manage Council property in April 2022 to reduce ongoing maintenance and depreciation costs.</p> <p>Reviewing 2022/2023 fees and charges to increase revenue from Council assets to come in line with inflation in March 2022. Regular discussion during the month of March 2022 with builders and contractors delivering projects to ensure delays are kept to a minimum or alternative solutions are identified.</p> <p>The Urbenville Beautification and Pioneer Cottage project for the Local Drought Stimulus support funding that was received from Regional NSW has now been completed and site visit has been completed by the funding provider.</p> <p>Quotes have been received for Sunnyside hall BBQ cover as part of the Stronger Country Communities Project.</p>	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
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 organised with quotes and plans being revised in accordance with the 21/22 financial budget.</p> <p>Audit was completed for all remaining grant funding projects for Buildings and Open Spaces.</p> <p>Increasing issues with insufficient budgeted allocations to properly maintain the commercial buildings in accordance with Council obligations as landlord under lease agreements.</p> <p>Focus on reducing Councils maintenance and replacement obligations in new lease negotiations.</p>	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

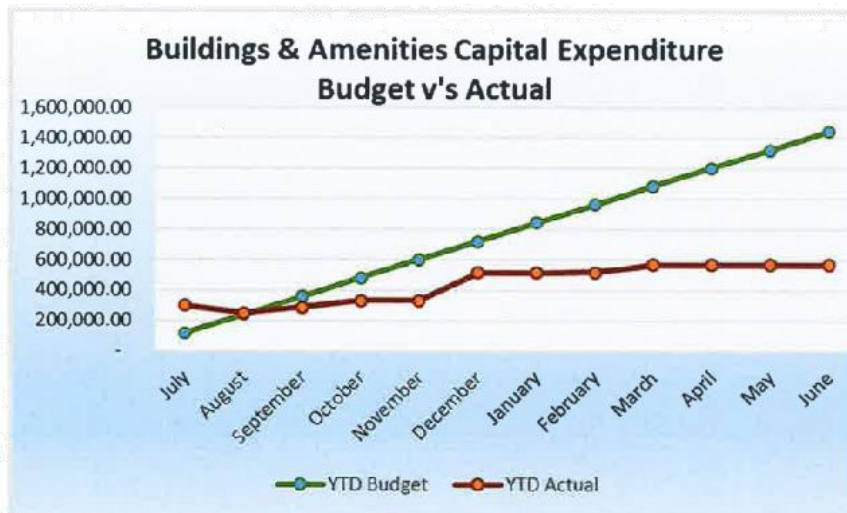
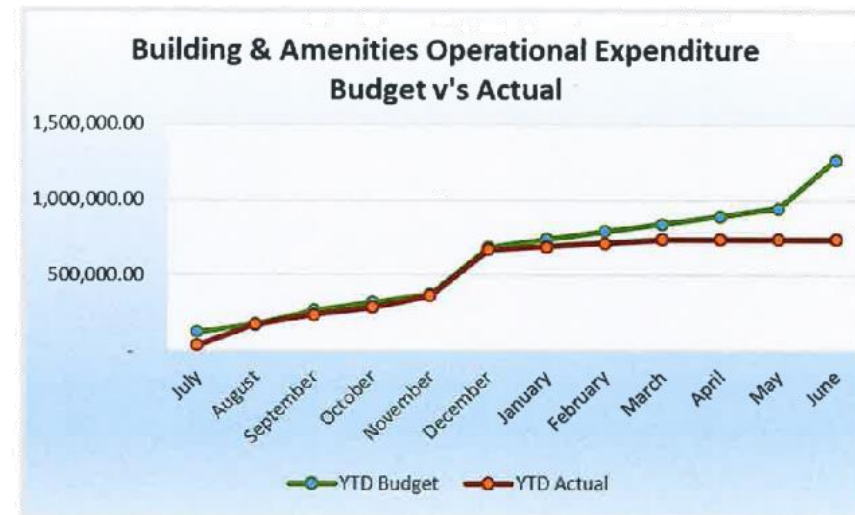
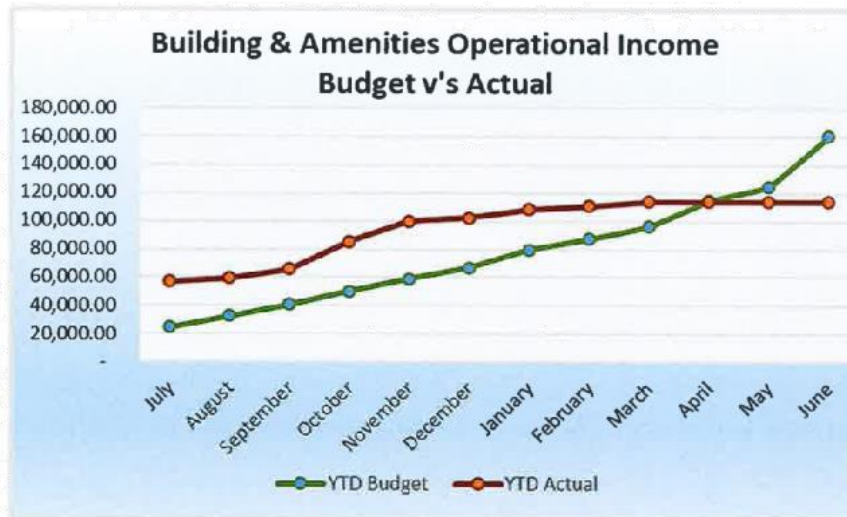
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Tenterfield Shire Council

Monthly Operational Report - March 2022

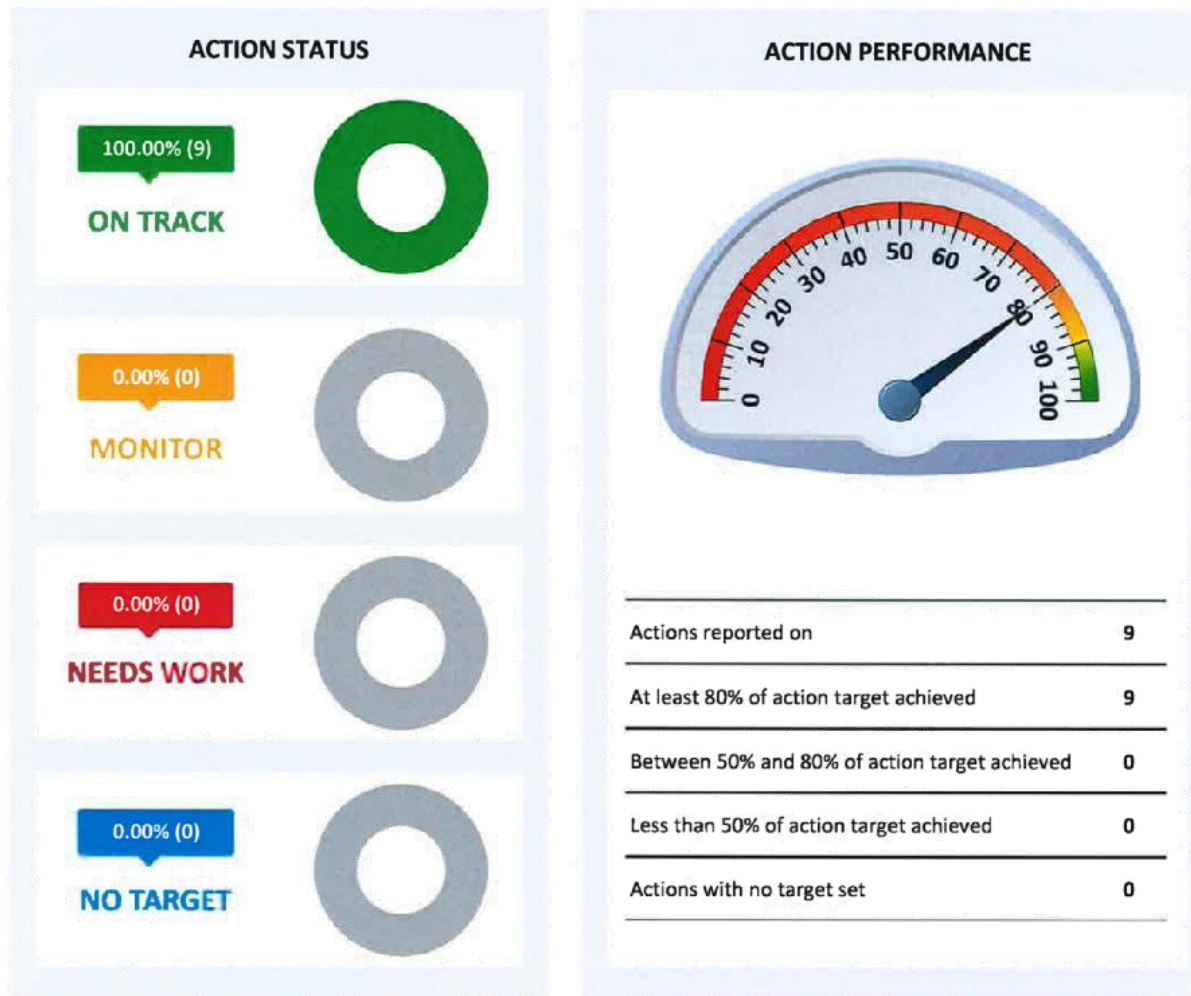
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
1.4.4.4 Develop a Property Strategy for adoption by Council to guide property related transactions.	Jodie Condrick - Administration Officer	Property Strategy - Under review	In Progress	24/11/21	30/06/22	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. Budget has been organised for a new Building Conditions Assessment be completed in 2022/2023.	In Progress	24/11/21	30/06/22	80.00	100.00	 ON TRACK
3.1.2.1 Development and delivery of the Building and Amenities Asset Management plan.	Jodie Condrick - Administration Officer	Being developed using the Building Condition and Assessment Report 2019 in collaboration with the Asset Manager. Current Capital Works Memorial Hall – All Struts on the roof have been installed and the replacement of the bolts are being completed, should be finalised in April 2022, there was a delay in getting the bolts due to the February Floods in Lismore. Plans are being developed for the replacement of the Administration building roof. Band Hall relocation to Leechs Gully. In February 2022, Heritage consultant has inspected the property and is in the process of preparing the heritage report. Gem club have departed the premises. Gem Club has stored the past committee board/ honour board for safe keeping. It is to be returned to Council to store.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

14. Building and Amenities




COA	21/22 Review 2 Budget	21/22 YTD Actuals March	21/22 Percentage Spent
Buildings & Amenities	1,978,107	829,779	41.95%
1. Operating Income	(160,599)	(113,776)	70.84%
2. Operating Expenditure	1,266,420	738,928	58.35%
3. Capital Income	(572,603)	(364,978)	63.74%
4. Capital Expenditure	1,444,889	569,605	39.42%
4200501. Admin Building -- Refurbishment	152,285	189,504	124.44%
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	113,000	923	0.82%
4230511. Community Hall Steinbrook - Roof renewal	44,200	0	0.00%
4230512. SCCF4-0948 Improvements to Sunnyside Hall	138,116	0	0.00%
4235000. Tenterfield Memorial Hall Sporting Complex - SCCF-1023	66,290	55,623	83.91%
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. BSBR000682 - Installation of Ceiling Fans & Emergency Lighting at Memorial Hall	50,000	0	0.00%
4235006. SCCF4-0949 Floor Refurbishments to Memorial Hall	131,117	0	0.00%
4235007. Memorial Hall Tenterfield - Upper Level - Storage	130,000	0	0.00%
4235008. Memorial Hall Tenterfield - Roof Repair	150,000	51,099	34.07%
4610508. Toilet Block Enhancements at Urbenville and Legume - SCCF-1105	28,615	30,251	105.72%

15. PARKS, GARDENS & OPEN SPACES






ACTION SUMMARY

Business Unit: Parks, Gardens & Open Space								
Service Profile: Parks, Gardens & 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>Work commenced on the gardens at the SOA, with turf to be layed on a section of the garden to reduce maintenance.</p> <p>Staff have been pruning and mulching street trees.</p> <p>Petunias planted and maintained in garden beds in Rouse street.</p> <p>Fertilizing all new street and park trees in Tenterfield.</p> <p>12 x new pinoaks to be planted along the casino Rd replacing trees removed</p> <p>Three pin oaks are still to be removed in Logan Street.</p> <p>Several Pin oaks to be removed along Cowper 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> <p>General cleaning of amenities and rubbish removal.</p> <p>Staff have pruned and removed trees in Bruxner park for safety concerns around the public toilets. The area will then be turfed.</p> <p>Preparations for the Oracles and Autumn Festival.</p>	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK



Tenterfield Shire Council

Monthly Operational Report - March 2022

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. Purchase orders raised 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. Larger trees throughout the town are becoming a major concern due to ageing and structural problems 3 X Pinoaks removed along Cowper Street after storm damage.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK


Tenterfield Shire Council

Monthly Operational Report - March 2022

Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
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	<p>Budget allocations are monitored and adhered to.</p> <p>Stronger Country Communities Program – Round 3 acquittal was completed in January for the Rotary Park Shade cover and Fencing</p> <p>Funding received for the Summer Nights funding and currently discussion are taking place with the Chamber, designing advertising material and purchasing the Inflatable stars.</p> <p>Stars installed in Bruxner Park.</p> <p>Further Grant funding for dead tree removal</p> <p>Completed the Acquittal for the Stronger Country Communities Funding – Round 3 for the Cricket nets.</p>	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
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	<p>Forms part of the (ongoing) agenda for all Parks and Garden and soon to be Arts and Culture Committee meetings. Successful grant funding for further upgrading projects within Tenterfield and villages.</p> <p>Park bookings being received for the start of sporting organisations pre Covid.</p>	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK



Tenterfield Shire Council

Monthly Operational Report - March 2022

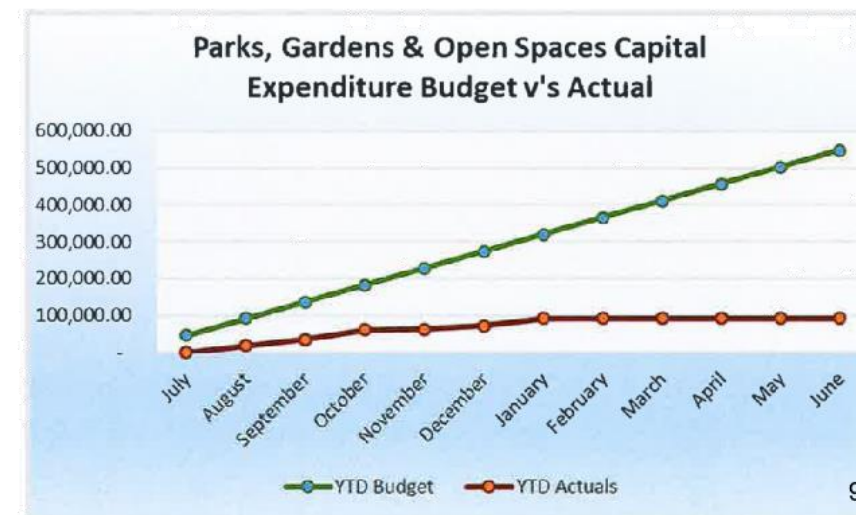
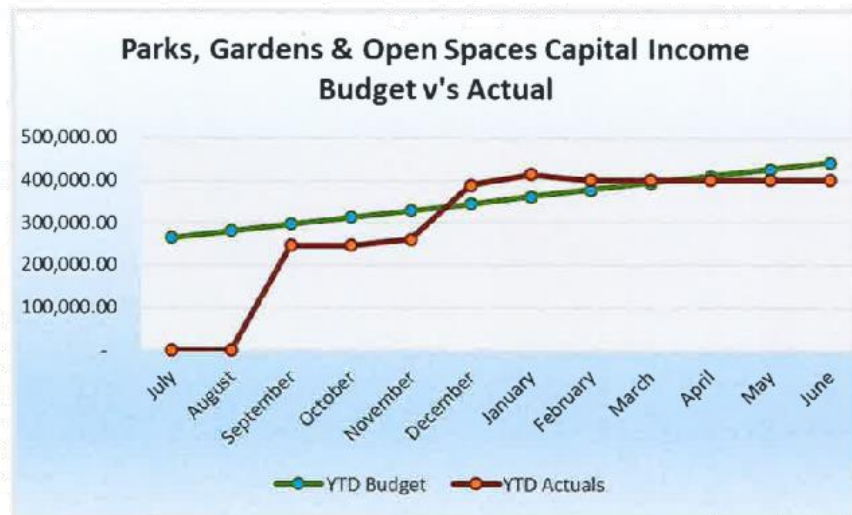
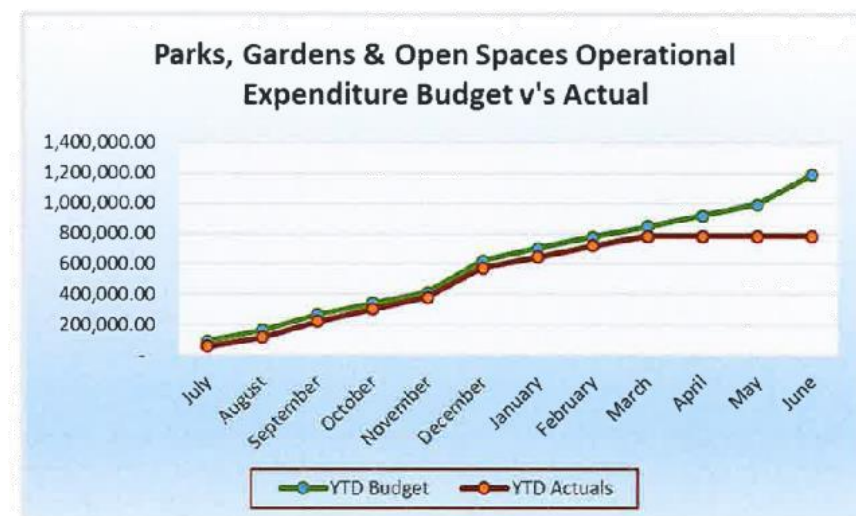
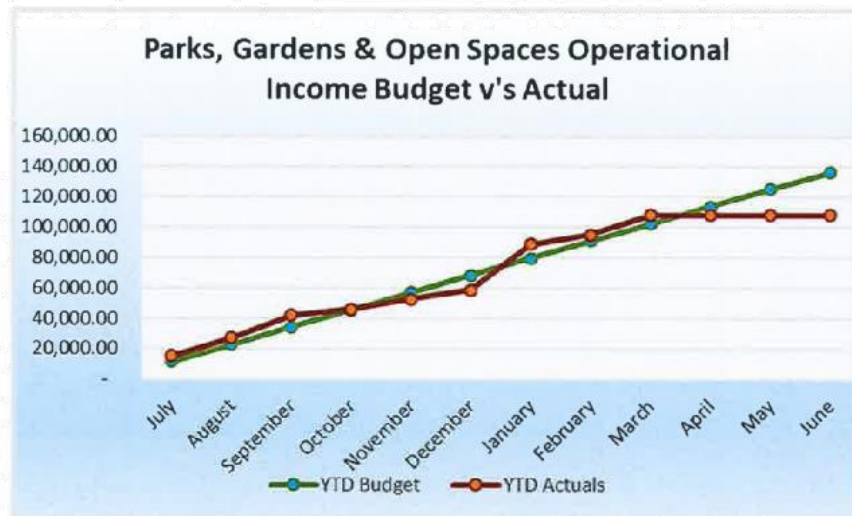
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
1.3.1.1 Ensure all Parks, Gardens and Open Space amenities maintenance programs are delivered to a high standard.	Mark Cooper - Manager Open Space, Regulatory & Utilities	<p>Continuing to provide amenities 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.</p> <p>Several toilets have had graffiti painted on the inside walls - ongoing concern</p> <p>Completed installation of the exercise equipment for Hockey park near completed, with shade structure awaiting to be installed.</p> <p>Work undertaken in Bruxner Park to have the area around the toilet block turfed to increase visibility within the park.</p> <p>Community consultation package was delivered to the Jennings Progress Association to decide on which plan the community would like and the Progress Association has confirmed that Plan 1 has been chosen with the Community in February 2022</p> <p>Meeting was held in February 2022 had with the Chamber to organise how the Summer under the stars will work ongoing Discussions with Peter Harris during February 2022 to organise performers for the Summer under the stars</p>	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

Tenterfield Shire Council

Monthly Operational Report - March 2022

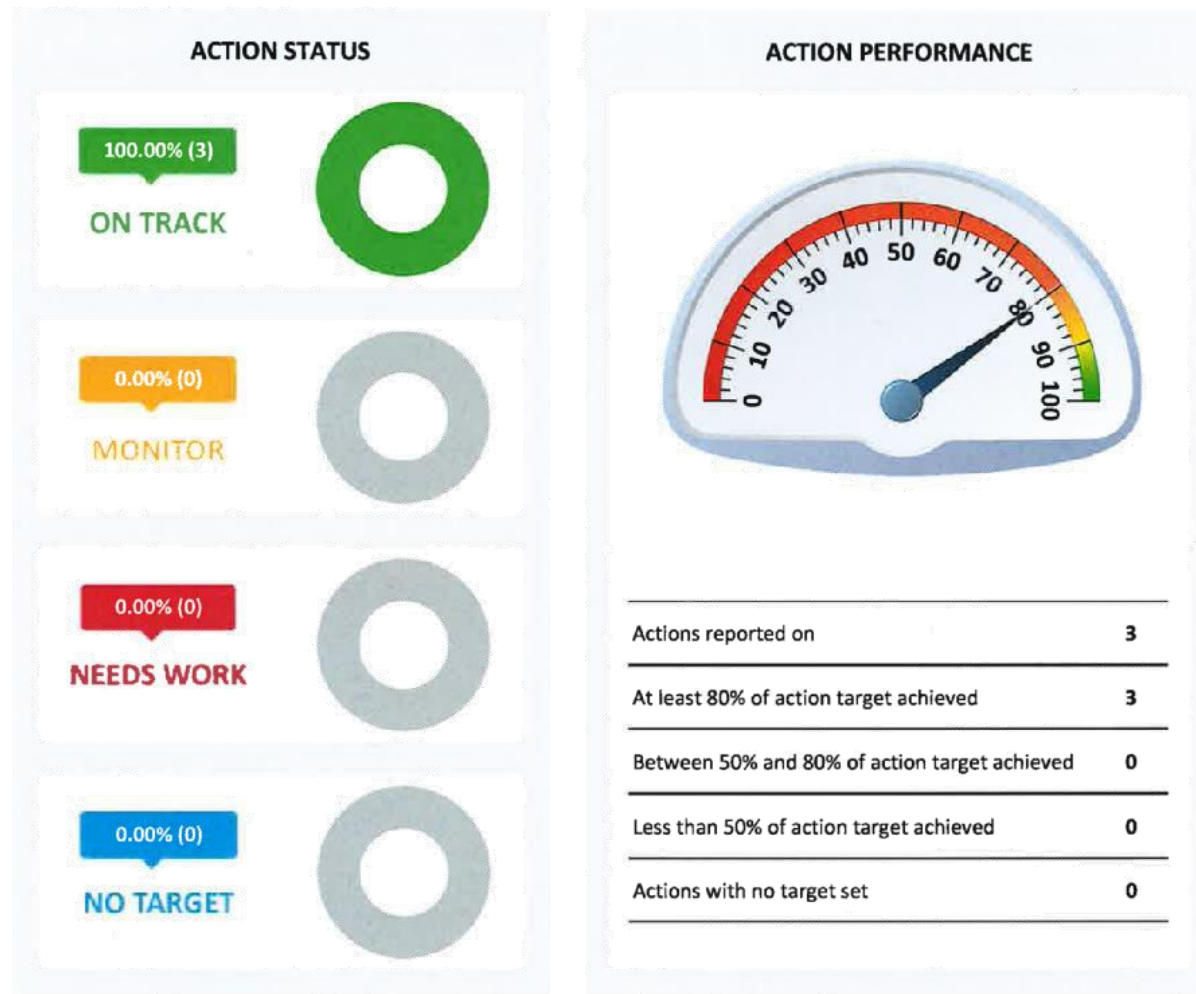
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
1.3.1.2 Implementation of the tree management strategy.	Mark Cooper - Manager Open Space, Regulatory & Utilities	Tree Management Plan approved by the Parks and Gardens Committee, to adopt the plan excluding Logan Street and tree species replacement planting. No street trees have been ordered due to budget restraints 12 New pin oaks will soon be planted along the Casino Rd	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
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




COA	21/22 Review 2 Budget	21/22 YTD Actuals March	21/22 Percentage Spent
Parks, Gardens and Open Space	1,160,066	366,035	31.55%
1. Operating Income	(136,500)	(108,177)	79.25%
2. Operating Expenditure	1,189,993	783,412	65.83%
3. Capital Income	(441,567)	(400,809)	90.77%
4. Capital Expenditure	548,140	91,610	16.71%
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%
4605516. SCCF4-0951 Revitalisation of Tenterfield Netball Courts	160,000	0	0.00%

16. SWIMMING COMPLEX





ACTION SUMMARY

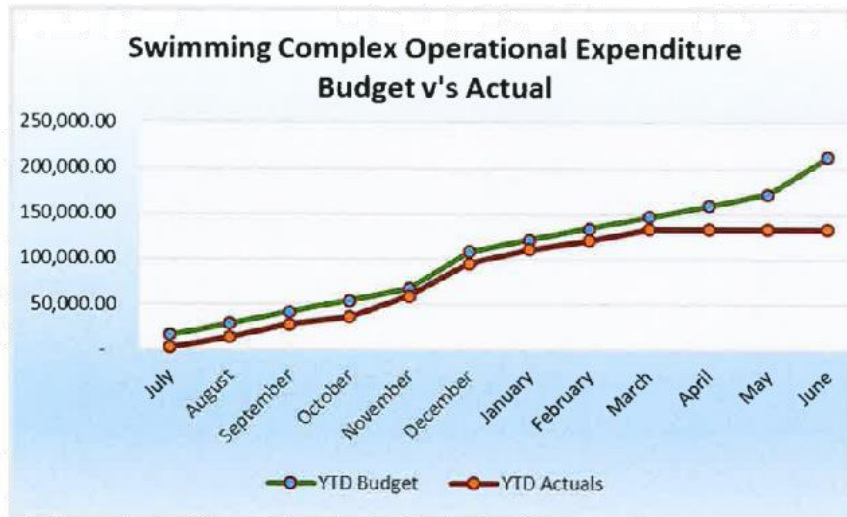
Business Unit: Swimming Complex								
Service Profile: Swimming Complex								
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
1.2.3.1 Deliver business improvements, recognising emerging risks and opportunities.	Jodie Condrick - Administration Officer	<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 February 2022. Council was unsuccessful in receiving the Pool equipment upgrades from Black Summer Bushfire Funding but will keep an eye out for future funding streams that would be suitable for the upgrades.</p> <p>Purchase of 10 new sun lounges and an espresso coffee machine, a deep fryer and increased swimming merchandise to include swimwear and swimmer accessories.</p> <p>Temporarily mended the pool butler to allow use of covers through the season. Pool water temperature averaged 26°C through utilising the covers as much as possible.</p> <p>Learn to swim program was a success with over 100 children attended daily lessons across the 4-week program in March 2022.</p> <p>There are ongoing issues in the plant room with intermittent loss of power or power surges dropping out the filtration system. All plant room equipment are needing to be serviced to find the underlying issues.</p> <p>It is recommended the pool is painted with fibreglass pool paint lining before the next season as the concrete shell is visible in many places and increasing running cost.</p> <p>The chlorine/acid doser control panel still needs replacing</p>	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

Tenterfield Shire Council

Monthly Operational Report - March 2022

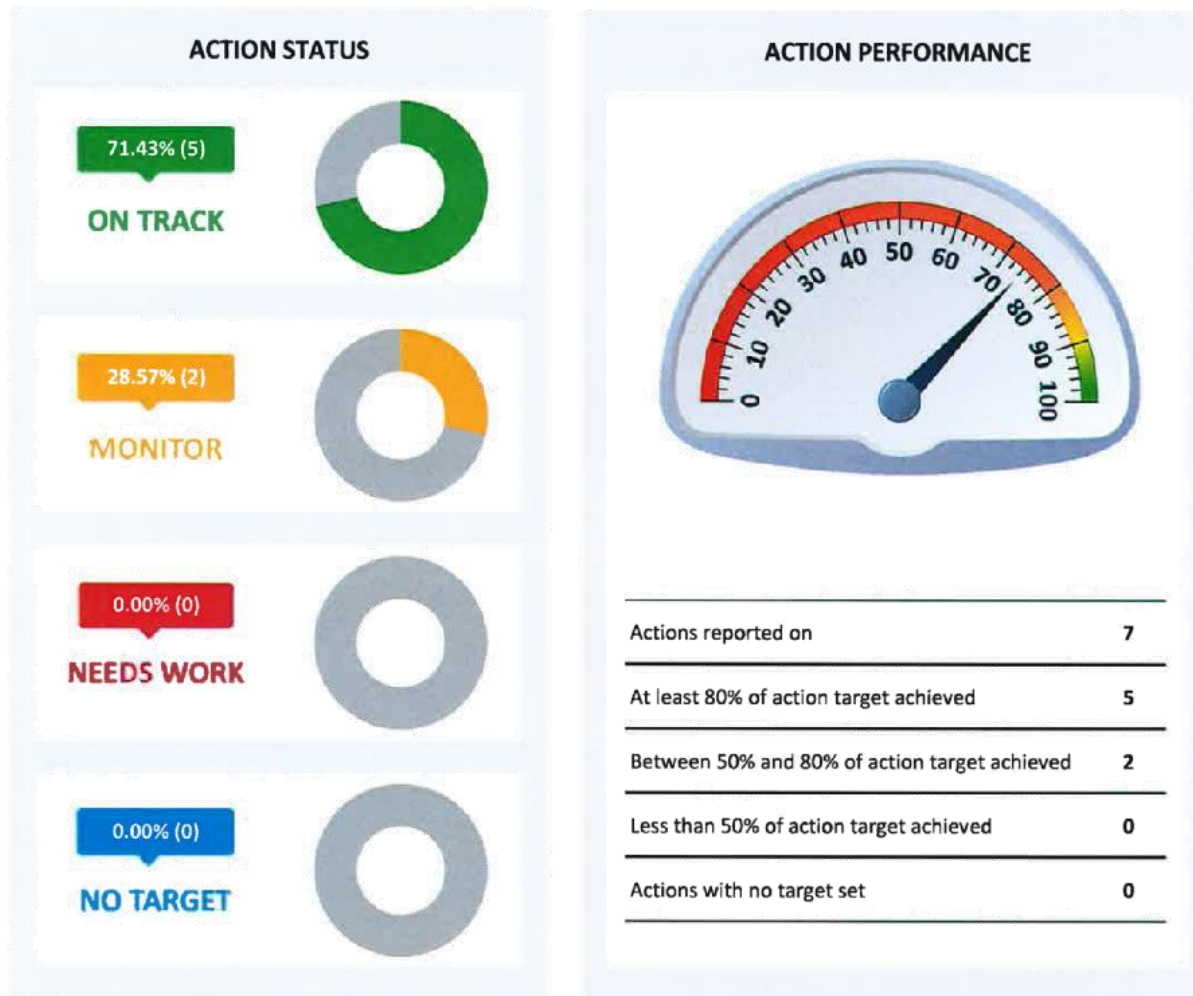
		<p>Concrete grinding proves on the pool deck and throughout the changerooms needs to be completed as it is in very poor condition and is slippery and a major hazard.</p> <p>Attendance were down due to Covid restrictions in March 2022 and cold and wet weather we have had a season with a lot of positive feedback and program development that will build on next year.</p> <p>Works completed</p> <ul style="list-style-type: none"> • While there have been interruptions to the filtration from brown outs and power surges we have been able to maintain the plant room throughout March 2022 without closing down or impacting the pool. 						
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	<p>Attendances – March 2022</p> <ul style="list-style-type: none"> • 2018/19 – 1275 • 2019/20 – 930 • 2020-21 – 1064 • 2021/22 – 1779 <p>Total attendance for 2021/2022 pool season was 13,406 patrons to use the pool facilities.</p>	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>A draft of the extended pool contract for a 4 year period from 18 September 2020 to 17 September 2024 has been prepared by Jennings & Kneipp. The draft is yet to be ratified by the pool contractors before it is executed by both parties.</p>	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

16. Swimming Complex



COA	21/22 Review 2 Budget	21/22 YTD Actuals March	21/22 Percentage Spent
Swimming Complex	418,043	137,898	32.99%
2. Operating Expenditure	213,083	132,938	62.39%
4. Capital Expenditure	204,960	4,960	2.42%
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 & RESOURCING



ACTION SUMMARY

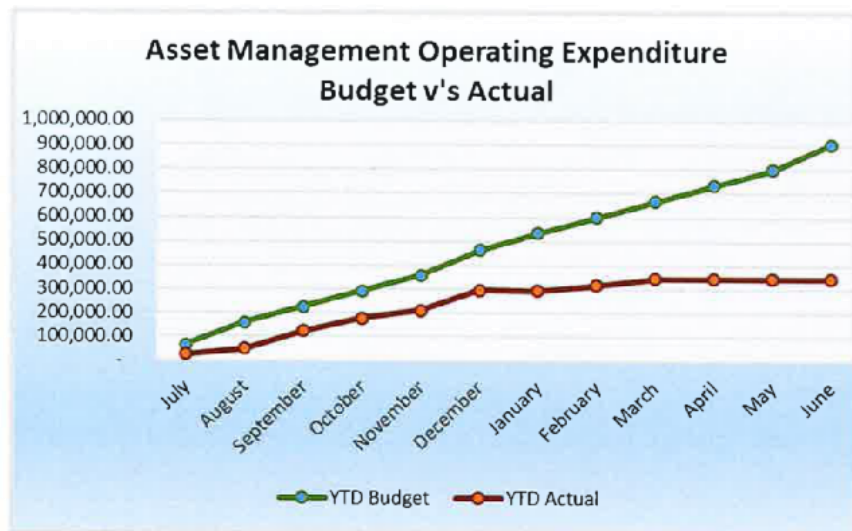
Business Unit: Asset Management & Resourcing								
Service Profile: Asset Management & Resourcing								
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
2.3.4.1 Ensure that asset management, project planning and design activities meet agreed quality and industry standards.	David Counsell - Manager Asset & Program Planning	Project delivery of projects is undertaken to industry standards. Upgrades are focused on improving efficiency of structures.	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 Policy 1.014 has been reviewed and adopted by Council to ensure the document is current.	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 and assessment of Council infrastructure and assets.	David Counsell - Manager Asset & Program Planning	Drainage culvert structures are being assessed on individual specific site basis for renewals a focus to improve efficiency of storm water drainage flows and safety in public areas.	In Progress	01/07/21	30/06/22	60.00	100.00	 MONITOR

Tenterfield Shire Council

Monthly Operational Report - March 2022

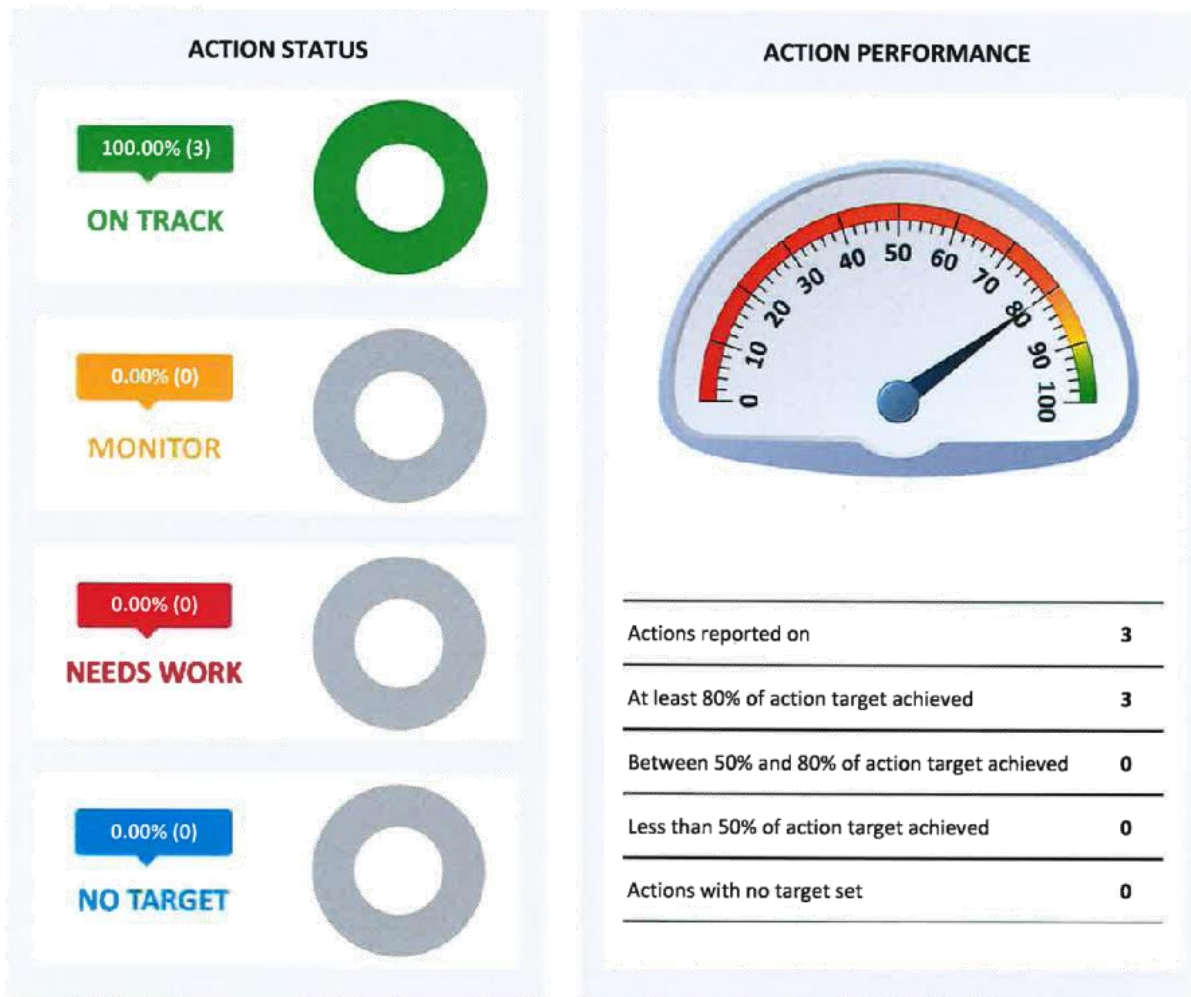
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
5.1.6.1 Review and update Council's Risk Register and intervention programs on an ongoing basis in accordance with inspection schedules.	David Counsell - Manager Asset & Program Planning	Asset risks are being monitored the Risk Management system. Inspections are scheduled where resources allow to aid this process.	In Progress	01/07/21	30/06/22	60.00	100.00	 MONITOR

17. Asset Management






COA	21/22 Review 2 Budget	21/22 YTD Actuals March	21/22 Percentage Spent
Asset Management & Resourcing	1,263,081	362,273	28.68%
1. Operating Income	(3,000)	0	0.00%
2. Operating Expenditure	906,613	346,563	38.23%
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	5,930	68.45%

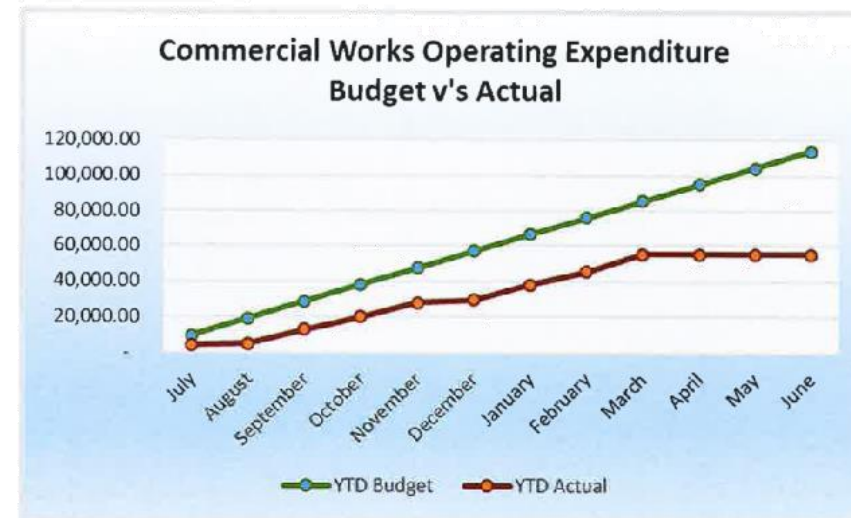
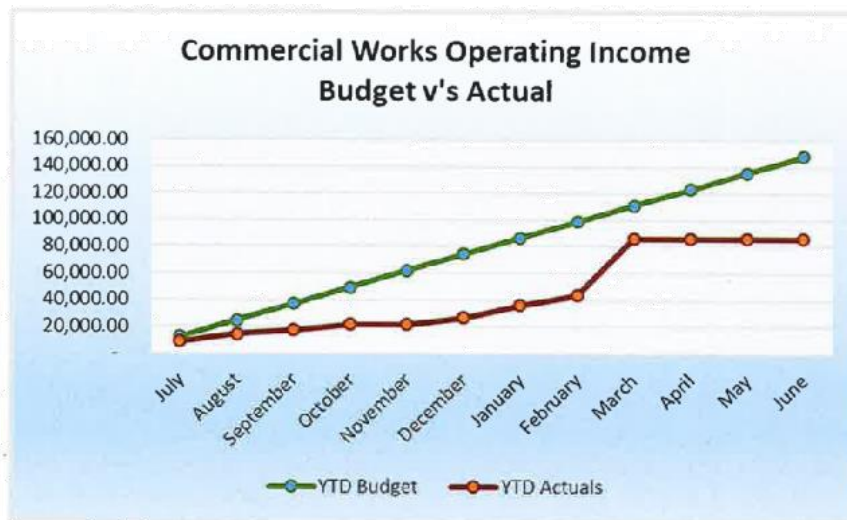
18. COMMERCIAL WORKS



ACTION SUMMARY

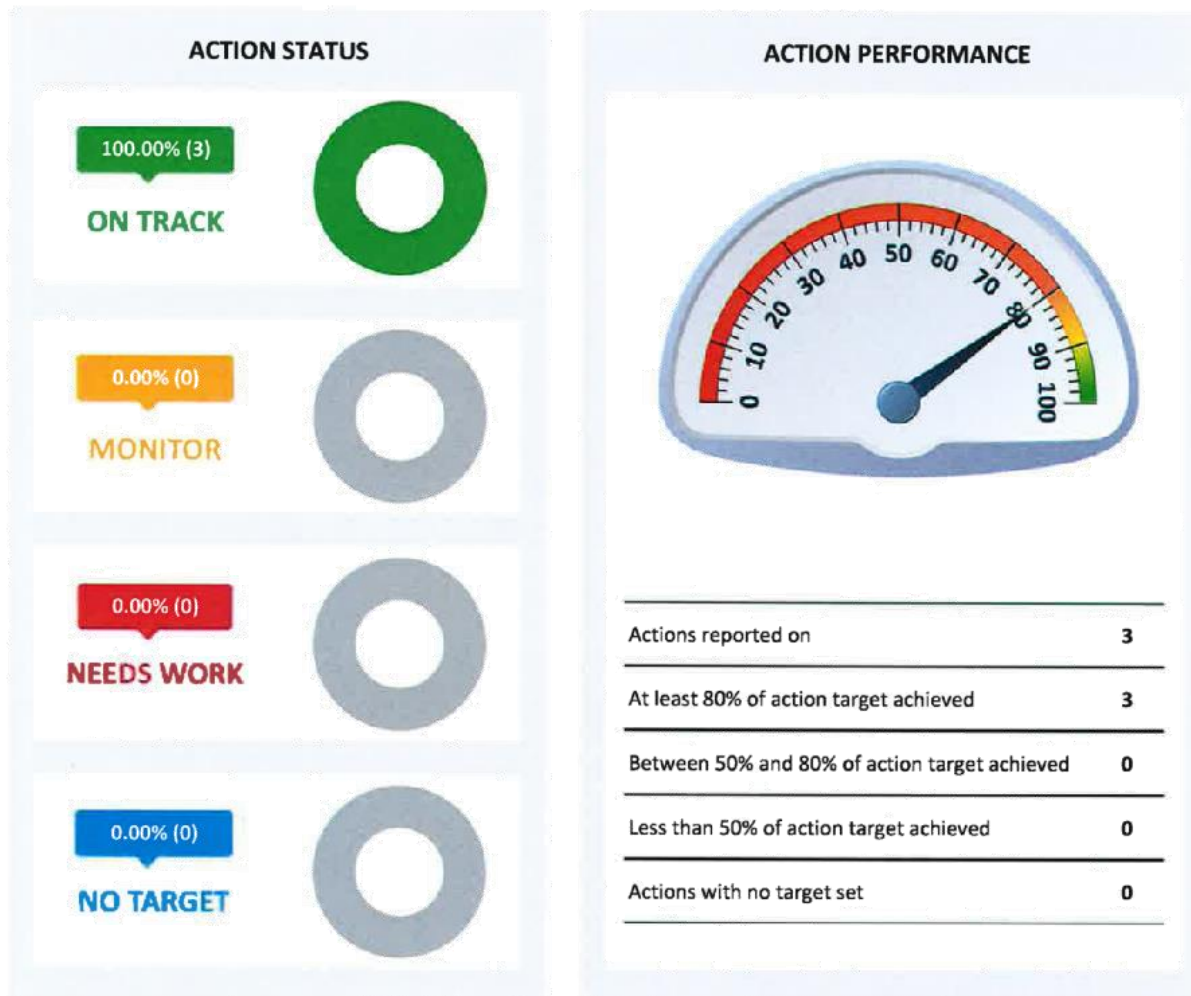
Business Unit: Commercial Works								
Service Profile: Commercial Works								
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
2.3.5.1 Commercial Works undertaken in accordance with demand.	James Paynter - Manager Works	Works are undertaken on demand, with scheduled work and operational priorities a consideration March 2022 April 2022 - Council continues to demonstrate commercial sustainability when completing Commercial works.	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 Review 2 Budget	21/22 YTD Actuals March	21/22 Percentage Spent
Commercial Works	(34,071)	(30,715)	90.15%
1. Operating Income	(148,138)	(86,109)	58.13%
2. Operating Expenditure	114,067	55,394	48.56%




19. STORMWATER DRAINAGE



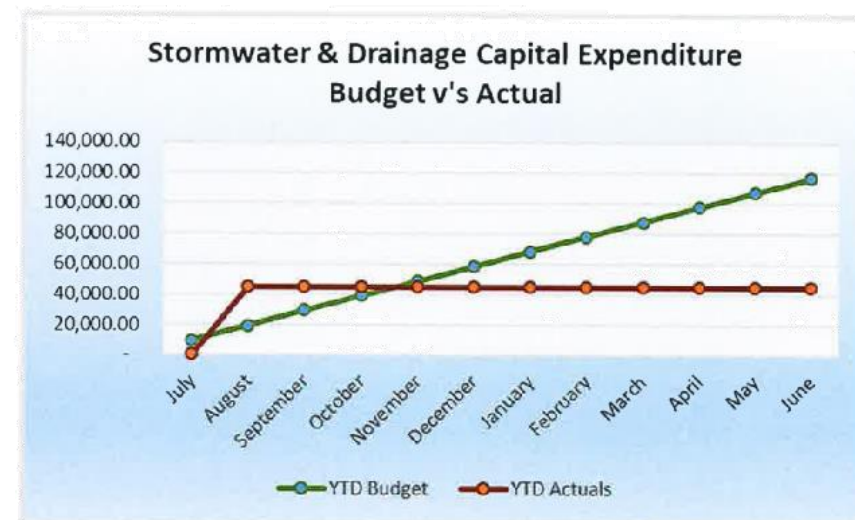
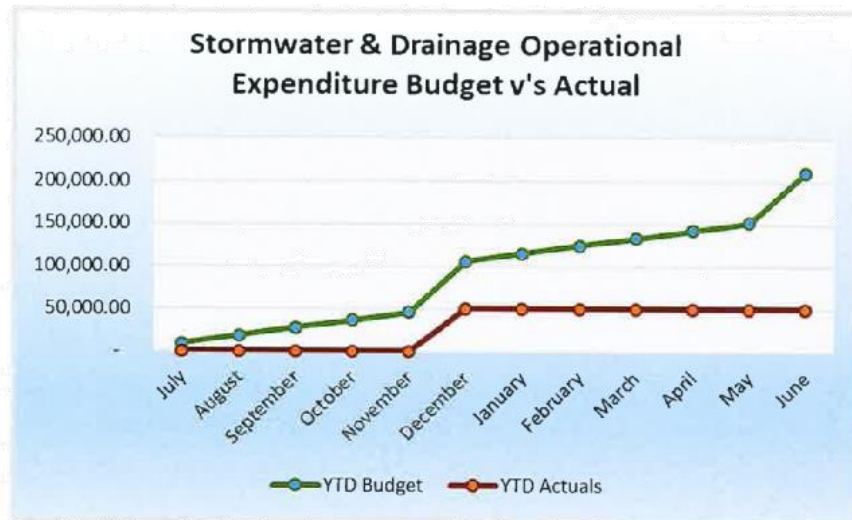
Tenterfield Shire Council

Monthly Operational Report - March 2022

ACTION SUMMARY

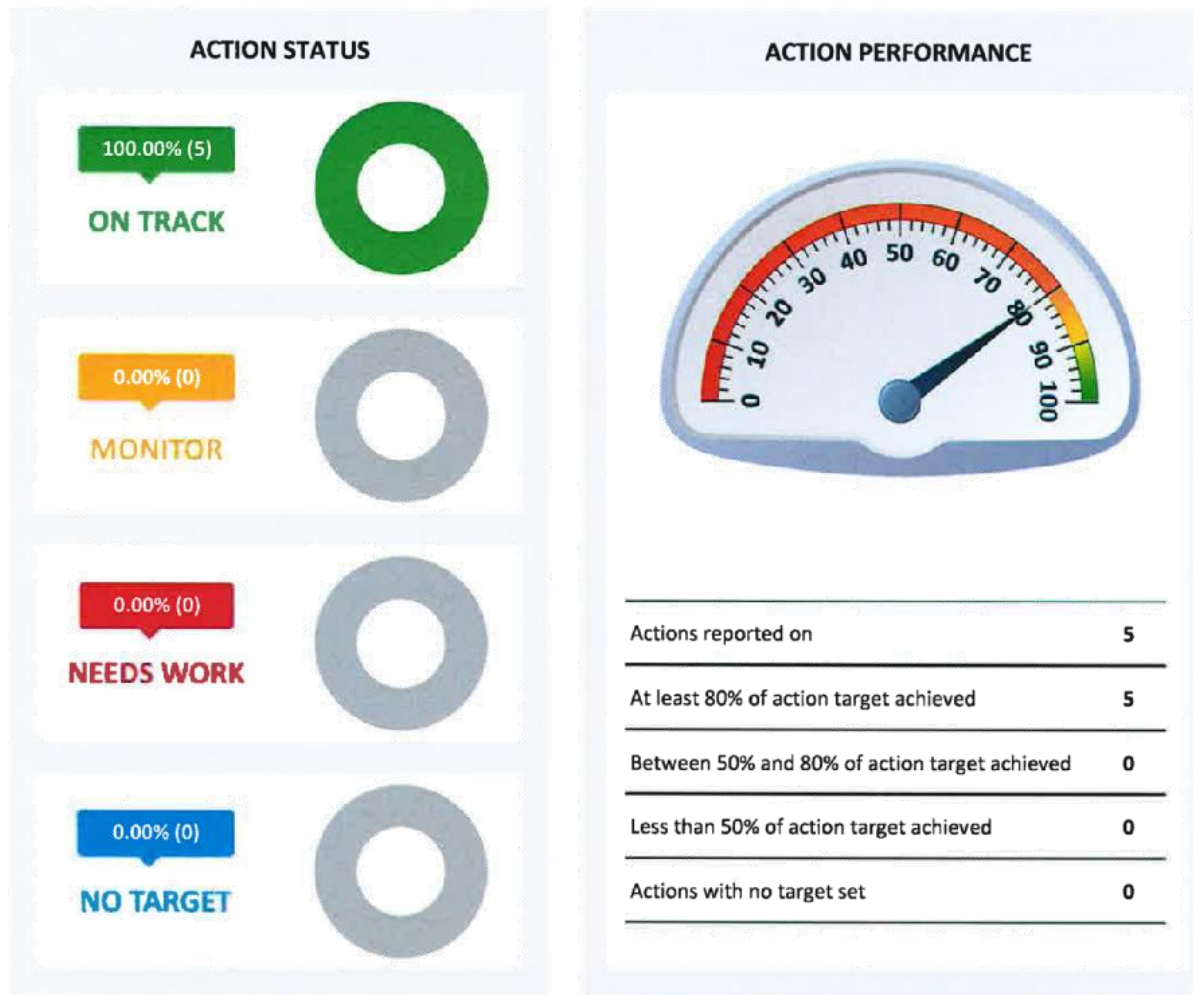
Business Unit: Stormwater Drainage								
Service Profile: Stormwater Drainage								
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
3.3.1.1 Implement the Stormwater Asset Management Plan.	David Counsell - Manager Asset & Program Planning	Further storm water asset renewals works are being arranged to upgrading drainage pits and pipe inlets.	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 Review 2 Budget	21/22 YTD Actuals March	21/22 Percentage Spent
Stormwater & Drainage	257,550	22,889	8.89%
1. Operating Income	(70,921)	(71,341)	100.59%
2. Operating Expenditure	211,271	50,635	23.97%
3. Capital Income	0	(1,436)	0.00%
4. Capital Expenditure	117,200	45,031	38.42%
8252502. Drainage Pits - Upgrade	50,000	12,903	25.81%
8252523. Urban Culverts Renewal	27,200	6,996	25.72%
8252526. Stormwater Pipe Renewal	40,000	25,133	62.83%

20. TRANSPORT NETWORK



Tenterfield Shire Council

Monthly Operational Report - March 2022

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 Road Asset Management Plan and the Road Network Asset Management Plan have 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 and internal funding restraints March 2022 April 2022 - Council resources are stretched due to ongoing weather events combined with human resource shortages	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

108

TRANSPORT NETWORK – GRADING SCHEDULE

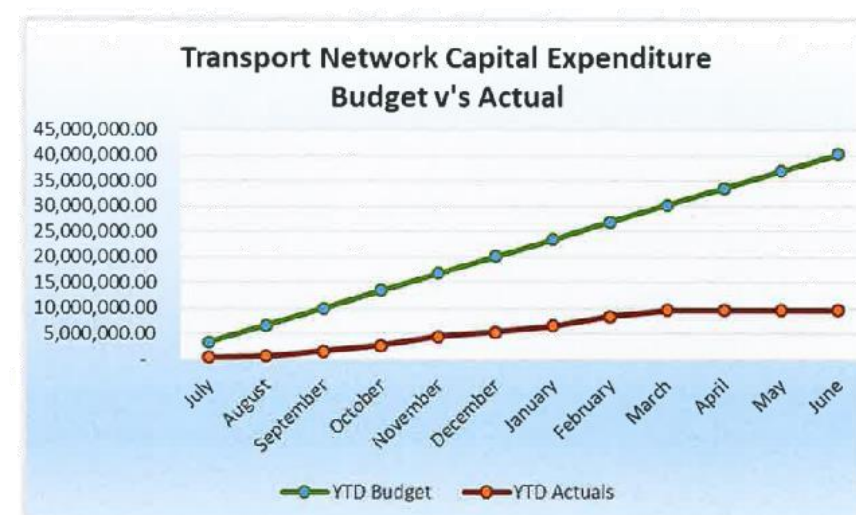
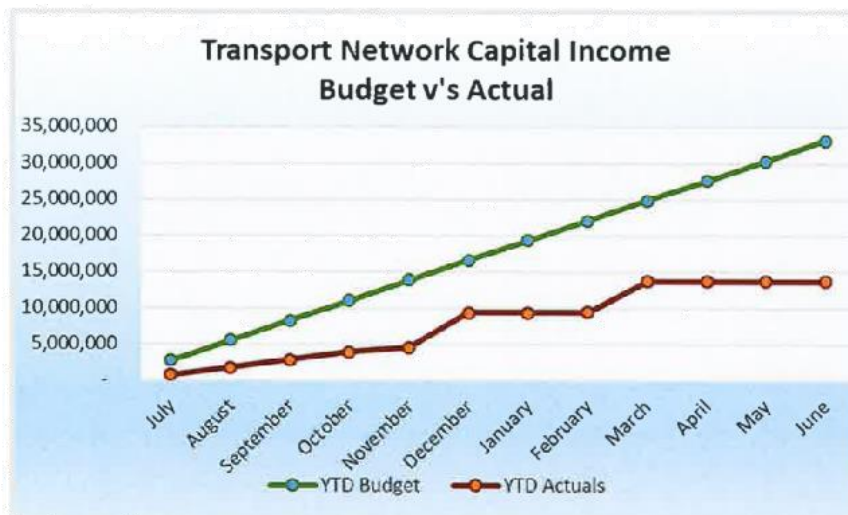
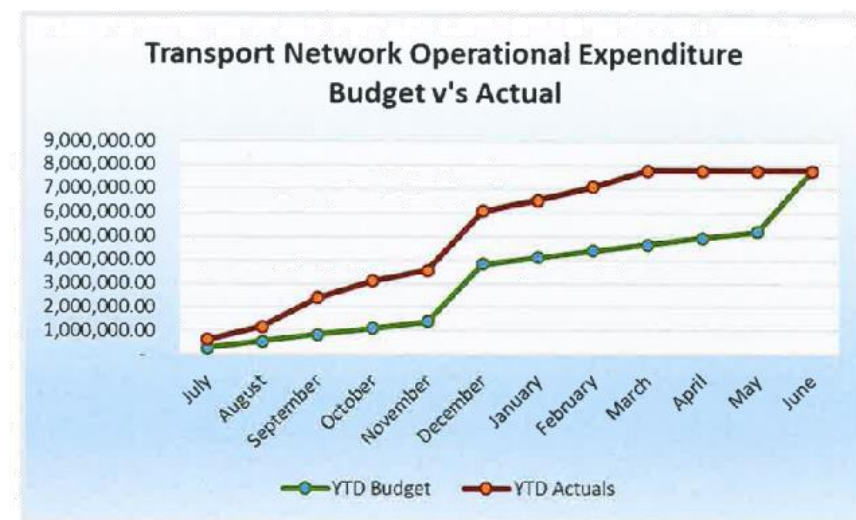
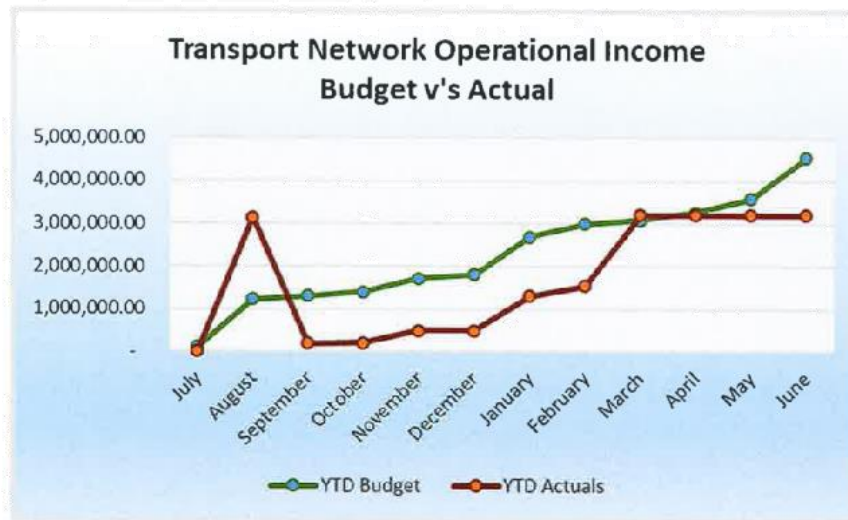
Council is responding to the ongoing February declared Disaster Restoration Funding Assistance (DRFA). Council will respond to most roads over the next two to three months to keep roads safe. This will include each crew (North, East, West and Central) having a drainage item of plant with them to conduct drainage repairs and tidy up the running surface of the road. Council will see items of plant do enough on a road to keep it safe and move on to the next road. Council will return to conduct normal grading routine maintenance and full DRFA works (where funded) on roads according to road maintenance funding constraints.

At times Council resources are responding multiple times to the same defect due to the ongoing onslaught of wet weather.

- Grading Schedule

- o Eastern Grader –drainage crew working through Billirimba, Rocky River, Long Gully and Lower Rocky. The grader will attend to Paddy's Flat Rd South, Bruxner Road, Tabulam Loop, Gap rd, Chauvel Rd, Dougherty's Rd, Ogilvie Rd and Cyril Smith Ct.
- o Northern Grader –This grader has repaired Rivertree Road, Razorback Creek Road, Cullens Creek Road, Catarins Rd, working on Wylie Ck Rd, Kia-Ora Rd, Border Gate Rd, Faggs Rd, Beaury Ck Rd, Paddy's Flat North and other tributary roads.
- o Western Grader –This crew has graded and repaired Sawyers Gully Rd and Reedy Ck. This crew is now conducting repairs to Catarrh Ck Rd, New Mole Rd, Darthulla Rd, Beardy Ck Rd, followed by Silent Grove Rd and Binghi Rd.
- o Central Grader –This crew have graded and conducted flood damage repairs to Myon Mount Rd, Rosemount Rd, Old Racecourse Rd, Mt McKenzie and Robinsons Rd. This crew is now conducting repairs to all roads in their district, including Washpool Rd, Geyers Rd, Tarban Rd, Brushabers Rd, Snakes Valley Rd, Bungulla Reserve Rd and Talmoi Rd. Followed by Torrington area LRCI works.
- o Council has gained access for Plains Stn Rd – Frasers Cutting continues to allow traffic access under lights. A full assessment with recommendations is yet to be received by Council from Geotechnical Engineers..

20. Transport Network

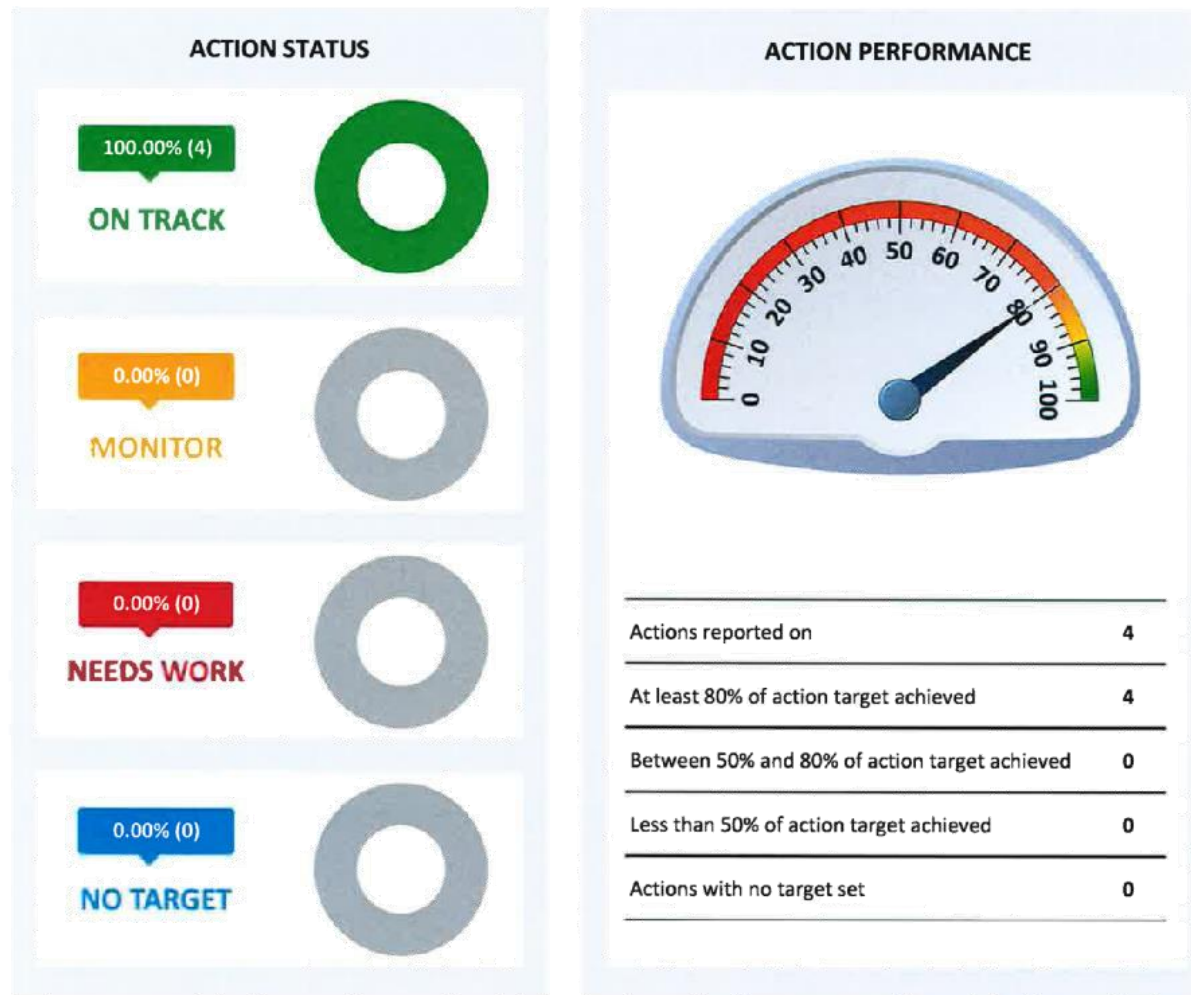


COA	21/22 Review 2 Budget	21/22 YTD Actuals March	21/22 Percentage Spent
Transport Network	10,642,168	807,427	7.59%
1. Operating Income	(4,547,917)	(3,222,914)	70.87%
2. Operating Expenditure	7,746,979	7,777,584	100.40%
3. Capital Income	(33,108,851)	(13,712,994)	41.42%
4. Capital Expenditure	40,270,604	9,684,398	24.05%
4210500. Mt McKenzie Tower Construct Access Road (SRV)	70,000	0	0.00%
6215110. Regional & Local Roads Traffic Facilities	66,000	58,504	88.64%
6215510. Regional Roads Block Grant - Reseals Program.	556,388	524,080	94.19%
6215531. Special Grant Mt Lindesay Road (RMS/Fed)	14,124,630	4,640,285	32.85%
6215543. Repair Program 2021/22	565,572	52,426	9.27%
6215544. BLERF - 0737 - Improve Mt Lindesay Road	5,746,545	45,146	0.79%
6215550. Footpaths Capital Works	100,000	0	0.00%
6215552. Roads to Recovery 2019-24	1,044,335	156,940	15.03%
6215553. MR 462 Bruxner Way Curve Improvements (Segments 7010, 7020 & 7030)	25,981	17,871	68.79%
6215556. Regional Roads Block Grant - Rehabilitation	350,000	167,323	47.81%
6215561. Fixing Local Roads - Tooloom Road Heavy Vehicle Access	163,011	153,881	94.40%
6215562. Repair Program 2020/21	127,163	92,031	72.37%
6215563. Federal Stimulus Safety Project 2299 Mt Lindesay Rd	44,130	28,121	63.72%





COA	21/22 Review 2 Budget	21/22 YTD Actuals March	21/22 Percentage Spent
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	360,203	44.67%
6215566. Developer Contribution Road Works	9,013	14,984	166.25%
6215568. FLR200241 - Kildare Road (Tenterfield Tourist Route 9)	3,359,155	370,674	11.03%
6215570. DRFA AGRN960 EPAR Bruxner Way - Bridge 7325 Dumaresq River Overflow Channel	0	10,526	0.00%
6215572. FLR300128 - Tooloom Road West Rehabilitation	2,999,566	1,605	0.05%
6215575. ROSI - Sunnyside Platform Road Upgrade	0	8,522	0.00%
6220270. Boonoo Boonoo Bridge, Mt Lindesay Road - Restart NSW Funding	1,627,322	541,603	33.28%
6220271. Bridges Renewal Program - Deepwater River Bridge Renewal - Torrington Road	1,156,209	516,881	44.70%
6220272. Bridges Renewal Program - Kangaroo Creek Bridge Replacement - Paddys Flat Road Nth	1,187,433	22,082	1.86%
6220273. Contribution to Clarence River Bridge (Kyogle Shire)	377,550	377,550	100.00%
6220274. Bridges Renewal Program - Unknown Creek Bridge (67203) Replacement, Paddy's Flat Rd Nth	728,899	2,794	0.38%
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	49,232	7.95%
6220277. Fixing Country Bridges - Grahams Creek Bridge Replacement, Grahams Creek Rd	654,589	6,609	1.01%
6220278. Fixing Country Bridges - Washpool Creek Bridge Replacement, Leechs Gully Rd	369,258	66,881	18.11%
6220500. Urban Streets - Reseal Program	122,000	101,883	83.51%
6220501. Road Renewal - Gravel Roads	635,628	232,554	36.59%
6220503. Gravel Resheets	632,452	564,842	89.31%
6220506. Bridges / Causeways (SRV to 2023/24)	550,000	62,687	11.40%

COA	21/22 Review 2 Budget	21/22 YTD Actuals March	21/22 Percentage Spent
6220507. Rural Roads - Reseal Program	266,146	204,496	76.84%
6220512. Rural Culverts & Pipes	100,000	79,652	79.65%
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%
6240509. SCCF4-0946 Extension to Urbenville Footpath	160,000	0	0.00%
6240510. Logan Street Footpath Replacement Grant	15,000	0	0.00%
6. Liabilities	281,353	281,353	100.00%

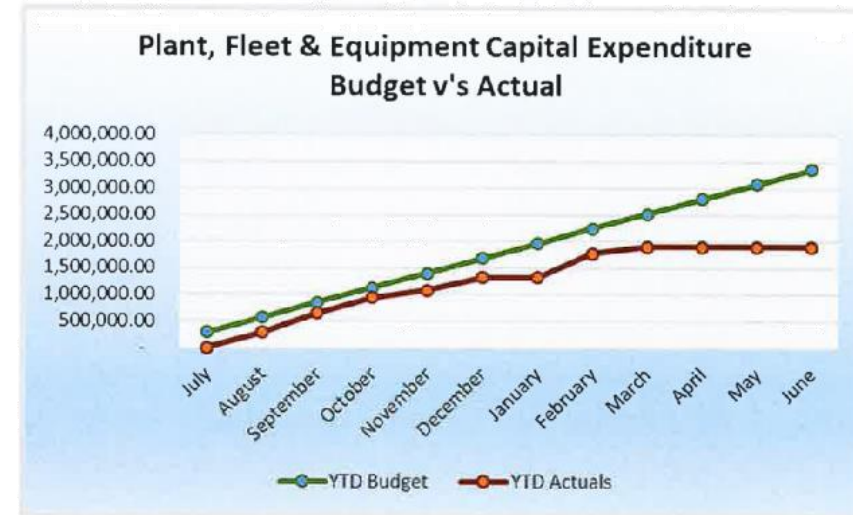
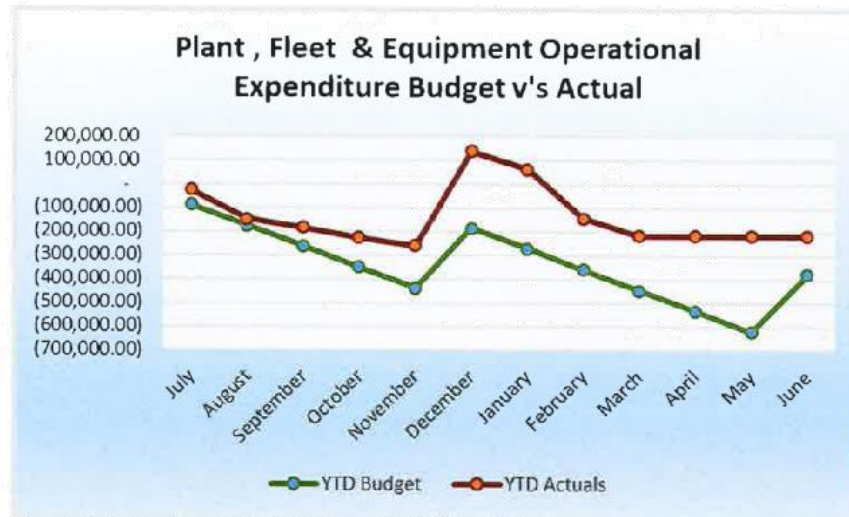
21. PLANT, FLEET & EQUIPMENT



ACTION SUMMARY

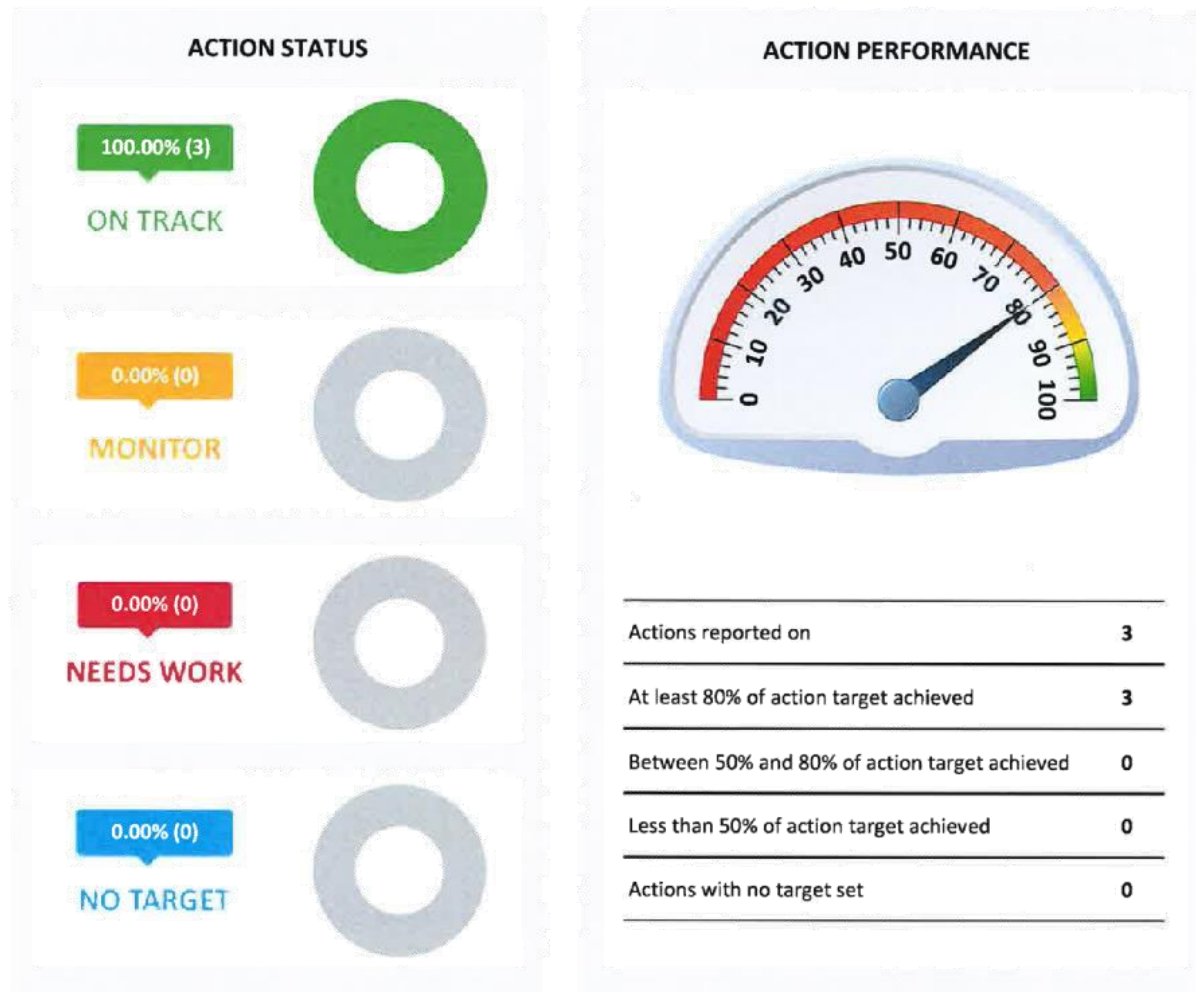
Business Unit: Plant, Fleet & Equipment								
Service Profile: Plant, Fleet & Equipment								
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
5.1.3.4 Implementation and delivery of the Fleet Asset Management Plan and the Plant Replacement Program.	James Paynter - Manager Works	Review of Fleet Asset Management Plan is complete, including LTTP and hire rate review. Integration into the new format a working progress with Manager Assets and Projects. Council awaits the delivery of three Medium Rigid Tradesman Trucks.	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 bowsters 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. Utilisation remains well down at 8.18% under target staff leave and poor weather have both impacted this to some degree.	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 Review 2 Budget	21/22 YTD Actuals March	21/22 Percentage Spent
Plant, Fleet & Equipment	492,887	47,167	9.57%
1. Operating Income	(74,500)	(51,829)	69.57%
2. Operating Expenditure	(379,056)	(217,512)	57.38%
4. Capital Expenditure	3,364,406	1,901,759	56.53%
6210500. Public Works Plant - Purchases	3,296,617	1,841,162	55.85%
6210502. Minor Plant Purchases	67,789	60,597	89.39%
8. WDB of Asset Disposals	(2,417,963)	(1,585,251)	65.56%


22. WASTE MANAGEMENT



Tenterfield Shire Council


Monthly Operational Report - March 2022

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	Ongoing operations with delivery in-line with Waste Management strategy. March 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. Surface water management plan has been received in draft, under review. Further surveys are required for masterplan update pending weather conditions.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK


Tenterfield Shire Council

Monthly Operational Report - March 2022

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>March 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 were sent to residents, subsequent inspections reduced the number of contaminated bins to 10. These continued offenders will be charged the audit will continue. A revision of recycling policy is underway with research from other Councils obtained.</p> <p>NIRW have provided new recycling stations for office collection one will be located in the library and one in the community centre at Drake.</p>	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

Tenterfield Shire Council

Monthly Operational Report - March 2022

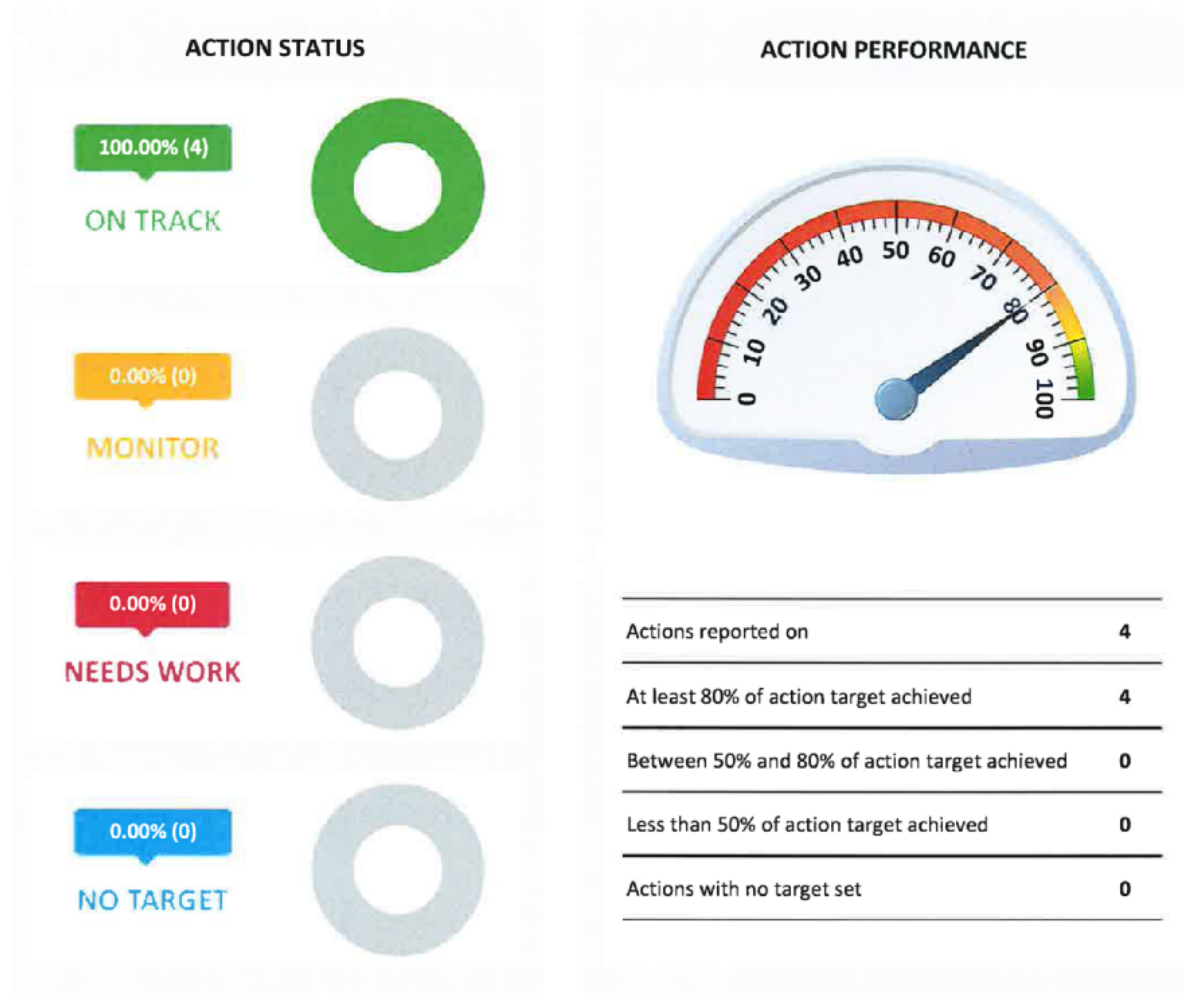
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
2.1.5.3 Manage Waste Services of Council in a financially responsible manner in line with budget allocations.	Gillian Marchant - Manager Water & Waste	<p>March 2022 Opportunity to continue the application 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, planning continues with quotations called.</p> <p>Boonoo Boonoo facilities upgrade new site office, prefab offices have arrived, and slab has been poured in July, slab set and litter control fencing completed in August. Pylons for new site Office completed in September 2021, installation, delayed by wet weather expected March 2022, septic tank installed. Addition of Triax mesh for pit access has stabilised the site allowing trucks to empty without bogging and subsequent damage.</p>	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

22. Waste Management



COA	21/22 Review 2 Budget	21/22 YTD Actuals March	21/22 Percentage Spent
Waste Management	3,191,823	(1,211,850)	-37.97%
1. Operating Income	(2,870,251)	(2,852,649)	99.39%
2. Operating Expenditure	2,140,880	1,352,625	63.18%
3. Capital Income	(781,012)	(75,428)	9.66%
4. Capital Expenditure	4,548,826	249,337	5.48%
7080500. 240L Wheelie Bins	10,000	5,811	58.11%
7080503. Industrial Bins	6,150	1,028	16.71%
7080554. Boonoo Boonoo - Landfill Cover	10,000	0	0.00%
7080555. Boonoo Boonoo - Cell Remediation Asset	50,000	0	0.00%
7080558. Tip shop - Drake, Liston & Tenterfield	46,500	46,454	99.90%
7080559. Green Waste Hungry Bin - School Trial	2,000	0	0.00%
7080560. EPA Bushfire Recovery Program for Council Landfills	773,692	0	0.00%
7080561. Boonoo Boonoo Landfill - Environmental Improvements	12,020	23,867	198.56%
7080563. Torrington - Landfill Closure & Transfer Station Construction	25,000	19,276	77.10%
7080564. Boonoo Boonoo - Develop Stage 5	3,300,000	70,567	2.14%
7080568. Boonoo Boonoo - WHS Facilities & Amenities Upgrade	91,006	67,816	74.52%
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	12,419	41.40%
7080811. Tenterfield WTS Groundwater Bores	120,000	121	0.10%
7080821. Tenterfield WTS Bailer Bay Structure	1,458	1,458	100.00%
6. Liabilities	153,380	114,265	74.50%

23. WATER SUPPLY




Tenterfield Shire Council

Monthly Operational Report - March 2022

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>March 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 January 2022, section 60 granted. To ensure the timeframes for the project initial site establishment and preliminary groundwork has commenced. Councillors, Staff, Minister Melinda Pavey and Council's Mayor Peter Petty conducted a Sod-turning event to commemorate the commencement of the program in June 2021 for the New Water Treatment Plant. Preliminary earth works including rock breaking have been completed. Installation of the new power pole has also occurred in March 2022.</p>	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

124


Tenterfield Shire Council

Monthly Operational Report - March 2022

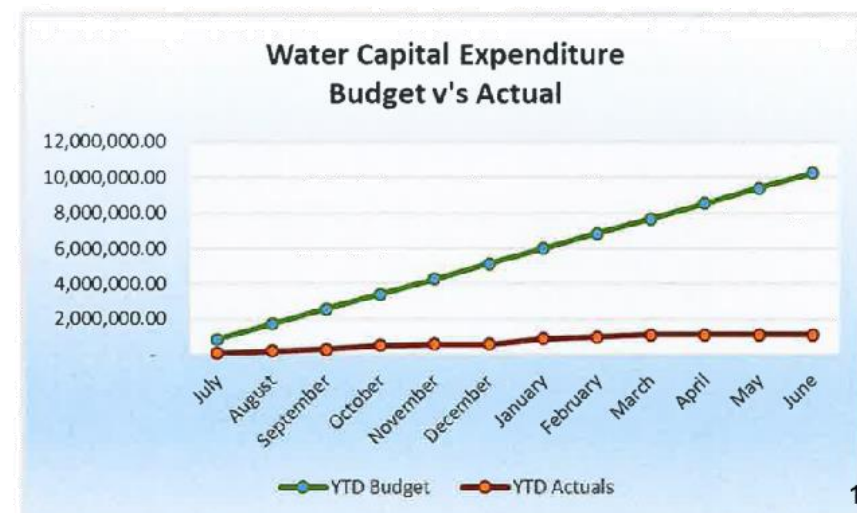
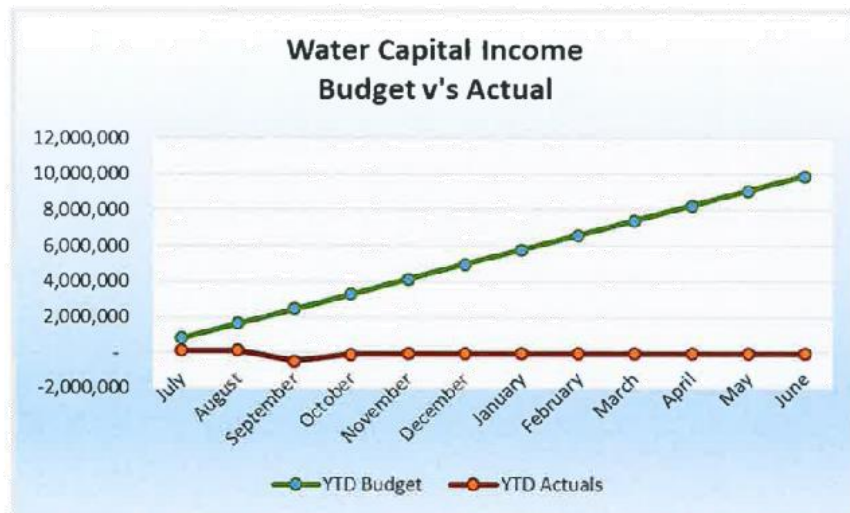
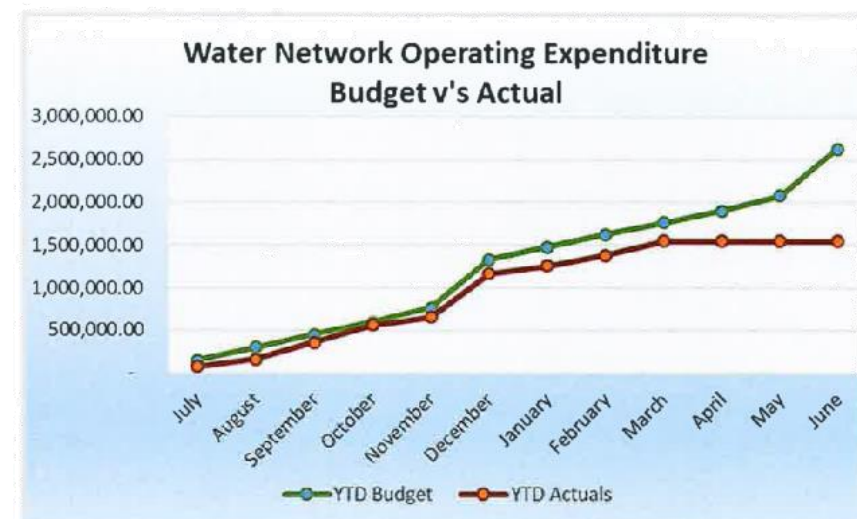
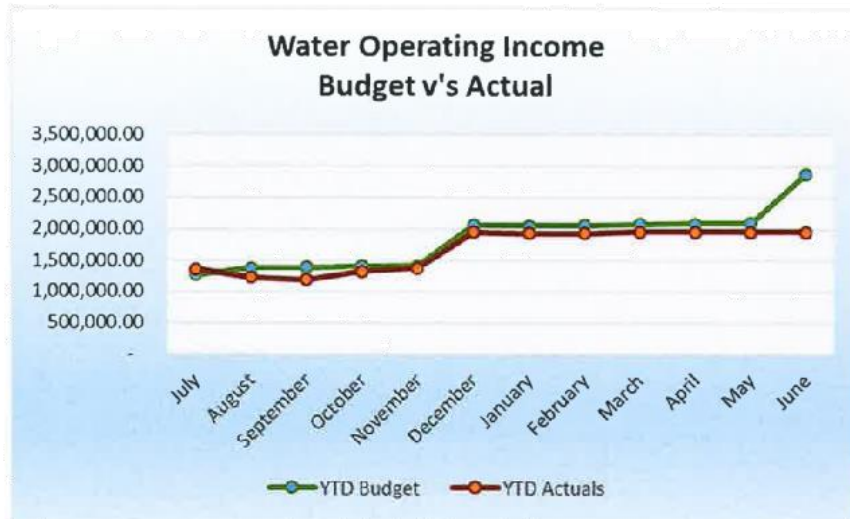
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
3.3.2.1 Implementation of the Water and Drought Management Plans.	Gillian Marchant - Manager Water & Waste	March 2022 The Tenterfield Sustainable and Disaster Resilient Communities program will provide a 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 extended closing in March 2022 (award pending).	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>March 2022 A grant for water treatment improvement, increased storage capacity and secondary supply at Urbenville has been awarded to Council through New Grid & Water Infrastructure NSW, pending deeds.</p> <p>The Integrated water catchment management grant (IWCM) deeds have been signed February 2022, has progressed with secure yield studies awarded, with draft report received.</p> <p>Mobile booster platform installation at Urbenville WTP, and Compressor services including replacement of air dryer have been installed.</p>	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

Tenterfield Shire Council

Monthly Operational Report - March 2022

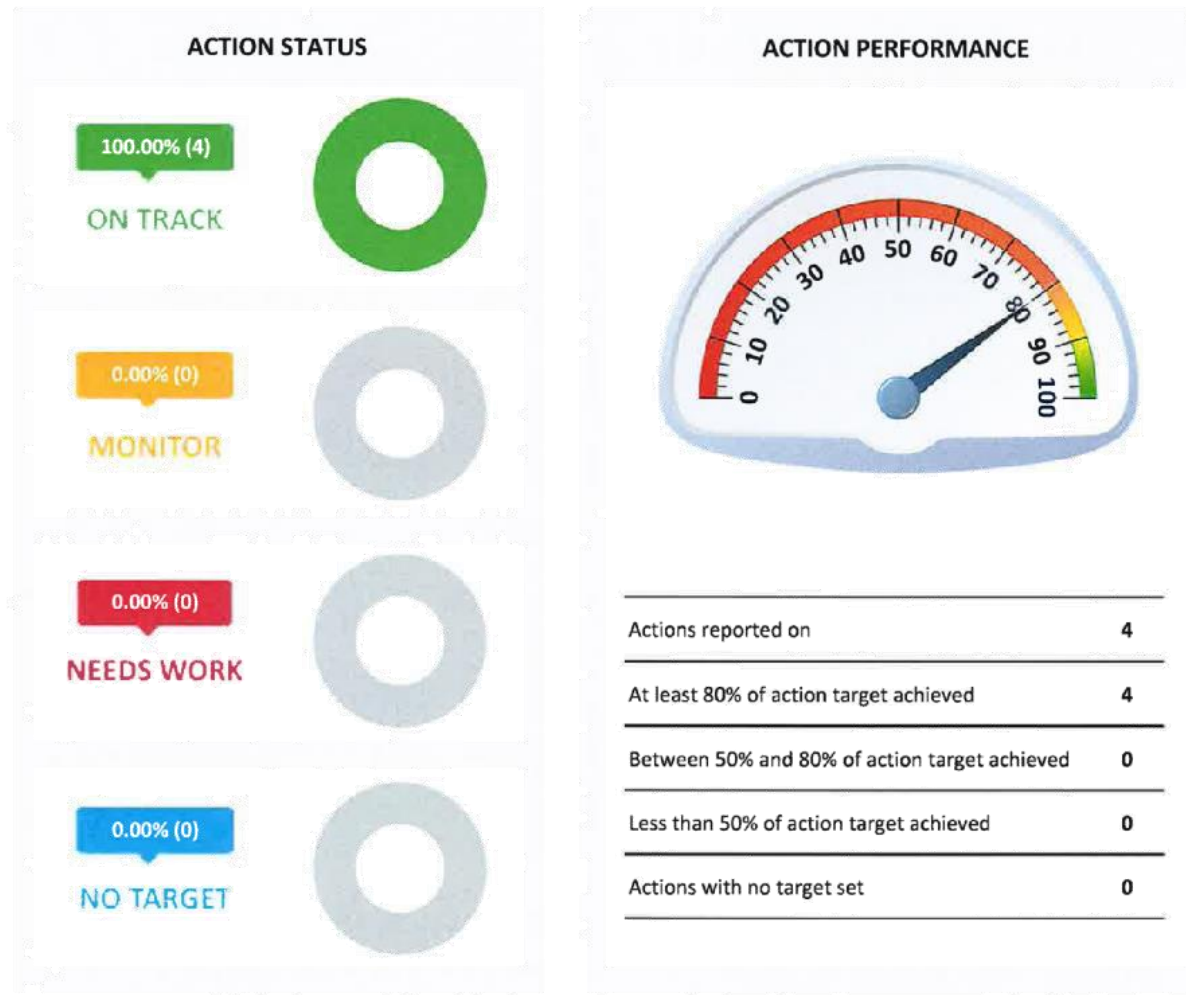
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
3.3.2.3 Manage the Water Supply Service of Council in a financially responsible manner in line with budget allocations.	Gillian Marchant - Manager Water & Waste	March 2022 - Bore line project is continuing 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, commenced program February 2022, 3 runs completed one remaining. Flooding in Lismore have delayed sample transport, additionally final bore program has been delayed due to wet weather.	In Progress	01/07/21	30/06/22	80.00	100.00	

23. Water Supply



COA	21/22 Review 2 Budget	21/22 YTD Actuals March	21/22 Percentage Spent
Water Supply	310,453	888,149	286.08%
1. Operating Income	(2,879,897)	(1,958,077)	67.99%
2. Operating Expenditure	2,627,126	1,551,252	59.05%
3. Capital Income	(9,879,500)	54,111	-0.55%
4. Capital Expenditure	10,244,792	1,105,943	10.80%
7484502. Tenterfield Valve Renewal	5,000	4,582	91.64%
7484505. Tenterfield Mains Replacement	276,000	172,376	62.45%
7484506. Tenterfield Meter Replacement	22,000	873	3.97%
7484522. Tenterfield Water Treatment Plant Construction	8,878,242	642,541	7.24%
7484532. Tenterfield Water Supply - Drought Augmentation	0	265,024	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	769	3.85%
7484812. Scada Renewal	8,550	8,550	100.00%
7484950. Legume Catchment - Water Supply Options Study	5,000	9,000	180.00%
6. Liabilities	197,932	134,920	68.16%

24. SEWERAGE SERVICES





Tenterfield Shire Council

Monthly Operational Report - March 2022

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	<p>March 2022- Flooding occurred again this month and saw 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 connections.</p> <p>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. Urbenville de-sludging of finishing ponds commenced in February 2022, however due to flooding finalisation of cleaning could not occur and equipment was removed from site until conditions are dryer.</p>	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	<p>March 2022 - Sewer connections 1 at Tenterfield 0 Urbenville; Major pump station clearing 1 at Tenterfield 0 Urbenville; Blockages where reported and cleared at 3 locations in Tenterfield and 0 in Urbenville including 0 broken main repair, with 0 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.</p>	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

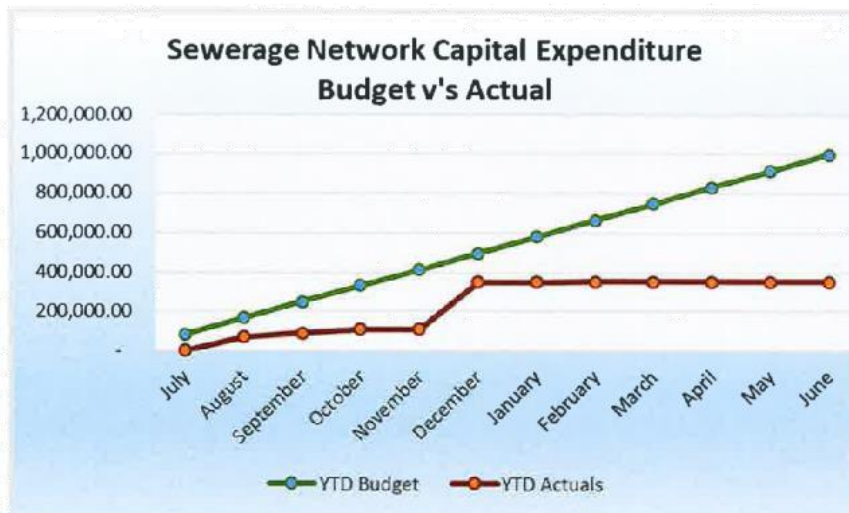
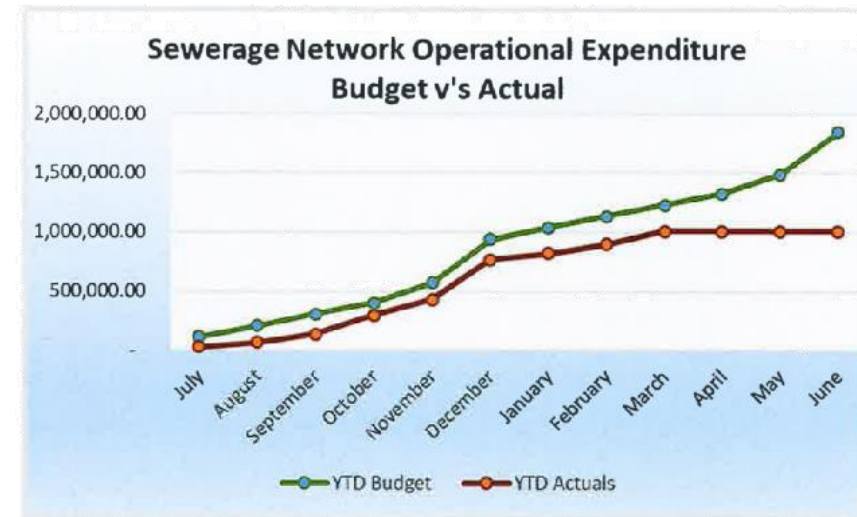
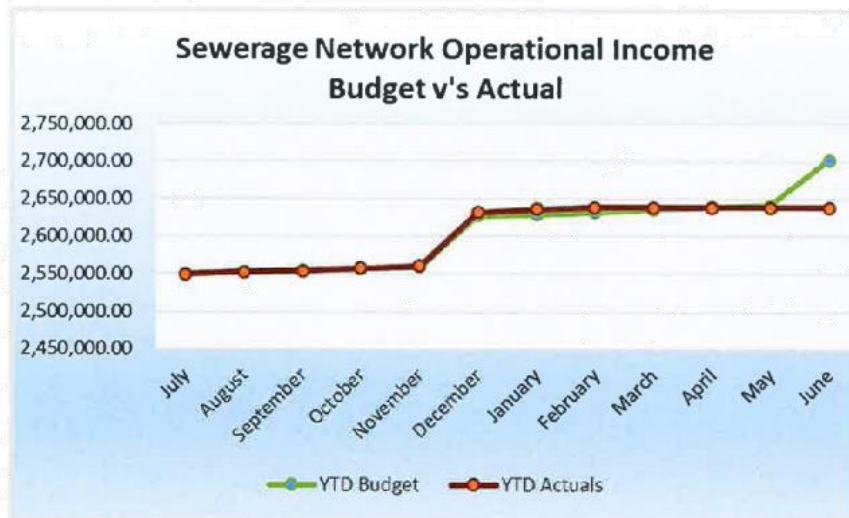
130

Tenterfield Shire Council

Monthly Operational Report - March 2022

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	<p>March 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 and completed long section plans for detailed designs to occur. An onsite meeting occurred in March design completion in approximately 8 weeks. RFQ for sewer mains relining has been released in July, Tender submissions received August, assessment and awarded in September 2021. Works commenced in November and continued to December delayed by COVID restrictions, now completed, project book and EPA reports are in Draft.</p> <p>Reporting for Sewerage Treatment Plant (STP) licences are now completed and forwarded to EPA. Additional performance reporting, and infrastructure reporting are also completed.</p>	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	<p>March 2022 - Due to increasing demands for infrastructure renewals and replacements utilising poly pipe a new butt-welding larger unit is expected to be purchased quotations have been requested and awarded with purchase order raised.</p>	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

24. Sewerage Services



COA	21/22 Review 2 Budget	21/22 YTD Actuals March	21/22 Percentage Spent
Sewerage Service	220,877	(1,250,978)	-566.37%
1. Operating Income	(2,701,982)	(2,640,476)	97.72%
2. Operating Expenditure	1,844,896	1,010,004	54.75%
3. Capital Income	(10,000)	(18,922)	189.22%
4. Capital Expenditure	994,793	351,832	35.37%
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	91,398	57.66%
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%
6. Liabilities	93,170	46,585	50.00%

Department:	Office of the Chief Corporate Officer
Submitted by:	Manager Finance & Technology
Reference:	ITEM GOV37/22
Subject:	Tenterfield Shire Council - Additional Special Rate Variation (ASV) for 2022-23.

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

CSP Goal:	Leadership - LEAD 14 - Resources and advocacy of Council are aligned support the delivery of the community vision outlined in the Community Strategic Plan.
CSP Strategy:	Council is a financially sustainable organisation, delivering value services to the Community.
CSP Delivery Program	Collaborate and deliver resources with other organisations to ensure a variety of cost effective services across the service area.

SUMMARY

The purpose of this report is for the Responsible Accounting Officer to provide, in accordance with section 508 (2) of the Local Government Act 1993 financial based scenarios for Council to consider whether or not to apply for an Additional Special Rate Variation for the Financial year 2022-23.

OFFICER'S RECOMMENDATION:

That Council:

That Council does not proceed with the additional special rate variation for 2022/23 financial year, considering the cost/benefit to council operations and the current community consultation/engagements in place for the recommended special rate variation scenarios for the financial year 2023/24.

BACKGROUND

It has been raised numerous times over the past few months that the rate peg increase, which Council is allowed to increase its general rates by, is far less than the increased costs to provide services to the community. The rate peg for the 2022/23 financial year is currently set at 0.7%. For Tenterfield Shire Council this is an increase of approximately \$31,000 of additional income which is far less than the associated increase in costs.

In recognition of the low rate peg of 0.7%, IPART has released guidelines for an Additional Special Rate Variation (ASV) of up to 2.5% (up to an additional 1.8% on top of the 0.7%). The application process for this ASV are reduced from normal processes and the details of this can be seen at [Additional Special Variation \(ASV\) for 2022-23 | IPART \(nsw.gov.au\)](https://www.ipart.nsw.gov.au/Additional-Special-Variation-ASV-for-2022-23).

IMPORTANT DATES:

The key dates for this ASV for IPART are that IPART will:

- Accept applications until 29 April 2022.
- Publish applications to enable community consultation for a period of at least three weeks; and
- Notify councils of its decision no later than 21 June 2022.

Our Governance No. 37 Cont...

REPORT:

The table below shows the estimated financial scenario of making the ASV application allowing for the additional income that would be received but also the estimated costs related to making the application. The estimated net gain to Council would be a positive gain of approximately \$55,000. From a purely financial perspective this would be a positive for Council.

However, given Council has already commenced community consultation related to a large SRV for FY23-24 based on the 0.7% increase, if Council was to make application for the ASV, it may lead to some confusion around the SRV application.

This is due to the fact that SRV's are based on percentage of rates income and by changing Councils base income (through the ASV application), Council will change the percentages related to the SRV that have been used in the current IP&R and SRV consultation process. To ensure any potential confusion is removed it would require recalculating the SRV percentages and re-consulting with the community to ensure the community understands that the SRV application would be based on the dollar values discussed during the consultation process and the changes to the percentage values are simply to reflect the new base rate values including the 2.5% ASV, assuming it is approved.

There are also several procedural items that would need to be completed and presented to Council if a successful ASV application was made (for example, a new rating structure for the 2022/23 year would need to be developed, presented to Council and endorsed in time to allow rates notices to be sent to residents by the end of July).

The decision for Council essentially comes down to, is the \$55,000 gain of more value than the potential confusion related to the SRV that would arise as a result of the new base rates if a 2.5% ASV was approved.

\$55,000 is a significant amount of money and Council may decide that the net gain of \$55,000 is worth the additional effort and engagement processes.

Alternatively, given this ASV will not address Councils long term financial sustainability and that clarity related to the larger SRV discussion is critical for Council, Council may decide that the \$55,000 is not worth the potential confusion that is very likely to be created through the ASV and determine that Council will focus its resources on operational efficiencies and the SRV process currently under consultation.

21/22 rates value	\$4,810,112.62		
Estimated 22/23 with 0.7% increase	\$4,843,783.41		
Estimated 22/23 with 2.5% increase	\$4,930,365.44		
Increased income - 0.7%	\$ 33,670.79		
Increased income - 2.5%	\$ 120,252.82		

Our Governance No. 37 Cont...

Difference between 0.7% & 2.5% increase	\$ 86,582.03		
Estimated effort to apply for ASV	\$ 31,300.00		
Net ASV Gain for 22/23	\$ 55,282.03		
Estimated ASV Effort (effort may be higher depending on consultation requirements)	Est. hrs	Est. cost / hr incl. oncosts	Est. Cost
Finance - ASV application	25	\$75.00	\$1,875.00
Finance - update LTFP and SRV scenarios	35	\$75.00	\$2,625.00
Finance - update 22/23 rates model	5	\$60.00	\$ 300.00
Finance / Consultant - update 23/24 SRV scenarios if ASV approved	8	\$75.00	\$ 600.00
Governance / Finance / Exec Staff - Update Community consultation material for revised SRV scenarios	15	\$100.00	\$1,500.00
Governance / IP&R - application	20	\$50.00	\$1,000.00
Governance / Finance / Exec Staff - ASV and SV workshops	30	\$100.00	\$3,000.00
Governance / Finance / Exec Staff - Extraordinary Council meeting	10	\$100.00	\$1,000.00
Re-advertise and re-engage with the revised SRV % increases (no change to the intended \$ value of increased income but % changed as a result of the new 22/23 base rates value and application is based on % value even if consultation is based on \$ values)	50	\$75.00	\$3,750.00
Opportunity cost of ASV application (at ordinary time. If overtime required, then value is closer to 1.5x)			\$15,650.00
TOTAL			\$31,300.00

It is important to note that it has taken strong advocacy from Councils to the Office of Local Government to recognize that the initial rate peg was an inappropriate value.

This additional rate variation has good intentions however it brings in additional operating costs and overheads to make the application during what is already an extremely busy time of year. This additional effort and costs put a considerable burden on small regional councils which have existing resource issues and puts them in a difficult situation.

Secondly, even following the timelines (key dates) if Council was successful in getting the additional rate variation the majority of the work would be carried out at the same time the preparation of End of Financial year with continuous audit requirements and this will give rise to additional costs such as Overtime and time in lieu accrued further reducing the benefit of the income received from the ASV.

Our Governance No. 37 Cont...

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

Council has already commenced community engagement for the larger proposed SRV for the FY23/24.

A new process of community engagement will be required to inform and implement the additional special rate variation of 2.5% to rate payers for the FY22/23.

2. Policy and Regulation

In accordance with Section 508(2) of the Local Government Act 1993, Local Government (General) Regulation 2021.

3. Financial (Annual Budget & LTFP)

- The gross income to be derived from the ASV is \$86,500.00
- Total Operating expenses associated with complying and applying for the SRV – Conservative - \$31,300.00
- Total Net gain to Council - \$55,200.00

If the recommendation was to be adopted no further changes would be required in the Annual Budget or the LTFP.

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

Nil – **If the recommendation was to be adopted.**

If recommendation was not accepted – As outlined in the report above additional employee cost to be incurred along with distribution of resources will need to take place to achieve this task.

6. Legal and Risk Management

In accordance with Section 508(2) of the Local Government Act 1993.

7. Performance Measures

Immaterial impact on Council Operating Performance Ratio for the FY 22-23.

8. Project Management

Nil.

Kylie Smith
Chief Corporate Officer

Prepared by staff member:	Roy Jones
Approved/Reviewed by Manager:	Kylie Smith, Chief Corporate Officer
Department:	Office of the Chief Corporate Officer
Attachments:	There are no attachments for this report.

Department:	Office of the Chief Corporate Officer
Submitted by:	Manager Finance & Technology
Reference:	ITEM GOV38/22
Subject:	MANAGEMENT LETTER FOR THE FINAL PHASE OF THE 2020/2021 AUDIT

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

CSP Goal:	Leadership - LEAD 14 - Resources and advocacy of Council are aligned support the delivery of the community vision outlined in the Community Strategic Plan.
CSP Strategy:	Council is a financially sustainable organisation, delivering value services to the Community.
CSP Delivery Program	Ensure that financial sustainability and the community's capacity to pay inform adopted community service levels.

SUMMARY

The purpose of this Report is to present to Council the Final Management Letter from the Audit Office of New South Wales for the Final Phase of the 2020/2021 Audit.

OFFICER'S RECOMMENDATION:

That Council receive and note the Final Management Letter from the Audit Office of New South Wales for the Final Phase of the 2020/2021 Audit.

BACKGROUND

The Audit Office of New South Wales has now provided Council with a Final Management Letter for the final phase of the 2020/2021 audit.

The letter provides information on matters of governance interest identified as a result of conducting the audit, unresolved matters from previous audits and matters the Auditor is required to communicate under Australian Auditing Standards.

A copy of the Final Management Letter is attached for the information of Council.

REPORT:

One Low risk and two High risk assessment items were identified in the Final Management Letter, in relation to the following:

- Infrastructure, Property, Plant and Equipment – Development of Asset Management System
- Rural Fire Service fire-fighting equipment not recognised in the financial statements.
- Compliance with Local Government Act 1993 - use of externally restricted funds.

Management has provided detailed response to the Audit Office of New South Wales in relation to the above assessments and Council's view on these in the *Attachment - Final Management Letter 2021*.

In addition to the Management Letter, also attached is correspondence from Council to the Audit Office of New South Wales explaining Council's point of view regarding Rural Fire Service fire-fighting equipment and its non-recognition in the financial statements

Our Governance No. 38 Cont...

(Attachment – Rural fire-fighting equipment not recognised in the financial statements)
and a letter to the Office of Local Government regarding reporting on restricted cash
(Attachment - Restricted Cash Letter to Office of Local Government).

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

Nil.

2. Policy and Regulation

- Local Government Act 1993
- Local Government (General) Regulation 2005
- Local Government Code of Accounting Practice and Financial Reporting
- Australian Accounting Standards
- Office of Local Government Circulars

3. Financial (Annual Budget & LTFP)

Nil.

4. Asset Management (AMS)

Ongoing development of a new Asset Management System remains a priority as identified in the Management Letter.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

The preparation, audit and review of Council's Financial Statements ensure compliance with:

- The Local Government Act 1993, (as amended) and the Regulations made there under;
- The Australian Accounting Standards and other pronouncements of the Australian Accounting Standards Board;
- The Local Government Code of Accounting Practice and Financial Reporting.

7. Performance Measures

Nil.

8. Project Management

Nil.

Kylie Smith
Chief Corporate Officer

Prepared by staff member:	Roy Jones; Jessica Wild
Approved/Reviewed by Manager:	Kylie Smith, Chief Corporate Officer
Department:	Office of the Chief Corporate Officer

Our Governance No. 38 Cont...

Attachments:

- 1** Final Management Letter 2021
- 2** Rural Fire Service fire-fighting equipment not recognised in the financial statements
- 3** Restricted Cash Letter to OLG



Mr Daryl Buckingham
Chief Executive Officer
Tenterfield Shire Council
PO Box 214
TENTERFIELD NSW 2372

Contact: Chris Harper
Phone no: 02 9275 7374
Our ref: D2123375/1794

9 February 2022

Dear Mr Buckingham

Management Letter on the Final Phase of the Audit
for the Year Ended 30 June 2021

The final phase of our audit for the year ended 30 June 2021 is complete. This letter outlines:

- matters of governance interest we identified during the current audit
- unresolved matters identified during previous audits
- matters we are required to communicate under Australian Auditing Standards.

We planned and carried out our audit to obtain reasonable assurance the financial statements are free from material misstatement. Because our audit is not designed to identify all matters that may be of governance interest to you, there may be other matters that did not come to our attention.

For each matter in this letter, we have included our observations, risk assessment and recommendations. The risk assessment is based on our understanding of your business. Management should make its own assessment of the risks to the organisation.

We have kept management informed of the issues included in this letter as they have arisen. This letter includes management's formal responses, the person responsible for addressing the matter and the date by which this should be actioned.

The Auditor-General may include items listed in this letter in the Report to Parliament. If you would like to discuss any of the matters raised in this letter, please contact me on 02 9275 7374 or Geoff Allen on 02 6773 8400.

Yours sincerely

A handwritten signature in black ink, appearing to read "CHarper".

Chris Harper
Director, Financial Audit

cc: Cr Bronwyn Petrie, Mayor
Mr Geoff King, Chair of the Audit, Risk and Improvement Committee
Ms Kylie Smith, Chief Corporate Officer



Final management letter

for the year ended 30 June 2021

Tenterfield Shire Council



FINANCIAL AUDIT

INSIGHTS FOR BETTER GOVERNMENT

Our insights inform and challenge government to improve outcomes for citizens



We have rated the risk of each issue as 'Extreme', 'High', 'Moderate' or 'Low' based on the likelihood of the risk occurring and the consequences if the risk does occur.

The risk assessment matrix used is broadly consistent with the risk management framework in [TPP12-03](#) 'Risk Management Toolkit for the NSW Public Sector'.

This framework may be used as better practice for councils.

		CONSEQUENCE			
		Low	Medium	High	Very high
LIKELIHOOD	Almost certain	M	M	H	E
	Likely	L	M	H	H
	Possible	L	M	M	H
	Rare	L	L	M	M

The risk level is a combination of the consequences and likelihood. The position within the matrix corresponds to the risk levels below.

RISK LEVELS	MATRIX REFERENCE
⊗ Extreme:	E
! High:	H
— Moderate:	M
✓ Low:	L

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For each issue identified, we have used the consequence and likelihood tables from [TPP12-03](#) to guide our assessment.

Consequence levels and descriptors

Consequence level	Consequence level description
Very high	<ul style="list-style-type: none"> Affects the ability of your entire entity to achieve its objectives and may require third party intervention; Arises from a fundamental systemic failure of governance practices and/or internal controls across the entity; or May result in an inability for the auditor to issue an audit opinion or issue an unqualified audit opinion.
High	<ul style="list-style-type: none"> Affects the ability of your entire entity to achieve its objectives and requires significant coordinated management effort at the executive level; Arises from a widespread failure of governance practices and/or internal controls affecting most parts of the entity; or May result in an inability for the auditor to issue an unqualified audit opinion.
Medium	<ul style="list-style-type: none"> Affects the ability of a single business unit in your entity to achieve its objectives but requires management effort from areas outside the business unit; or Arises from ineffective governance practices and/or internal controls affecting several parts of the entity.
Low	<ul style="list-style-type: none"> Affects the ability of a single business unit in your entity to achieve its objectives and can be managed within normal management practices; or Arises from isolated ineffective governance practices and/or internal controls affecting a small part of the entity.




Likelihood levels and descriptors

Likelihood level	Frequency	Probability
Almost certain	The event is expected to occur in most circumstances, and frequently during the year	More than 99 per cent
Likely	The event will probably occur once during the year	More than 20 per cent and up to 99 per cent
Possible	The event might occur at some time in the next five years	More than 1 per cent and up to 20 per cent
Rare	The event could occur in exceptional circumstances	Less than 1 per cent

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Summary of issues

Issue	Detail	Likelihood	Consequence	Risk assessment
Prior year matters not resolved by management				
1	Infrastructure, Property, Plant and Equipment	Rare	Medium	 Low
Current year matters				
2	Rural fire-fighting equipment not recognised in the financial statements	Almost Certain	High	 High
3	Compliance with the Local Government Act 1993 - use of externally restricted funds for purposes other than their intended use	Almost Certain	High	 High

Appendix

[Review of matters raised in prior year management letters that have been addressed or management have committed to addressing in future period.](#)

Our insights inform and challenge government to improve outcomes for citizens



Prior year matters not resolved by management

Issue 1: Infrastructure, Property, Plant and Equipment

Likelihood	Consequence	Systemic issue	Category	Risk assessment
Rare	Medium	No	Operational/Compliance	Low

Observation

In 2019-20, we reported the following deficiencies regarding Infrastructure, Property, Plant and Equipment (IPP&E):

- there is a lack of data relating to technical attributes of transport assets maintained in Synergysoft
- unapproved and outdated asset management plans (AMPs). Of the total 17 expected AMPs:
 - seven have been reviewed and are in draft format but have not yet been approved by Council
 - nine were not provided to audit as either draft or approved
 - one referred to in the asset management strategy for the road network (which was adopted by Council in March 2013) was also not provided. This is outdated and according to the most recent asset management strategy (2017-2027) it should be split into four asset management plans for transport assets.

These matters remain unrectified by management in 2020-21.

Implications

Council may be exposed to the following implications:

- absence of technical data maintained in a fit for purpose asset management system may result in error or loss of attribute data which may result in errors in the financial statements
- breaches of the *Local Government Act 1993* (section 403) and Integrated Planning and Reporting (IP&R). The IP&R manual details essential elements of Asset Management Plans to:
 - include all assets under council's control (essential element 2.15)
 - identify asset service standards (essential element 2.16)
 - contain long term projections of asset maintenance, rehabilitation and replacement costs (essential element 2.17)
- asset management plans and the asset strategy document provide critical data and inputs into asset recording, valuation and depreciation methodologies including:
 - definitions of service levels
 - condition assessment methodologies
 - demand projections
 - asset hierarchies
 - identification of critical assets.

Therefore, potential out of date and missing documents increase the risks of breakdown in long term asset planning and sustainability and errors in the financial statements.

Recommendation

Management should:

- ensure technical attributes for their Infrastructure network are recorded in a fit for purpose asset management system
- review and update key asset strategy documents to ensure they remain current
- communicate key changes to staff

Our insights inform and challenge government to improve outcomes for citizens



- track when policies were last reviewed and their next review date, to ensure policies remain up to date.

Management response

Agree

Council is still committed to the implementation of the new integrated Asset Management System and have been working with the selected System providers to implement the AssetFinda software. Final data uploading and verification of the database has presented some issues, particularly through operational limitations with the COVID issue, and the task of implementation is now planned for June 2022.

Council is currently working with an external consultant to provide assistance to update remaining Asset Management Plans for the current year with the aim to finish in May 2022.


Person responsible:	Date (to be) actioned:
David Counsell, Manager Asset & Program Planning	30 June 2022

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Current year matters

Issue 2: Rural fire-fighting equipment not recognised in the financial statements

Likelihood	Consequence	Systemic issue	Category	Risk assessment
Almost Certain	High	Yes	Reporting	 High

Observation

Council did not record rural fire-fighting equipment in the financial statements. This resulted in a \$2.2 million understatement of assets at 30 June 2021.

Rural fire-fighting equipment, specifically the red fleet vehicles, is controlled by the Council and should be recognised in their financial statements. This is supported by the requirements of the *Rural Fires Act 1997* and service agreements between councils and the NSW Rural Fire Service (the RFS).

The following are indicators of 'control' by Council:

- the *Rural Fires Act 1997* vests rural fire-fighting equipment to council, giving Council the legal ownership
- the service agreement governs how the RFS can use these assets for fire mitigation and safety works in a council area
- as land owner, Council has responsibility for fire mitigation and safety works under the *Rural Fires Act 1997*
- Council is responsible for maintaining the assets but has transferred this responsibility to the RFS through the service agreement
- in the event of the loss of an asset, the insurance proceeds are used to reacquire or build a similar asset, which is again vested in Council.

The Department of Planning, Industry and Environment (inclusive of the Office of Local Government) confirmed in the 'Report on Local Government 2020' (tabled in Parliament on 27 May 2021) their view that rural firefighting equipment is not controlled by the RFS.

Implications

The financial statements are misstated as rural fire-fighting equipment is not recorded.

Recommendation

We recommend council should:

- perform a full asset stocktake of rural fire-fighting equipment that it controls, including assessing the condition of these assets
- record the rural fire-fighting equipment in the asset register and the financial statements.

Management response

Disagree

We disagree with the view that RFS assets (not only equipment) should be recognised on council's financial statements. Council has de-recognised RFS property, plant and equipment in its 2016 accounts followed by a formal position paper issued in 2018 to support lack of control from the perspectives of Australian Accounting Standards (AAS). At the moment, this position is also supported by majority of the councils in NSW who do not recognise RFS asserts "vested" with them. Furthermore, the recently released technical analysis of this matter performed by an independent international Big 5 accounting, audit and advisory firm at the request of another council also supports a position that there should be no any values related to RFS assets in councils' books.

Since the Audit Office stepped in as an auditor five years ago, this matter has never been treated as high risk and was always reported as unadjusted audit difference... until now. Even though we always disagreed with the Audit Office's view on the subject matter, we accepted treating it as unadjusted audit difference. This was a

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compromise which satisfied both sides. However, given that this year Audit Office decided to change the course of action and consider the subject matter as high risk with the possibility of qualification of financial statements starting 2022, council has to respond accordingly.

The financial accounting under AAS is based on the predominant principal of the prevalence of substance over form in presenting facts in a fair and true manner. Council is accountable to the public through financial reporting. It is not possible for the management of the council to be accountable for something which can't be justified in the realm of the generally accepted accounting principles or in the common-sense perspectives.

We are surprised that after five years of acting as an official auditor of NSW local government, Audit Office has not made an in-depth assessment of the subject matter to support the conclusion the RFS assets are controlled by councils. The "indicators of control" mentioned in the MLP above are not sufficient audit evidence to say that council controls assets from the perspectives of the Australian Accounting Standards (AAS) and users of the financial statements.

We understand that the subject matter is highly judgmental. It is therefore possible to have different views on the same issues between councils and auditors. Furthermore, as practice shows, it is also possible to have different views on the same issue between different audit firms and other professional public practices. In this case the consensus should be based on the analysis supported by the most reliable and relevant evidence documented as required by the professional accounting and auditing standards. Plus, if the position is supported by other qualified accountants, then there is more support in favor of this position.

Therefore, in order to make it clear to the users of the financial statements and interested stakeholders, we prepared a detailed response (the Response) to your management letter points. The Response has been provided to the Audit Office.

The Response is considered as an integral part of the response provided here. It is divided into three main sections. In section one we quoted your MLP. In section two we provided detailed response to each of the "indicators of control" from your MLP. The Response ends with some critical aspects which needs to be taken into consideration in section three.

As was mentioned earlier, management is accountable for the stewardship of the council through reported financial statements. In case Audit Office would still stand on the same position and would insist on qualifications of FS should council disagree, we would kindly ask you to provide your insight to each of our response and comment presented in the Response - so management will be able to explain the position to councilors and other stakeholders.

Person responsible:	Date (to be) actioned:
Jessica Wild, Acting Manager Finance & Technology	No actions required

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Issue 3: Compliance with the *Local Government Act 1993* - use of externally restricted funds for purposes other than their intended use

Likelihood	Consequence	Systemic issue	Category	Risk assessment
Almost Certain	High	No	Operational/Compliance	High

Observation

Council's cash balance of \$13.4 million at 30 June 2021 comprised of externally restricted funds of \$14.6 million, resulting in a negative unrestricted cash balance of \$1.2 million at 30 June 2021.

The Council acknowledges it has used externally restricted funds for purposes other than their intended use during the year ended 30 June 2021. In doing so, it has not complied with section 409 of the *Local Government Act 1993* (the Act).

In addition, the Council is unable to verify that funds raised by special rates or charges were not used to pay for general fund expenses during the year ended 30 June 2021. The Council acknowledges it may have used restricted special rates and charges funds for purposes other than their intended use, without Ministerial approval. Such unapproved use would not comply with section 410 of the Act.

Implications

Non-compliance with the LG Act.

Recommendation

We recommend management should:

- implement a funds management system to ensure it complies with the LG Act
- ensure there is sufficient unrestricted cash to meet day to day operational needs.

Management response

Agree

Council has developed an extended version of grants reconciliation to ensure accurate and timely calculation of grant-related restricted cash balances. The template is undergoing final quality checks and will go live in early February 2022. The template will allow to perform a complete grants reconciliation within 1-3 days. It is planned that the complete grants reconciliation will be performed using this template every quarter starting 31 December 2021.

In order to ensure sufficient unrestricted cash available to fund external restrictions when required, Council at its 12 January 2022 meeting approved the establishment of a Corporate Markets Loan with NAB with a drawdown facility limit of \$5 million for a rollover period of 90 days. This facility is currently in the process of being established with the NAB and as part of this process Council will notify the Office of Local Government of the new loan arrangements.

Person responsible:	Date (to be) actioned:
Jessica Wild, Acting Manager Finance & Technology	28 February 2022 - new grants reconciliation 31 March 2022 - new loan facility establishment

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Appendix

Review of matters raised in prior year management letters that have been addressed or management have committed to addressing in future period

The issues in this appendix were raised in previous management letters. For each of these issues, we have determined how management has addressed the issue in the current year.

Prior issues raised	Risk assessment	Assessment of action taken	Recommendation
Addressed			
Lack of timely review of audit trail reports	⊖ Moderate	Matter has been addressed by management	Nil as matter addressed
Daily cash reports not reviewed	⊖ Moderate	Matter has been addressed by management	Nil as matter addressed
Plant hire charges	⊖ Moderate	Matter has been addressed by management	Nil as matter addressed
Manual journals not reviewed	✓ Low	Matter has been addressed by management	Nil as matter addressed
Credit card transactions	✓ Low	Matter has been addressed by management	Nil as matter addressed
To be addressed			
Infrastructure, property, plant and equipment	✓ Low	Further issues noted	Refer to issue 1

Issue XX: Rural fire-fighting equipment not recognised in the financial statements

Likelihood	Consequence	Systemic issue	Category	Risk assessment
Almost Certain	High	Yes	Reporting	 High

Observation

Council did not record rural fire-fighting equipment in the financial statements. This resulted in a \$2.2 million understatement of assets at 30 June 2021.

Rural fire-fighting equipment, specifically the red fleet vehicles, is controlled by the Council and should be recognised in their financial statements. This is supported by the requirements of the *Rural Fires Act 1997* and service agreements between councils and the NSW Rural Fire Service (the RFS).

The following are indicators of 'control' by Council:

- the *Rural Fires Act 1997* vests rural fire-fighting equipment to council, giving Council the legal ownership
- the service agreement governs how the RFS can use these assets for fire mitigation and safety works in a council area
- as land owner, Council has responsibility for fire mitigation and safety works under the *Rural Fires Act 1997*
- Council is responsible for maintaining the assets but has transferred this responsibility to the RFS through the service agreement
- in the event of the loss of an asset, the insurance proceeds are used to reacquire or build a similar asset, which is again vested in Council.

The Department of Planning, Industry and Environment (inclusive of the Office of Local Government) confirmed in the 'Report on Local Government 2020' (tabled in Parliament on 27 May 2021) their view that rural firefighting equipment is not controlled by the RFS.

Implications

The financial statements are misstated as rural fire-fighting equipment is not recorded.

Recommendation

We recommend council should:

- perform a full asset stocktake of rural fire-fighting equipment that it controls, including assessing the condition of these assets
- record the rural fire-fighting equipment in the asset register and the financial statements.

Management response

Disagree

We disagree with the view that RFS assets (not only equipment) should be recognised on council's financial statements. Council has de-recognised RFS property, plant and equipment in its 2016 accounts followed by a formal position paper issued in 2018 to support lack of control from the perspectives of Australian Accounting Standards (AAS). At the moment, this position is also supported by majority of the councils in NSW who do not recognise RFS assets "vested" with them. Furthermore, the recently released technical analysis of this matter performed by an independent international Big 5 accounting, audit and advisory firm at the request of another council also supports a position that there should be no any values related to RFS assets in councils' books.

Since the Audit Office stepped in as an auditor five years ago, this matter has never been treated as high risk and was always reported as unadjusted audit difference... until now. Even though we always disagreed with the Audit Office's view on the subject matter, we accepted treating it as unadjusted audit difference. This was a compromise which satisfied both sides. However, given that this year

Audit Office decided to change the course of action and consider the subject matter as high risk with the possibility of qualification of financial statements starting 2022, council has to respond accordingly.

The financial accounting under AAS is based on the predominant principal of the prevalence of substance over form in presenting facts in a fair and true manner. Council is accountable to the public through financial reporting. It is not possible for the management of the council to be accountable for something which can't be justified in the realm of the generally accepted accounting principles or in the common-sense perspectives.

We are surprised that after five years of acting as an official auditor of NSW local government, Audit Office has not made an in-depth assessment of the subject matter to support the conclusion the RFS assets are controlled by councils. As will be demonstrated in the Attachment to this MLP, the "indicators of control" mentioned in the MLP above are not sufficient audit evidence to say that council controls assets from the perspectives of the Australian Accounting Standards (AAS) and users of the financial statements.

We understand that the subject matter is highly judgmental. It is therefore possible to have different views on the same issues between councils and auditors. Furthermore, as practice shows, it is also possible to have different views on the same issue between different audit firms and other professional public practices. In this case the consensus should be based on the analysis supported by the most reliable and relevant evidence documented as required by the professional accounting and auditing standards. Plus, if the position is supported by other qualified accountants, then there is more support in favor of this position.

Therefore, in order to make it clear to the users of the financial statements and interested stakeholders, we prepared a detailed response to your management letter points in the Attachment to this MLP. The Attachment is considered as an integral part of this response. It is divided into three main sections. In section one we quoted your MLP. In section two we provided detailed response to each of the "indicators of control" from your MLP. The Attachment ends with some critical aspects which needs to be taken into consideration in section three.

As was mentioned earlier, management is accountable for the stewardship of the council through reported financial statements. In case Audit Office would still stand on the same position and would insist on qualifications of FS should council disagree, we would kindly ask you to provide your insight to each of our response and comment presented in the Attachment - so management will be able to explain the position to councilors and other stakeholders.

Attachment to MLP 2021: Issue 2 – Rural fire-fighting equipment

Tenterfield Shire Council

Management Letter on the Final Phase of the Audit for the Year Ended 30 June 2021

I. Rural fire-fighting equipment not recognised in the financial statements

Council did not record rural fire-fighting equipment in the financial statements. This resulted in a \$2.2 million understatement of assets at 30 June 2021.

Rural fire-fighting equipment, specifically the red fleet vehicles, is controlled by the Council and should be recognised in their financial statements. This is supported by the requirements of the *Rural Fires Act 1997* and service agreements between councils and the NSW Rural Fire Service (the RFS).

The following are indicators of 'control' by Council:

- the *Rural Fires Act 1997* vests rural fire-fighting equipment to council, giving Council the legal ownership
- the service agreement governs how the RFS can use these assets for fire mitigation and safety works in a council area
- as land owner, Council has responsibility for fire mitigation and safety works under the *Rural Fires Act 1997*
- Council is responsible for maintaining the assets but has transferred this responsibility to the RFS through the service agreement
- in the event of the loss of an asset, the insurance proceeds are used to reacquire or build a similar asset, which is again vested in Council.

The Department of Planning, Industry and Environment (inclusive of the Office of Local Government) confirmed in the 'Report on Local Government 2020' (tabled in Parliament on 27 May 2021) their view that rural firefighting equipment is not controlled by the RFS.

II. Management's analysis and responses on each of the sentence from the above MLP

AO_1: "Council did not record rural fire-fighting equipment [including "red fleet"] in the financial statements."

TSC_1: AO refers to “equipment” only. This is surprising because RFS assets also include “premises”. Indeed, according to RFS Agreement (p.1(d)) the “District Equipment” means fire-fighting apparatus and other vehicles and equipment. The “Fire Fighting Apparatus” means all vehicles, equipment and other things used for or in connection with, the prevention or suppression of fire or the protection of life or property in case of fire, by the Members of the Rural Fire Service operating in the Districts (p. 1(g) of the RFS Agreement). The land and buildings used in RFS activity on the other hand lay under term “Premises” (p. 1(k)) of RFS Agreement. Why would premises not be included in the MLP as well? What is the difference in terms of the control from the perspectives of the AO?

AO_2: “...the Rural Fires Act 1997 vests rural fire-fighting equipment to council, giving Council the legal ownership”.

TSC_2: This statement represents the AO’s view that the term “vested” automatically leads to “legal ownership”. We can’t see rationale for this as well as we have never seen AO’s clear justification for such a conclusion. Instead, we can provide evidence when this is not the case. In particular,

- The RFS Service agreement refers to “District equipment” as “Owned by the State; Owned by the Council; or Vested in the Council” (p. 1(d) of the RFS agreement). That means that the term “owned” and “vested” are different in nature. Furthermore, we even can’t say that “vested in council” and “owned by council” have the same meaning in terms of legal ownership, because along with these two, there is also equipment “owned by the State”. So, the all three categories are “District equipment” but have different legal status. The only thing which is clear is that District equipment is an equipment which is characterised by the location.
- Finally, in light of the issue of Crown land accounting. Back in 2019 council prepared a sophisticated position paper on analysis of control of two different types of Crown land: Crown reserves managed by councils; and Crown land devolved to council. The purpose of the position paper was to justify not recognition of both categories of land on council’s books on the ground of lack of control from the perspectives of the Australian Accounting Standards (AAS). What is important is that, Crown Reserves managed by councils that are “vested” with councils (see TSC position paper on page 2) as well as land “devolved” to councils are legally owned by the Crown (s. 2.23(2); s 2.24 (4)(a); s. 5.3 of CLM Act 2016) (see TSC position paper on page 3). This is clear argument that term “vested” has nothing to do with legal ownership as per regulations.

AO_3: “...the service agreement governs how the RFS can use these assets for fire mitigation and safety works in a council area”.

TSC_3: we have no issues with this statement. However, we do not see how this statement indicates that council controls the RFS assets? In contrast, this would be rather a clear evidence that the assets are transferred to the RFS for their purposes (delivering RFS) which would lead to a conclusion that the assets are under finance lease where council is a lessor. This is analysed in more details in the BDO report (explained in section three under subsection “Leases”).

AO_4: “...as land owner, Council has responsibility for fire mitigation and safety works under the *Rural Fires Act 1997*”.

TSC_4: This statement is very confusing. According to AO, if council is a land owner (which, as we understand, is meant to be a “legal owner”) then council bears responsibility under the *Rural Fires Act 1997*. This statement would lead to the following critical questions:

- Some land where RFS assets are located are not owned by the council. They are on Crown land which is legally owned by the State Government as explained earlier in TSC_2. Does that mean that council does not have responsibility for fire mitigation here then?
- What clause of the *Rural Fires Act* 1997 Audit Office refers to? Where is in the *Rural Fires Act* 1997 this exact link and this responsibility is stipulated?
- What we clearly see in the *Rural Fires Act* 1997 is that the Commissioner is the only one who is responsible for the RFS. Indeed, based on *Rural Fires Act* 1997, cl. 12, “The Commissioner is responsible for managing and controlling the activities of the Service and has such other functions as are conferred or imposed on the Commissioner by or under this or any other Act”. According to s. 12(A), without limiting S12, commissioner may enter into a rural fire district service agreement with any local authority or authorities responsible for a rural fire district. The agreement may specify functions and obligations imposed on the local authority or under this act that are to be exercised by the Commissioner. As you know, the RFS agreement does not imply any responsibilities on the council in regard to rural fire services. The only responsibilities and obligations for the council according to the RFS Agreement are:
 - ✓ provide certain administrative works (Recitals (E))
 - ✓ Allow commissioner to use district equipment and premises (Recitals (E) and (F))
 - ✓ have assets insured
 - ✓ granting licence to Commissioner to enter and use premises (cl. 6.5 (a))
 - ✓ maintain Premises (not equipment).
- Finally, council does not have an objective of providing RFS services. There is a special organisation which was specifically set up to deliver this - RFS. Just because its activity is spread across the state and is held on the property owned by the councils, the parties had to make some legal arrangements in the form of RFS Agreement. If providing rural fire services was one of council’s objective, then you would see RFS line of service in the community strategic plan or annual report which is not the case.

AO_5: “...Council is responsible for maintaining the assets but has transferred this responsibility to the RFS through the service agreement”.

TSC_5: This requirement is explicitly stipulated in the RFS Agreement for premises only. Indeed, based on cl. 6.5 (c) of the RFS Agreement, “Council will maintain Premises in good repair.” However, there is nowhere in the agreement a legal requirement that Council has a responsibility for maintaining RFS “equipment”. We found only that the commissioner agreed to maintain district equipment on behalf of the council (cl. 5.2). However, it is not enough to say that Council is “responsible” for that – there is no legal reference that council bears this responsibility.

AO_6: “...in the event of the loss of an asset, the insurance proceeds are used to reacquire or build a similar asset, which is again vested in Council.”

TSC_6: First, council affects insurance on buildings only. As was confirmed with our manager responsible for communication with RFS, council has nothing to do with insurance of vehicles or “District Equipment”. This change in insurance arrangements occurred long time ago and was also conformed by the Local Government Association of NSW (LGSA) as part of the “Review of Local Government Engagement with the NSW Rural Fire Service” Discussion Paper in 2012. The LGSA

specifically mentioned that: “ Previously, the insurance for vehicles was the responsibility of the council. Since July 2011, the Treasury Managed Fund (TMF) has taken over the insurance for council owned RFS vehicles. The new insurance arrangements are centralised and managed by the RFS with the insurance costs distributed to RFS areas where the vehicles are based. Councils contribute 11.7% to the insurance costs. This change has partially addressed the insurance problems referred to above.” (page 5). We attach this paper for your information and reference.

Second, the last part of the statement from AO_6 “...which is again vested in Council ...” is confusing. We believe that AO confuses term “vesting” with “control” and “legal ownership”. As we explained earlier, vesting is not defined in the legislation clearly. It is also not a legal ownership term. Vesting is more like an “assigned because of the physical location”. We can consider this only when AO provides enough evidence that term “vested” is the same as “legal ownership” from the perspectives of relevant law or “controlled” from the perspectives of Australian Accounting Standards.

AO_7: “The Department of Planning, Industry and Environment (inclusive of the Office of Local Government) confirmed in the ‘Report on Local Government 2020’ (tabled in Parliament on 27 May 2021) their view that rural firefighting equipment is not controlled by the NSW Rural Fire Service.”

TSC_7: We are not sure what this statement relates to and what is the value of it in contribution to the AO’s position that RFS equipment is controlled by the council. It is not included in the list of indicators of control in the MLP. What was the purpose of mentioning it as a separate statement given that it does not have any legal authority over councils? This could be an indication of future action but until this is authorised, it can’t be referred to as an evidence or indicator. However, assuming that AO still considers it as an extra evidence of control, it has two critical issues.

First, it does not represent an appropriate and sufficient audit evidence that the control exists under AAS. Indeed, the report itself has following paragraphs in regard to the RFS (on page 14 of the Report to Parliament):

“In 2017, we recommended that OLG should address the different practices across the Local Government sector in accounting for rural fire fighting equipment.

In 2019–20, 68 councils did not record rural fire fighting equipment in their financial statements worth \$119 million.

The financial statements of the NSW Total State Sector and the NSW Rural Fire Service do not include these assets. NSW Treasury and the NSW Rural Fire Service have stated that rural fire fighting equipment is not controlled by the State.

The non-recording of rural fire fighting equipment in financial management systems increases the risk that these assets are not properly maintained and managed.

OLG should communicate the State’s view that rural fire fighting equipment is controlled by Councils in the Local Government sector, and therefore this equipment should be properly recorded in their financial statements.

The Department of Planning, Industry and Environment, which includes OLG, has confirmed that the NSW Rural Fire Service does not control rural fire fighting equipment. It is now the responsibility of

the OLG to determine what action will be taken to ensure that \$119 million of assets held by 68 councils are properly recorded and accounted for."

The response from the DPIE on the above statements is summarized in one paragraph:

"The Department will communicate to the local government sector the State position that the RFS should not recognize these assets notwithstanding that councils generally enter into agreements with the RFS for the management of this council owned fire fighting equipment."

As we see it, all these statements do not give any indication that there is a clear position on:

- Why RFS does not recognize the equipment; and
- Why councils should recognise it and on what grounds.

All we see is that there is a "view" of the Department that RFS assets should not be recognized by RFS. There were no any specific justifications for that. Furthermore, there were no authoritative issues to support recognition of RFS assets by councils.

Finally, we would like to draw your attention on the RFS policy note in the New Code 2022 which also quotes the Department's view followed by the following paragraph: *"Councils need to assess whether they control any rural firefighting equipment in accordance with Australian Accounting Standards and recognise in their financial statements any material assets under their control and state the relevant accounting policy in relation to the treatment."*¹ Council's assessment has been done in 2018 followed by the detailed analysis above and more critical assessments performed in Section three below.

In this case, until clear legal directive on recognition of RFS assets by councils is issued as part of the LG Act, Regulations or the Code, there is no any justification for the recognition of RFS assets by councils.

III. Other critical matters

Control

The financial accounting under AAS is based on the predominant principal of the prevalence of substance over form in pursue to present facts in a fair and true manner to the users of financial statements. Council is accountable to the public through financial reporting. Council is not accountable to the Audit Office or State Government in particular, through general purpose financial statements. How council can explain users of the financial statements why RFS assets are recognised if there is no substantiated explanation in the form of substance. As was demonstrated in section two, the MLP points are questionable and in many cases inadequate.

In respect of the question of who controls the assets and, following the principle of the substance over the form, we need to answer the main question of who "controls the benefits which flow from the

¹ See page 54 of the new Code 2022 GPFS available on [Local Government Code of Accounting Practice and Financial Reporting - Office of Local Government NSW](#)

assets”². To answer this question, we need to keep in mind that, in respect of the not-for-profit entities, the benefits can be achieved by utilising service potential of assets in order to achieve entity’s objectives. Council’s objectives do not cover provision of Rural Fire Services. This is a responsibility and the objective of the RFS as an organisation under S12 of the *Rural Fires Act 1997*.

Due to restrictions imposed on those assets (equipment, vehicles and premises) to be used only for the purposes of delivering RFS, the only organisation which controls those benefits is RFS. Council does not have rights or power to direct the usage of those assets and hence does not control the benefits embodied in the service potential of those assets.

Finance Lease

If the above considerations are not enough for the Audit Office, then we encourage you to seriously consider Technical Advice prepared by BDO for the Leeton Shire Council. The Leeton Shire Council is under the same service district RFS agreement as Tenterfield Shire Council. BDO concluded that the subject agreement is in fact a finance lease agreement based on AASB 16. Given nominal fee RFS has to pay to the Council for the access to the premises and usage of equipment, the associated receivable will be zero. We also concur with this conclusion. Again, this is the substance over the form principle which is critical.

Industry practice

Audit Office should consider industry practice if the issue seems complicated. There are 68 councils which do not recognize RFS assets. We know for sure that many of them do have strong position papers similar to ours. We also know that many CFOs and finance managers are either CA or CPAs.

In sum, we have 68 councils³ plus support from an international Big-5 accounting and audit firm. Why would AO still stand on their insufficient grounds is a big question to us.

Materiality

Audit Office assigned a high risk to this issue with a potential for qualification in 2022 financial year in case the RFS assets are not recognised (as we were informed on one of our audit meetings).

No doubt that the subject matter is highly judgmental. That means council and auditors; various auditors may have different views depending on their professional judgement and evidence gathered to support that judgement. In this case, it is clear that the mutually acceptable approach to treatment should be achieved based on the most reliable and supportive evidence which can be gathered as well as industry practice.

²Under the AASB Revised Conceptual Framework (para 4.20): “An entity controls an economic resource if it has the present ability to direct the use of the economic resource and obtain the economic benefits that may flow from it. Control includes the present ability to prevent other parties from directing the use of the economic resource and from obtaining the economic benefits that may flow from it.”

³ Page 7 of NSW Auditor-General’s Report to Parliament | Report on Local Government 2020 | Audit results

Council has de-recognised RFS property, plant and equipment in its 2016 accounts followed by the formal position paper issued in 2018. The formal position paper demonstrated lack of control from the perspectives of AAS and common sense. Since the Audit Office stepped in as an auditor, this matter has never been treated as material and was always reported as unadjusted audit difference... until now. Now we see a dramatic change of the course from the Audit Office and treatment of this issue as a high risk with the potential of qualification of financial statements.

This can be considered only if Audit Office demonstrates us that there was new information or change of circumstances which would cause the change of the status of this matter as material. We are not aware of any changes occurred since 2011 when the RFS agreement was signed. We still operate within the same arrangement with RFS unless Audit Office tells us what has changed to say that the issue became material and would cause material misstatement to the financial statements.



Birthplace of Our Nation

16 November 2021

Policy Team
Office of Local Government
NSW Government
Via e-mail: code@olg.nsw.gov.au
Cc: olg@olg.nsw.gov.au

Dear Policy Team

RE: Reporting on Restricted Cash: Is This Really a Matter of Financial Reporting and Financial Audit?

Tenterfield Shire Council would like to raise a matter regarding reporting externally and internally restricted cash within councils' annual financial statements. We believe there are some critical issues which need to be resolved as soon as possible.

Further down is a conceptual analysis of the issue which is followed by a case study of Tenterfield Shire Council. We then conclude with the suggested options and recommendations to resolve those issues.

1. Conceptual insight

According to the Code update 2021 as well as previous updates (hereinafter "the Code"), councils are required to disclose externally and internally restricted cash and cash equivalents in the annual financial statements.

The whole idea of disclosing these restrictions, in theory, seems to serve a positive purpose. However, both preparers and auditors find it confusing and subject to different interpretations due to the following reasons:

All correspondence should be addressed to:

Chief Executive

Tenterfield Shire Council

247 Rouse Street (PO Box 214) TENTERFIELD NSW 2372

Telephone: (02) 6736 6000 Facsimile: (02) 6736 6005 email: council@tenterfield.nsw.gov.au website: www.tenterfield.nsw.gov.au

ABN: 85 010 810 083

- The way the disclosure is supposed to work is not in line with the Australian Accounting Standards' (hereinafter "AASB") requirements; and
- This is more a matter of a performance or a governance audit rather than a financial audit.

Obviously, the Code may require disclosures of information in excess of the legal requirements prescribed by AASB as an extra accountability tool specific to the NSW local government context. However, this gives rise to the problem of little or no clear guidance on what is classified as "external" and "internal" restrictions.

1.1.Internal Restrictions

The only explanation which we currently have for this term in the Code 2021 is in the Commentary section of the Note C1-3 "Restricted cash, cash equivalents and investments which states that internal restrictions "...shall include those assets, the uses of which are only restricted by a resolution of the elected Council. These assets are disclosed with details of the nature of the internal restrictions" (p. 42).

The definition is pretty-straight forward but is it really a solid number which can be audited? The numbers are reported on end of June – we doubt any council would have a resolution which would have all internal restrictions "adopted" for the year end. Councils usually report on internal restrictions as part of Quarterly Budget Review (QBR). Given that there is no requirement to have June QBR submitted to council, the latest available QBR will be the March one. This creates a significant audit risk for an audit team as this note has still to be audited.

We are aware of a discussion being circulated for some time regarding removing this sub-note as it is not required by AASB. That's fine. But the problem is that the external restrictions as they are presented, at the moment, in the Code are also interpreted differently to what is in AASB as shown further below.

1.2.External Restrictions

If with the internal restrictions above, the definition is more or less clear (however, not necessarily easily implemented in practice), the external restrictions, as a concept, are subject to much higher levels of uncertainty and lack of clarity.

According to the Commentary section to the Note C1-3 "Restricted cash, cash equivalents and investments" in the Code, "Council shall disclose, together with a commentary by management, the amount of significant cash and cash equivalent balances held by the **entity** that is not available for use by the **Council**".

This paragraph has two main issues. Indeed, we have term "entity" and term "Council". What is that "entity"? We can assume that there was an oversight and OLG meant to put word "Council" instead of "entity". But in this case **how can a council have money not available for use by the Council?**

In its reference note, the Code applies to AASB 107.48 which says that: "An **entity** shall disclose, together with a commentary by management, the amount of significant cash and cash

equivalent balances held by the entity that are not available for use by the **group**." As we can see the paragraph refers to disclosure of the "restrictions" to an **entity's cash** which is not available to the **GROUP** this entity **belongs to!** See, for example, further in paragraph 49 of AASB 107: "Examples include cash and cash equivalent balances held by a subsidiary that operates in a country where exchange controls or other legal restrictions apply when the balances are not available for general use by **the parent or other subsidiaries.**" But the **entity** itself still can use it even for its specific purposes!

If we go further and assume that the Code's meaning was that "not available to use by the Council" as a "group" then the subsidiaries are "Water" and "Sewerage" funds only as these are the only two "internal" business units consolidated into the consolidated financial report of the Council. Other councils might have other business units ("Aggregates", "Aged Care", etc). So, what that all means is that, technically, if we want to follow requirements of the Code and AASB 107 then the only "externally" restricted cash would be the cash which is reported by "subsidiaries" of the Council!

If we look at the example of the Note C1-3 "Restricted cash, cash equivalents and investments" in the Code 2021 on page 42 then we will see that, apart from Water fund and Sewer fund cash, there are other externally restricted cash from specific purpose unexpended grants, domestic waste management, stormwater management and other. Why would this be included as externally restricted if these are the money of the Council and not externally restricted as per AASB 107?

Well, we accept that it is common sense that externally restricted funds are those which were received from external parties (government, community, etc) for specific purposes and which are unspent. Analysis of those follows.

1.2.1. Domestic Waste Management

Funds accumulated as a result of Domestic Waste Management annual charges (hereinafter "DWM") are the only funds which are specifically discussed in the Code with reference to restrictions in revenue section on page 16 as follows: "Any surplus or deficit derived as a result of providing the DWM service for a period must be maintained in the DWM activity and, in the case of a surplus, the cash component held as a restricted asset."

Ok, BUT IT DOES NOT SAY IT SHOULD BE **EXTERNALLY** RESTRICTED! All it says is "restricted" which means it can be "internally restricted" as well. The only way we can assume it is externally restricted is because in the example of Note C1-3 it is posted in the externally restricted cash's part of the note. But what about NON-DOMESTIC WASTE management fund which is not in the example (even though the example council in the Code has significant amount of non-domestic waste management annual charges (see page 25 in the Code 2021)); or other externally restricted funds from the example? Details of that follow below.

1.2.2. Funds from other sources

So, apart from the DWM, example council has externally restricted stormwater management, contributions from transport for NSW.

Why would this be part of externally restricted cash? It seems to us that the reference here should go to LG Act 1993 which is analysed in the following section.

1.2.3. LG Act 1993

Sections of the LG Act 1993 discussed below are provided in **Appendix A**.

Having specific purpose grants funds included in the externally restricted cash can probably be linked to the S409 (3) (c) which states that "...the money that has been received from the Government or from a public authority by way of a specific purpose advance or grant may not, except with the consent of the Government or public authority, be used otherwise than for that specific purpose." If this the case, then we suggest the Code should have a clear reference to this Section.

Having domestic waste management fund included in the externally restricted cash can probably be linked to S504 (2) which states that "Income to be applied by a council towards the cost of providing domestic waste management services must be obtained from the making and levying of annual charges or the imposition of charges for the actual use of the service, or both." Again, if this is the case, we suggest the Code should have a clear reference to this Section.

But why would stormwater management be included in the example note into externally restricted cash? We may only assume that this can be linked to S 409 (3) (a) which states that "...money that has been received as a result of the levying of a special rate or charge may not be used otherwise than for the purpose for which the rate or charge was levied". And also, because according to S505 (a) which explicitly DOES NOT put annual charges for stormwater management services into a "general income" category. But, if this is the case, the annual charges for ALL WASTE Management services (not only domestic), should be part of external restrictions because this is also NOT a "general income" (see S505 (a) (iii)) and because there are annual charges for that (S 409 (3)).

2. Case study: Tenterfield Shire Council

At 30 June 2021 Council recognised outstanding Disaster Recovery Funding Arrangements (DRFA) claims in excess of \$3M as contract assets (see Note C1-5) for works delivered during the financial years 2019/20 and 2020/21. The 2020 year claims have been fully paid only in August 2021 (\$2.1M); and the 2021 expenditure (\$0.9M) still been accumulated as at the end of 2021 financial year. As a result, Council held a negative unrestricted cash balance as at 30 June 2021.

In other words, council had to perform significant amount of work which was reimbursed later. In order to cover those projects, council had to fund them from other sources which were predominantly from other grants received in advance. Based on our research, it turned out that there were a number of councils with the similar issue. Those councils also reported negative unrestricted cash balance in 2020 and 2021. However, all those councils had enough internally restricted cash to cover that negative cash balance.

Tenterfield Shire Council was in a unique situation because it did not have any internal restrictions. As a result, council reported breach of legislation in the restricted cash note by reference to S409 (3) which is about usage of funds received from government (government grants) for purposes otherwise specified in those grants. As was mentioned above this was a timing issue and council got reimbursed for all that work in July and August.

However, following long discussion with auditors, council had also to report a POTENTIAL breach of S410 (3) which requires approval of Minister to use specific purpose funds (Water and Sewerage). It was disclosed as POTENTIAL breach because there is no way anyone could prove this happened. So, in order to mitigate an audit risk of potential breach we had to disclose it as well. That resulted in an emphasis of matter paragraph in an unqualified audit opinion. Full text of disclosure and the emphasis of matter paragraph in the councils audited FS is available in Appendix B and Appendix C respectively.

Like Tenterfield Shire Council, there is a high possibility that there are many other small regional councils which have to manage significant pool of grants. In order to deliver services, it is no doubt that during the year councils might occasionally use funds from grants received in advance to cover urgent expenditure not related to those grants but which will be reimbursed later under specific programs (DRFA as an example). This will lead to a "breach" of legislation during the year but at the end of the year situation may get back to normal (meaning positive unrestricted cash). But, in our case, we were claimed to breach the legislation because we reported negative unrestricted cash as at the reporting date.

From the practical perspectives it is impossible to say that a council "breached" or did not "breach" a legislation during the year. Here we would like to quote a response from the current CFO (Natalia Cowley) of the Central Coast Council at the public inquiry hearing held on 11 Oct 2021¹:

Q. Okay. So who would have made the decisions to access the restricted funds for purposes other than the authorised purposes?

A. So this is a little bit difficult to explain, because it isn't a specific decision that you make to say, "Okay, well, now I'm going to go into this bracket". Maybe if I just explain that. At the beginning of the year when you have to create your budget, you allocate how you are going to fund it, "So we're going to do all these projects and these projects are going to be funded from these restrictions, and these projects are going to be funded from your unrestricted cash".

Now, for one reason or another, when you're in a situation when you've been making ongoing losses, the money comes out of that unrestricted cash. When your rates are not coming in because there is COVID or whatever, there is not that much cash coming in, when there is fires and everything else, that takes the money from your unrestricted cash. And so unless you have agile accounting, which then says, all of a sudden, "Hang on, we don't have enough money left. These projects need to stop because they are funded out of the general fund reserve, where your unrestricted cash is, and we don't have that money. These projects need to stop."

Some important notes can be taken out of that response:

¹ The transcript of the interview is available on OLG web-site here:

<https://www.olg.nsw.gov.au/public-inquiries/central-coast-council-public-inquiry/>

- During the year there could be situations which can trigger taking up money out of the unrestricted funds. In the case of Tenterfield Shire Council, the main factor was flooding. But because council receive the money only after the recovery works are done and due to the delay of the reimbursement from Transport for NSW, council had to take up unrestricted funds.
- To manage the unrestricted funds, as it would be required from the perspectives of the LG Act, would require a sophisticated accounting system, or “agile” as Natalia mentioned in her hearing above. Council does not have that resources. Moreover, there questions would be if the benefits of investing in such a system would outweigh the costs.

To sum up, we fully understand our auditors’ position and accept their view on the problem. However, this is a clear example of the fact that this matter is not a subject of AASB financial reporting or financial audit. This is a governance matter which should be considered outside the normal financial audit perspectives. Auditors are not local government lawyers. They had to spend significant amount of their and council’s time on trying to work out the most appropriate way to mitigate their audit risk. Which resulted in delay of the audit and extra audit fees in the order of 18% above the quotation for the work.

Considering recent development of the restricted cash issue (especially coming from Central Coast Council), we believe (if OLG still wants reporting of restricted cash in the financial statements) there must be much more guidance and explanations of what restrictions are, what are they referenced to and what are the disclosure required. This will substantially decrease the level of uncertainty for the preparers, users and auditors of financial statements.

3. Conclusion

We are not arguing with the approach OLG is trying to use to achieve a better accountability function of the Code. We would rather request for more clarity and explanations of what the externally restricted and internally restricted funds are. We suggest two options here as follows:

Option 1

If OLG wants to comply with AASB rules without adding extra requirements on top of that, we suggest the only “externally” restricted cash should be the ones from “subsidiaries” (i.e. businesses run by council and reported separately within SPFS).

Option 2

If OLG wants to keep on the same track of reporting externally and internally restricted cash as it is now, then more clear definitions of the terms and references to sources outside AASB should be provided (for example, LG Act 1993).

The idea of recommendations in each of the options above is to bring more clarity to the terms. This will make audits more transparent and smooth. This will also give preparers ability to report to management about potential breaches of legislation with clear references to the legal rulings.

Daryl Buckingham



Chief Executive Officer
Tenterfield Shire Council

Kylie Smith



Chief Corporate Officer
Tenterfield Shire Council

Jessica Wild



Acting Manager Finance & Technology
Tenterfield Shire Council

Igor Ivannikov



Principal
Vanguard Consulting Group
Chartered Accountant

Appendix A – Sections of LG Act 1993

409 The consolidated fund

- (1) All money and property received by a council must be held in the council's consolidated fund unless it is required to be held in the council's trust fund.
- (2) Money and property held in the council's consolidated fund may be applied towards any purpose allowed by this or any other Act.
- (3) However--
 - (a) money that has been received as a result of the levying of a special rate or charge may not be used otherwise than for the purpose for which the rate or charge was levied, and
 - (b) money that is subject to the provisions of this or any other Act (being provisions that state that the money may be used only for a specific purpose) may be used only for that purpose, and
 - (c) money that has been received from the Government or from a public authority by way of a specific purpose advance or grant may not, except with the consent of the Government or public authority, be used otherwise than for that specific purpose.

410 Alternative use of money raised by special rates or charges

- (1) This section applies to money that has been received by a council as a result of the levying of a special rate or a charge.
- (2) If the special rate or charge has been discontinued and the purpose for which the money was received has been achieved, or is no longer required to be achieved, any remaining money may be used by the council for any other purpose if, and only if--
 - (a) a proposal to that effect has been included in a draft operational plan for the current year or for a previous year, and
 - (b) notice of the fact that the proposal was included in the operational plan adopted by the council for that year has been published in a manner that the council is satisfied is likely to bring the notice to the attention of members of the public in the area.
- (3) Money that is not yet required for the purpose for which it was received may be lent (by way of internal loan) for use by the council for any other purpose if, and only if, its use for that other purpose is approved by the Minister.

501 For what services can a council impose an annual charge?

- (1) A council may make an annual charge for any of the following services provided, or proposed to be provided, on an annual basis by the council--
 - water supply services
 - sewerage services
 - drainage services
 - waste management services (other than domestic waste management services)

- any services prescribed by the regulations.

504 Domestic waste management services

(1) A council must not apply income from an ordinary rate towards the cost of providing domestic waste management services.

(1A) Subsection (1) does not prevent income from an ordinary rate from being lent (by way of internal loan) for use by the council in meeting the cost of providing domestic waste management services.

(2) Income to be applied by a council towards the cost of providing domestic waste management services must be obtained from the making and levying of annual charges or the imposition of charges for the actual use of the service, or both.

505 Application of Part

This Part applies to--

(a)

"**general income**", that is, income from ordinary rates, special rates and annual charges, other than--

(i) water supply special rates and sewerage special rates, and

(ii) charges for water supply services and sewerage services, and

(iii) annual charges for waste management services, including annual charges for domestic waste management services, and

(iv) annual charges referred to in section 611, and

(v) annual charges for stormwater management services, and

(vi) annual charges for coastal protection services, and

(vii) fire and emergency service levies payable under the Fire and Emergency Services Levy Act 2017, and

(b) annual charges made and levied towards the cost of providing domestic waste management services, and

(c) annual charges made and levied towards the cost of providing stormwater management services.

**Appendix B – Tenterfield Shire Council: Note C1-2 “Restricted cash, cash equivalents and investments”
 as part of the audited financial report for the year ended 30 June 2021**

C1-2 Restricted cash, cash equivalents and investments

	2021 Current \$ '000	2021 Non-current \$ '000	2020 Current \$ '000	2020 Non-current \$ '000
Total cash, cash equivalents and investments	13,383	—	15,066	—
attributable to:				
External restrictions	14,583	—	12,069	—
Internal restrictions	—	—	2,924	—
Unrestricted ¹	(1,200)	—	73	—
	13,383	—	15,066	—

	2021 \$ '000	2020 \$ '000
--	-----------------	-----------------

Details of restrictions

External restrictions – included in liabilities

Specific purpose unexpended grants – general fund
 Unspent LIRS Loan Funds

External restrictions – included in liabilities

External restrictions – other

External restrictions included in cash, cash equivalents and investments above comprise:

Developer contributions – general

Specific purpose unexpended grants (recognised as revenue) – general fund

Water fund

Sewer fund

Domestic waste management

Stormwater management

Bruxner Way widening (RMS)

External restrictions – other

Total external restrictions

Internal restrictions

Council has internally restricted cash, cash equivalents and investments as follows:

Plant and vehicle replacement

Employees leave entitlement

International town partnerships

Special projects

Total internal restrictions

Total restrictions

Internal restrictions over cash, cash equivalents and investments are those assets restricted only by a resolution of the elected Council.

Negative unrestricted cash

Council's negative unrestricted cash of \$1.2 million represents a breach of section 409(3) of the LG Act.

Due to timing differences in the receipt of payments of funds for infrastructure projects in the final quarter of 2020/21 Council has utilised restricted funds to keep these projects progressing.

The Council is unable to verify that funds raised by special rates or charges were not used to pay for general fund expenses during the year ended 30 June 2021. The Council acknowledges it may have used restricted special rates and charges funds

for purposes other than their intended use, without Ministerial approval. Such unapproved use would not comply with section 410(3) of the LG Act.

At 30 June 2021 Council had Disaster Recovery Funding Arrangement (DRFA) claims in excess of \$3.0 million as contract assets (refer Note C1-5) for works delivered during the financial years 2019/20 and 2020/21. Post 30 June 2021 these restricted funds have been refunded as project funding has been received. Hence, the financial statements for the year ended 30 June 2021 are prepared on a going concern basis.

Appendix C – Tenterfield Shire Council Audit Report on the audit of the financial statements for the year ended 30 June 2021: Emphasis of Matter Paragraph

Emphasis of Matter – Compliance with the *Local Government Act 1993*

I draw attention to Note C1-2 'Restricted cash, cash equivalents and investments', where the Council has reported a negative unrestricted cash balance of \$1.2 million at 30 June 2021.

The Council acknowledges it has used externally restricted funds for purposes other than their intended use during the year ended 30 June 2021. In doing so, it has not complied with section 409 of the *Local Government Act 1993* (the Act).

In addition, the Council is unable to verify that funds raised by special rates or charges were not used to pay for general fund expenses during the year ended 30 June 2021. The Council acknowledges it may have used restricted special rates and charges funds for purposes other than their intended use, without Ministerial approval. Such unapproved use would not comply with section 410 of the Act.

My opinion is not modified in respect of this matter.

Department:	Office of the Chief Corporate Officer
Submitted by:	Manager Finance & Technology
Reference:	ITEM GOV39/22
Subject:	FINANCE & ACCOUNTS - PERIOD ENDED 31 MARCH 2022

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

CSP Goal:	Leadership - LEAD 14 - Resources and advocacy of Council are aligned support the delivery of the community vision outlined in the Community Strategic Plan.
CSP Strategy:	Council is a financially sustainable organisation, delivering value services to the Community.
CSP Delivery Program	Ensure that financial sustainability and the community's capacity to pay inform adopted community service levels.

SUMMARY

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

OFFICER'S RECOMMENDATION:

That Council receive and note the Finance and Accounts Report for the period ended 31 March 2022.

BACKGROUND

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

REPORT:

A reconciliation of cash books of all funds has been carried out with the appropriate bank statements. A certified schedule of all Council's investments showing the various amounts invested is shown as an attachment to this report.

(a) Reconciliation of Accounts

A reconciliation of the cash books of all funds have been carried out with the appropriate bank statements as at 31 March 2022.

Cash Book Balances on this date were as follows:-

General (Consolidated)	\$ 22,653,743.70	Credit
General Trust	\$ 382,340.85	Credit

(b) Summary of Investments

Our Governance No. 39 Cont...

The attachment to this report is a certified schedule of all Council's investments as at 31 March 2022 showing the various invested amounts and applicable interest rates.

Concealed Water Leakage Concession Policy Update

For the month of March 2022 one concessions were granted under Council's Concealed Water Leakage Concession Policy with a total write-off of \$607.98

603 Certificates

During the sale of a property a 603 Certificate is usually requested to identify if there are any outstanding or payable fees to Council by way of rates, charges or otherwise in respect of a parcel of land. There were 43 applications for 603 Certificates in March 2022.

In the calendar year to date, there have been 103 applications compared to 105 applications for the same period last year.

Cash and Investments – Detailed Analysis of External Restrictions

Restricted Cash Analysis	As at 31 March 2022	As at 30 June 2021
Total Cash & Investments	\$29,024,420	\$13,383,556
Externally restricted Cash	\$28,813,767	\$14,605,245
<i>Included in grant related (excl developer contributions & RFS reserve)</i>	\$12,679,797	\$4,766,559
Grant-related – GENERAL	\$12,188,480	\$4,766,559
Grant-related – WATER	\$413,949	-
Grant-related – SEWER	-	-
Grant-related – WASTE	\$77,369	-
Grant-related – STORMWATER	-	-
Bruxner Way Widening		
<i>Included in developer contributions</i>	\$403,940	\$222,112
Developer contributions – GENERAL	\$314,001	\$171,391
Developer contributions – WATER	\$25,610	\$14,743
Developer contributions – SEWER	\$28,733	\$16,333
Developer contributions – WASTE	\$32,305	\$17,790
Developer contributions – STORMWATER	\$3,291	\$1,855
<i>Included in RFS reserves</i>	\$117,970	\$90,125
RFS reserves	\$117,970	\$90,125
<i>Included in cash at bank and investment leftovers (after excl grant related, DC and RFS above)</i>	\$15,612,060	\$9,526,449
WATER	\$1,059,867	\$575,381
SEWER	\$5,945,549	\$4,830,124
WASTE	\$7,185,721	\$3,091,232

Our Governance No. 39 Cont...

STORMWATER	\$1,038,582	\$1,029,712
Trust Fund	\$382,341	-
Internal restrictions		
Plant and vehicle replacement	-	-
Employees leave entitlements	-	-
Special projects	-	-
Unrestricted funds	\$210,653	-\$1,221,689

COUNCIL IMPLICATIONS:**1. Community Engagement / Communication (per engagement strategy)**

Nil.

2. Policy and Regulation

- Investment Policy (Policy Statement 1.091)
- Local Government Act 1993
- Local Government (General) Regulation 2005
- Ministerial Investment Order
- Local Government Code of Accounting Practice and Financial Reporting
- Australian Accounting Standards
- Office of Local Government Circulars

3. Financial (Annual Budget & LTFP)

Nil.

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

Nil.

7. Performance Measures

Nil.

8. Project Management

Nil.

Kylie Smith**Chief Corporate Officer**

Prepared by staff member:

Roy Jones

Approved/Reviewed by Manager:

Kylie Smith, Chief Corporate Officer

Department:

Office of the Chief Corporate Officer

Attachments

1 Investment Report - as at 31 March 2022

TENTERFIELD SHIRE COUNCIL - SUMMARY OF INVESTMENTS 31 MARCH 2022

Financial Institution	Issuer Rating	Investment Term	Maturity Date	Interest Rate	Amount	Percentage Exposure
NAB	AA-	90 Days	27/Jun/22	0.55%	1,500,000.00	25.00%
<u>TOTAL NAB INVESTMENTS</u>					<u>1,500,000.00</u>	<u>25.00%</u>
Commonwealth Bank	AA-	3 Months	27/Jun/22	0.47%	3,000,000.00	50.00%
<u>TOTAL CBA INVESTMENTS</u>					<u>3,000,000.00</u>	<u>50.00%</u>
Westpac	AA-	3 Months	27/Apr/22	0.26%	1,500,000.00	25.00%
<u>TOTAL WESTPAC INVESTMENTS</u>					<u>1,500,000.00</u>	<u>25.00%</u>
INVESTMENTS TOTAL					6,000,000.00	100.00%

Summary

I hereby certify that the investments as shown herein, have been invested in accordance with Section 625 of the Local Government Act 1993, and associated Regulations, and in accordance with Council policy and procedures.

Responsible Accounting Officer

By:

R.Jones

* Except as highlighted in the associated Council Report.

Department:	Office of the Chief Corporate Officer
Submitted by:	Manager Finance & Technology
Reference:	ITEM GOV40/22
Subject:	CAPITAL EXPENDITURE REPORT AS AT 31 MARCH 2022

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

CSP Goal:	Leadership - LEAD 14 - Resources and advocacy of Council are aligned support the delivery of the community vision outlined in the Community Strategic Plan.
CSP Strategy:	Council is a financially sustainable organisation, delivering value services to the Community.
CSP Delivery Program	Collaborate and deliver resources with other organisations to ensure a variety of cost effective services across the service area.

SUMMARY

The purpose of this Report is to show the progress of Capital Works projects against the Year to Date (YTD) budget each month. This Report outlines Council's financial progress against each project.

OFFICER'S RECOMMENDATION:

That Council receive and note the Capital Expenditure Report for the period ended 31 March 2022.

BACKGROUND

The Capital Expenditure Report indicates to Council the financial progress of each project against the forecast expenditure for that project. The information has also been set out to show which Council service the expenditure relates to.

REPORT:

The carry-forward budgets for capital projects not completed in the 2020/21 year were adopted in the first Quarterly Budget Review at the November 2021 meeting. The budgets for a number of new grants received in the current financial year have also been adopted in the September and December 2021 budget reviews. The Capital Expenditure Report has been updated to show the current list of approved capital projects.

Staff are reminded to proceed with their capital projects as early as possible in the year, so that the funds can be spent within the financial year as per the operational plan and budget. The purpose of this is to avoid excessive carry forward projects across future financial years and to achieve the projects that Council presented in the Operational Plan for the current year.

COUNCIL IMPLICATIONS:

- 1. Community Engagement / Communication (per engagement strategy)**
Nil.
- 2. Policy and Regulation**

Our Governance No. 40 Cont...

- Local Government Act 1993
- Local Government (General) Regulation 2005
- Local Government Code of Accounting Practice and Financial Reporting
- Australian Accounting Standards
- Office of Local Government Circulars

3. Financial (Annual Budget & LTFP)

Nil.

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

Nil.

7. Performance Measures

Nil.

8. Project Management

Nil.

Kylie Smith
Chief Corporate Officer

Prepared by staff member:	Roy Jones; Jessica Wild
Approved/Reviewed by Manager:	Kylie Smith, Chief Corporate Officer
Department:	Office of the Chief Corporate Officer
Attachments:	Attachment Booklet 1 (Capital Expenditure Report – 3 Pages.

Department:	Office of the Chief Executive
Submitted by:	Executive Assistant & Media
Reference:	ITEM RES4/22
Subject:	COUNCIL RESOLUTION REGISTER - MARCH 2022

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

CSP Goal:	Leadership - LEAD 14 - Resources and advocacy of Council are aligned support the delivery of the community vision outlined in the Community Strategic Plan.
CSP Strategy:	Council fosters a strong organisational culture which strives for best practice in all operations with a supportive corporate governance framework.
CSP Delivery Program	Ensure that the performance of Council as an organisation complies with all statutory reporting guidelines and information is available to decision makers.

SUMMARY

The purpose of this Report is to provide a standing monthly report to the Ordinary Meeting of Council that outlines all Resolutions of Council previously adopted and yet to be finalised.

OFFICER'S RECOMMENDATION:

That Council notes the status of the Council Resolution Register to March 2022.

Daryl Buckingham
Chief Executive

Prepared by staff member:	Elizabeth Melling
Approved/Reviewed by Manager:	Daryl Buckingham, Chief Executive
Department:	Office of the Chief Executive
Attachments:	1 Resolution Register - April 2022 24 Pages

OUTSTANDING ACTIONS REPORT			
Division: Committee: Officer:		Printed: Tuesday, 19 April 2022 4:23:43 PM Date From: Date To:	

Meeting	Date	Officer	Title	Target
Council 23/05/2018	23/05/2018	Marchant, Gillian	Jennings Sewerage Scheme: Preliminary Assessment Report	6/06/2018
91/18	Resolved that Council: <div><div>(1) Receive and note the Jennings Sewerage Scheme Preliminary Assessment by HunterH₂O (2017).</div><div>(2) Endorse continued dialogue with Southern Downs Council.</div><div>(3) Investigate funding opportunities to enable connection to the common effluent drainage system.</div></div> <div>(Brian Murray/Greg Sauer)</div>			
Notes 14 Apr 2022 4:36pm Marchant, Gillian Investigations have provided that as (through the NSW DPE-risk rating) Jennings is a low priority, meaning no funding will be available for this program. 04 Feb 2022 4:29pm Marchant, Gillian Investigations have provided that as (through the NSW DPE-risk rating) Jennings is a low priority, meaning no funding will be available for this program. 02 Dec 2021 12:46pm Fitzpatrick, Christie Data imported from Resolution Register: Note ongoing: reduced actions undertaken 18.10.18 Lower priority at present due to (emergency) water issues at Tenterfield 18.11.18 Internal review as gap analysis to progress & Lower priority at present due to (emergency) water issues at Tenterfield 14.4.20 Funding for x-border still under investigation. 14.5.20 Note identified in SSW as Risk 1- applying 15.6-9.7.20 Applied for the risk re-assessment awaiting response 10.8.20 Response provided as Risk 1 No further action required				

Meeting	Date	Officer	Title	Target
Council 27/02/2019	27/02/2019	Gibbins, Jessica	Compulsory Acquisition of Crown Land for the Mount Lindesay Road Upgrade, 0-6km Section East of Legume	13/03/2019
<u>30/19</u>	Resolved that Council:			
	<div><div><div>(1) Proceed with the compulsory acquisition of the land described as part of Lot 7016 DP 1073681, Lot 7017 DP 1106730 and Lot 7020 DP 1106731 for the purpose of operational land being for road widening in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991 and subject to the Undetermined Aboriginal Land Claim being withdrawn; and</div><div>(2) Make an application to the Minister and the Governor for approval to acquire part of Lot 7016 DP 1073681, Lot 7017 DP 1106730 and Lot 7020 DP 1106731 by compulsory process under section 177(1) and 177(2)(b) of the Roads Act 1993; and</div><div>(3) Requests the Minister for Local Government approve a reduction in the notification period from 90 days to the minimum 60 days.</div></div><div>(Greg Sauer/Gary Verri)</div></div>			
Notes 14 Feb 2022 2:56pm Gibbins, Jessica Awaiting final survey plans. 02 Dec 2021 12:48pm Fitzpatrick, Christie Data imported from Resolution Register: 18.3.19 Awaiting Final plans to be sent with application to Minister. 12.4.19 No change to status. 10.5.19 No change. 12.7.19 Final plans being reviewed. 19.8.19 Pricing being sought from registered surveyors for the initial set out of proposed acquisition areas. 15.11.19 No change to status. 10.2.20 Section of existing boundary between 0.1 to 1 km has been pegged in consultation with RMS design review. Advice of determination of Land Claim received for Lots 7016, 7017 & 7020 received at start of November. Likely impacts to the project to be discussed with RMS				

OUTSTANDING ACTIONS REPORT		Printed: Tuesday, 19 April 2022 4:23:43 PM Date From: Date To:
Division:		
Committee:		
Officer:		

Meeting	Date	Officer	Title	Target
11.5.20 Interim section 0.1km to 1.0km agreed with RMS for commencement of works once water is again available for construction. Drainage materials have been ordered and remaining sections to be surveyed with a view to minimise any compulsory acquisition required.				
1.7.20 Survey of design centreline has been initially done on Legume 0-6.0km section and minor adjustments being considered to minimise extent of works impacting on adjacent properties.				
7.8.20 The set out of a slightly modified alignment has commenced that should minimise extent of acquisition required. Revised construction design plans have been sent to the consultant land surveyors for use in defining the land acquisition boundaries.				
14.4.21 Land surveyors from Tenterfield are currently pegging proposed acquisition boundaries although access for this task has been hampered by recent wet ground conditions.				
7.5.21 Surveyors are back on site continuing with field work.				
7.6.21 Land surveyors are preparing plans for proposed acquisition.				
14.10.21 Land surveyors have been delayed by wet weather to complete the field work to peg acquisition boundaries.				
10.11.21 Ongoing process with surveyors to prepare survey plans.				

Meeting	Date	Officer	Title	Target
Council 28/08/2019	28/08/2019	Dodds, Terry	NEWGrid - Water Security	11/09/2019

176/19	Resolved that Council:			
	(1) Advocate to participate in the development and delivery of the National Water Grid project within the Tenterfield environs; and			
	(2) Seek funding to complete all the assessments that will support a P90 cost estimate; and			
	(3) Subject to a positive result, as determined by the Detailed Business Case, seek a further allocation to bring the project to shovel ready status.			
	(Gary Verri/Brian Murray)			

Notes				
02 Dec 2021 12:56pm Fitzpatrick, Christie				
Data imported from Resolution Register:				
19.9.19 Discussions ongoing.				
13.10.19 Announcement of \$24m for feasibility study for the Border Rivers Project on the Mole River.				
Discussions with Govt ongoing. Letter forwarded to Minister for Water requesting TSC be the proponent to complete the studies and Detailed Business Case.				
5.12.19 Ongoing discussions with Minister Pavey's Office in relation to capacity of WaterNSW to deliver a signed tender document prior to next Federal Government election cycle caretaker period.				
Meeting SDRC Mayor and CEO to discuss on 11/12/19				
5.2.20 Meeting with Water NSW, Member for Lismore & Councillors scheduled.				
1.3.20 Meeting held. Feasibility study to go ahead. Ongoing engagement.				
15.5.20 Phone meeting with David Hogan. WaterNSW has had scope changed. Risk to project.				
18.5.20 Federal Minister for Agriculture, Drought and Emergency Management forwarded email 15/5. Investigating why the scope has been changed and by whom.				
14.7.20 Mayor has been in contact with Deputy Prime Minister to discuss ongoing progress.				
18.8.20 Update for Councillors scheduled 25/8/20				
1.9.20 Update held with Water NSW Officers 31/8. Progress is being made as the Dept has allocated significant additional resources to assist with landholder liaison and Aboriginal land claims.				
1.10.20 Further Workshop with Councillors and proposed community meetings scheduled mid November 2020				
17.11.20 WaterNSW Officers provided update to Council at the Workshop of 11/11. Meeting with effected landowners that evening at Mingoola attended by Mayor, Cr Peters and CE.				
26.11.20 WaterNSW advert in Tenterfield Star 19/11:				
Community webinars – 1/12				
Webinars with directly impacted landowners – 24/11				
Mingoola Progress Assoc members – 8-10/12				
24.4.21 Mayor invited and attending NSW Government Portfolio Committee 7 – Inquiry into the rationale for, and impacts of, new dams and other water infrastructure in NSW – May 2021.				
10.5.21 Meeting Scheduled for Monday 2 May 2021.				
15.6.21 Meeting transcripts circulated for amendments.				
10.8.21 Mayor & CE attended webinar – Mole R dam Community Update.				
30.9.21 Mayor & CE attending meeting at Toowoomba Border Mayors Water Alliance with Minister Glenn Butcher				
11.11.21 The CEO and Mayor met with Barnaby Joyce and the cross border alliance to identify possible ways to proceed nothing further to report				

OUTSTANDING ACTIONS REPORT			
Division: Committee: Officer:		Printed: Tuesday, 19 April 2022 4:23:43 PM Date From: Date To:	

Meeting	Date	Officer	Title	Target
Council 27/11/2019	27/11/2019	Della, Paul	REQUEST FOR A BOUNDARY REALIGNMENT BETWEEN TENTERFIELD SHIRE COUNCIL AND GLEN INNES SEVERN SHIRE COUNCIL	11/12/2019

261/19 **Resolved** that Council:

- (1) Receive and note this report;
- (2) Accept the proposal to have the Local Government Boundary re- aligned in accordance with this report;
- (3) Submit the boundary adjustment application to the Office of Local Government; and
- (4) That if any costs are incurred that they be passed onto the applicant.

(Michael Petrie/John Macnish)

Notes

19 Apr 2022 3:59pm Melling, Elizabeth

To be added in May 2022 Council Meeting. Same time at Glen Severn Council.

02 Dec 2021 1:11pm Fitzpatrick, Christie

Data imported from Resolution Register

13.8.20 Glen Innes Shire Council at their November Ordinary Council meeting adopted a similar resolution enabling this process to continue and so a boundary adjustment application to be submitted to the Office of Local Government.

Rates Staff to follow up with the Office of Local Government. Further advice on timeline pending.

10.9.20 Letter to OLG about to be sent out. Further update to be provided when we receive a response.

19.4.21 Update: Office of Local Government have advised that the Boundary Adjustment cannot take place until after the next Local Government Election in September 2021.

9.11.21 Update: Due to the delay of next Local Government Election to December 2021, it is anticipated that this will be presented to Council in February 2022.

Meeting	Date	Officer	Title	Target
Council 18/12/2019	18/12/2019	Verri, Gary	ROAD NAMING	1/01/2020

286/19 **Resolved** that Council start the process of renaming of:

- Seven Mile Lane / Herding Yard Creek Road;
- Old Maryland Lane/ Catarins Road, Maryland;
- Cullendore Road; and
- Red Ridge Road.

(Gary Verri/Brian Murray)

Notes

02 Dec 2021 1:12pm Fitzpatrick, Christie

Data imported from Resolution Register

17.2.20 Initial road status investigations being carried out.

1.7.20 Still awaiting road status report from search agents, recent follow up requested has been made to them.

14.4.21 Result of road status search have not been received as yet.

10.5.21 Pending submissions of Road Asset Management Plan.

7.6.21 Follow up request has been made to the road status search agents.

16.7.21 Results from Status search Agents now received. Consultation with road users to commence.

18.8.21 Letters sent to property owners on Herding Yard Creek Road, Catarins Road & Red Ridge Lane

14.10.21 Responses have been received from property owners and a report will be prepared for Council.

Meeting	Date	Officer	Title	Target
Council 26/02/2020	26/02/2020	Counsell, David	TRUCK WASH & LOADING RAMP PROJECT - ALTERNATIVE CONCEPTS	11/03/2020

15/20 **Resolved** that Council:

- (1) Note the option for the Council Depot site is not viable at this stage;
- (2) Resolve that the Livestock Selling Centre is the preferred location for the project;
- (3) Resolve that the existing loading ramps facing Boundary Road be upgraded;

OUTSTANDING ACTIONS REPORT		Printed: Tuesday, 19 April 2022 4:23:43 PM Date From: Date To:
Division:		
Committee:		
Officer:		

Meeting	Date	Officer	Title	Target
(4)			Resolve that the truck wash for the site be proposed for installation on the south western area of the amenities buildings.	
(5)			Note that any conditions on this project stemming from the Development Application may impact a further decision by Council on whether to proceed with the truck wash and loading ramp as the cost of implementing these conditions may be prohibitive.	
(Michael Petrie/Bob Rogan)				

Notes

19 Apr 2022 4:06pm Melling, Elizabeth

Items to be discussed at 3 May 2022 Saleyards Committee Meeting for further recommendation to Council.

14 Feb 2022 12:11pm Counsell, David

Loading Ramp and Truckwash will be progressed in respect to resolution once a Development Application is approved.

02 Dec 2021 1:13pm Fitzpatrick, Christie

Data imported from Resolution Register:

12.3.20 Resolution has been discussed with Council's independent consultant planner, and details for the amendment to current DA will be prepared.

11.5.20 Amended drawings as suggested by consultant planner are to be prepared once budgeting and restriction priorities allow access to office based drawing program.

6.7.20 Access to equipment being reconnected, update discussion held with planners in June, and details to be forward to consultant planner.

14.4.21 Modified loading ramp application being processed and cost effective delivery of truck wash being reviewed in order to progress a secondary development application for the wash facility.

10.5.21 Plans being modified to satisfy the DA review.

15.6.21 Ongoing.

16.7.21 Received an extension of time on Grant funding.

18.8.21 Ongoing.

5.10.21 Currently on hold.

14.10.21 Discussions have been held with the design consultants to revise the design for the landing ramp and truck wash to be located within the secure compound.

Meeting	Date	Officer	Title	Target
Council 24/06/2020	24/06/2020	Counsell, David	Aerodrome Grass Area Lease	8/07/2020
100/20			Resolved that Council resolve to advertise for the four (4) year lease of the grassed area within the Tenterfield Aerodrome not directly associated with the landing strip for the purpose of restricted agricultural operations including the mowing and harvesting of grass with any submissions received to be reported back to Council for consideration.	
(Brian Murray/Donald Forbes)				

Notes

08 Mar 2022 1:45pm Counsell, David

Aerodrome Operational Manual being finalised before presenting to Council at a future meeting.

14 Feb 2022 12:05pm Counsell, David

Aerodrome Operational Manual being compiled for compliant activities and will be presented to Council in March 2022 with other issues such as fencing and risk associated with the Aerodrome.

02 Dec 2021 1:16pm Fitzpatrick, Christie

Data imported from Resolution Register:

1.7.20 Plan of area to be prepared for lease documents.

Not yet advertised.

7.8.20 Survey of the airstrip has been undertake and is being compiled with lease documents for advertising.

14.4.21 Documents and advertising still to be finalised.

10.5.21 To be advertised.

15.6.21 Accompanying documents to be drafted.

14.10.21 Task is being included in the scope for a consultant to complete Management Plan of the Aerodrome operations.

10.11.21 Consultant engaged to include this action with Plan of Management process for the aerodrome.

Meeting	Date	Officer	Title	Target
Council 22/07/2020	22/07/2020	Pryor, James	Tenterfield Common Easement and Lot Compulsory Acquisition	27/07/2020
133/20			Resolved that Council:	
(1)			Proceed with the compulsory acquisition of the interest in the land described as right of carriageway and easement for water supply within Lot 7023 DP1126222 and within Lot 7022 DP 1126834 for the	

OUTSTANDING ACTIONS REPORT		Printed: Tuesday, 19 April 2022 4:23:43 PM Date From: Date To:
Division:		
Committee:		
Officer:		

Meeting	Date	Officer	Title	Target
			purpose of creating and obtaining an easement for water supply and right of carriage way to the water source and pump infrastructure in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991;	
(2)			Proceed with the compulsory acquisition of the land described as subdivided Lot 7022 DP 1126834 for the purpose of subdivision and acquisition of the newly-formed Lot for the purposes of developing water infrastructure on the site and security infrastructure around the site in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991;	
(3)			Make an application to the Minister and the Governor for approval to acquire interest in the land described as right of carriageway and easement for water supply within Lot 7023 DP1126222 by compulsory process under section 186(1) of the Local Government Act;	
(4)			Make an application to the Minister and the Governor for approval to acquire the subdivided Lot 7022 DP 1126834 by compulsory process under section 186(1) of the Local Government Act;	
(5)			Classifies the land as operational land;	
(6)			Requests the Minister for Local Government approve a reduction in the notification period from 90 days to 30 days;	
(7)			Proceed with the subdivision of the land described as Lot 7022 DP1126834 and all other processes required for the purpose of compulsory acquisition of the newly-formed Lot in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991;	
(8)			Proceed with the compulsory acquisition of the land described as 'Proposed Lot 1' for the purpose of developing a site for established emergency water infrastructure in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991.	
(Brian Murray/Michael Petrie)				

Notes

02 Dec 2021 1:17pm Fitzpatrick, Christie

Data imported from Resolution Register:

13.8.20 Jennings & Kneipp instructed to develop the 88B instrument for the easement.

CA application drafted.

No response from the Common Trust regarding their concurrence within the allotted timeframe.

9.9.20 Jennings & Kneipp are to develop the 88B instrument for the easement. No response from Common Trust regarding their concurrence within the allotted timeframe. CA application drafted and signed by CE.

15.10.20 Compulsory Land Acquisition submitted to Crown Lands for processing.

3.12.20 Sent to OLG as advised by Crown to begin next steps.

9.2.21 Register Acquisition Plan being finalised between surveyor and OLG.

10.3.21 Registered Acquisition Plan with NSW Land Registry Services for advice.

20.4.21 This acquisition has stalled as the Common Trust Board have not signed the papers for the Agreement.

11.6.21 Resending papers to trust.

Waiting on response

9.9.21 Advisements underway to proceed with acquisition due to second attempt with no response.

11.11.21 Several attempts made by phone and letter to the Common Trust since April 2021, however no response has been received.

Works are being scheduled to proceed.

Meeting	Date	Officer	Title	Target
Council 26/08/2020	26/08/2020	Petrie, Bronwyn	NOTICE OF MOTION - MARYLAND CULLENDORE ROAD THROUGH MARYLAND NATIONAL PARK	9/09/2020
176/20	Resolved that Council contact Crown Lands Department and National Parks & Wildlife Service informing them that Tenterfield Shire Council wishes to keep the Maryland Cullendore Road open. (Gary Verri/Bronwyn Petrie)			
Notes 02 Dec 2021 1:24pm Fitzpatrick, Christie Data imported from Resolution Register: 11.9.20 Letter forwarded to NPWS dated 3 September 2020, awaiting response. 12.2.21 Phone meeting held NPWS & EO 14.12.20 further details to be discussed through CE & Manager EDCE 12.3.21 Meeting held with Acting CE DI EO & Manager EDCE EO to provide response to NPWS				

OUTSTANDING ACTIONS REPORT		Printed: Tuesday, 19 April 2022 4:23:43 PM
Division:		Date From:
Committee:		Date To:
Officer:		

Meeting	Date	Officer	Title	Target
19.4.21 NPWS has confirmed that gazettal documents have been withdrawn from the Ministers Office. Meeting to be arranged between TSC and NPWS.				
10.5.21 Making arrangements for NPWS to attend June 2021 Councillor Workshop.				
10.6.21 Councillor workshop with NPWS 10.06.21				
18.8.21 NPWS looking at all paper roads through NP. Will prioritise Maryland NP. TSC to pay for survey.				
14.10.21 Estimate of survey costs and any other expenses being arranged for consideration.				

Meeting	Date	Officer	Title	Target
Council 23/09/2020	23/09/2020	Marchant, Gillian	Torrington Greenwaste	7/10/2020
191/20	Resolved that Council:			
	(1) Offer the mega muncher to the 59 properties for residents of the village of Torrington in lieu of green waste acceptance at Torrington transfer station; and			
	(2) Does not offer alternative for greenwaste.			
	(Brian Murray/John Macnish)			

Notes				
14 Apr 2022 4:36pm Marchant, Gillian				
Roll out of Mega-munchers continue note dependant on customers attending to collect.				
04 Feb 2022 4:33pm Marchant, Gillian				
Operational opening in November.				
Mega-munchers being deployed, feedback on mega-munchers is that they work well.				
02 Dec 2021 1:29pm Fitzpatrick, Christie				
Data imported from Resolution Register:				
6.10.20 Works underway for construction of required Mega Munchers				
8.12.20 Works continue.				
28.1.21 Tentative discussions for opening on 24 March 2021 when Council meeting held at Torrington.				
9.3.21 Arranging convenient date for attendance of EPA reps as required for grant acutal. Date to be advised.				
15.4.21 Advised reps unable to attend, progressing with possible May opening.				
6.5.21 May opening expected.				
11.6.21-19.7.21 19th May official Opening;				
16.8.21-9.9.21 Operational opening expected late July-August				
Pending meeting and lockdown				
19.10.21 Mega Muncher construction completed – to be given out when transfer station opens. Waiting on sat phones & rockstars.				
12.11.21 Meeting scheduled with Residents 16/11/21 before operational opening				
14.03.22 Mega Munchers under deployment				

Meeting	Date	Officer	Title	Target
Council 23/09/2020	23/09/2020	Gibbins, Jessica	McLeods Creek Road, Sandy Hill	7/10/2020
207/20	Resolved that Council approve the action required as detailed in this report.			
	(Bronwyn Petrie/Gary Verri)			

Notes				
14 Apr 2022 12:07pm Gibbins, Jessica				
Report was tabled at February meeting & matter deferred.				
14 Feb 2022 2:54pm Gibbins, Jessica				
Further report being tabled at February 2022 Council Meeting.				
02 Dec 2021 1:35pm Fitzpatrick, Christie				
Data imported from Resolution Register:				
15.10.20 Engaged Solicitor to assist in process.				
15.5.21 Commencing process with Office of Local Government.				
10.6.21 Advice received from Solicitors.				
16.7.21 Correspondence sent 12.07.21 to State Forestry seeking clarification on acquisition process through Girard State Forest.				
14.10.21 Review of costs to date and estimate of survey work being undertaken prior to commencing survey works.				

Meeting	Date	Officer	Title	Target
Council 23/09/2020	23/09/2020	Thompson, David	Crown Lands Plans of Management	7/10/2020

OUTSTANDING ACTIONS REPORT			
Division: Committee: Officer:		Printed: Tuesday, 19 April 2022 4:23:43 PM Date From: Date To:	

Meeting	Date	Officer	Title	Target
195/20	Resolved that Council endorse the listed draft Plans of Management and forward to the Crown Lands Minister for approval prior to the compulsory community consultation period:			
	<ul style="list-style-type: none"> Plan of Management - General Community Use; Plan of Management - Sportsgrounds; Plan of Management - Parks; Plan of Management - Natural Areas. 			
	(Greg Sauer/Michael Petrie)			

Notes

02 Dec 2021 1:31pm Fitzpatrick, Christie

Data imported from Resolution Register:

15.10.20 Amendment being made to draft and prepared for sending to Minister

6.11.20 Ongoing

4.12.20 Plans sent to Minister

9.2.21 Awaiting response from Minister

8.3.21 Awaiting response from Minister

6.4.21 Awaiting response from Minister

4.5.21 Crown lands (CL) advised verbally in May that they are working on the review. A request for an update sent to CL on 11/6/21

11.6.21 Crown Lands (CL) have reviewed the draft PoM's. On 15/06/21 CL provided a list of minor amendments. PoM's to be amended and returned.

13.7.21 There is an issue with the categorisation of R540103 at Drake. CL have suggested that the reserve be excluded from the POM and resubmit excluding the reserve.

8.10.21 Revised General Community Use PoM drafted. Others are close to complete.

11.11.21 Continued checking and amending documents in accordance with crown lands requests.

8.12.21 Continuation of above

Meeting	Date	Officer	Title	Target
Council 23/09/2020	23/09/2020	Rogan, Bob	NOTICE OF MOTION - TENTERFIELD TOWN DAM FOR RECREATIONAL ACTIVITIES	7/10/2020
202/20	Resolved that Council investigate the opportunities that may be available near and including the town dam for recreational activities with a view to producing a master plan for presentation to the Council and subsequently the community.			
	(Bob Rogan/Greg Sauer)			

Notes

02 Dec 2021 1:34pm Fitzpatrick, Christie

Data imported from Resolution Register:

1.10.20 Scheduled for discussion at Councillor Workshop 21/10. Meeting with invited community members (due to COVID) 27/10.

1.12.20 Meetings held, results consolidated and provided for comment. Survey of parks underway. Focus group established.

15.4.21 Site inspection with focus group held, preliminary designs under investigation

6.5.21 Investigation into possible grants underway

11.6.21 - 9.9.21 Investigations continue-note awarded fishing platform grant

18.10.21 Signed Deeds of Grant

12.11.21 Platform planning underway.

Meeting	Date	Officer	Title	Target
Council 23/09/2020	23/09/2020	Pryor, James	Mingoola Waste Transfer Station Site - Compulsory Acquisition	7/10/2020
187/20	Resolved that Council:			
	<ol style="list-style-type: none"> Proceed with the compulsory acquisition of the land described as Lot 7013 in DP 1075621 for the purpose of developing the Mingoola Waste Transfer Station in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991; and Proceed with the compulsory acquisition of the land described as the western portion of subdivided Lot 7018 in DP 1075621 for the purpose of subdivision, acquisition and developing the Mingoola Waste Transfer Station in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991; and Make an application to the Minister and the Governor for approval to acquire Lot 7013 in DP 1075621 by compulsory process under section 186(1) of the Local Government Act; and 			

OUTSTANDING ACTIONS REPORT		Printed: Tuesday, 19 April 2022 4:23:43 PM
Division:		Date From:
Committee:		Date To:
Officer:		

Meeting	Date	Officer	Title	Target
			<p>(4) Make an application to the Minister and the Governor for approval to acquire the western portion of the subdivided Lot 7018 in DP 1075621 by compulsory process under section 186(1) of the Local Government Act; and</p> <p>(5) Classify the land as operational land; and</p> <p>(6) Proceed with the subdivision of the land described as Lot 7018 in DP 1075621 for the purpose of compulsory acquisition of the newly-formed Lot in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991; and</p> <p>(7) Arrange the survey of the formed road, known as Springfield Road, that traverses through Lot 7013 in DP 1075621 and dedicate this as a Public Road; and</p> <p>(8) Make an application to the Minister and the Governor for approval to acquire the newly-formed Road Lot that traverses through Lot 7013 in DP 1075621 by compulsory process under section 177(1) or 177(2)(a) or 177(2)(b) of the Roads Act.</p> <p>(Brian Murray/Michael Petrie)</p>	

Notes

02 Dec 2021 1:26pm Fitzpatrick, Christie

Data imported from Resolution Register:

15.10.20 TSC working with Crown Lands in relation to the compulsory acquisition.

6.11.20 Ongoing

4.12.20 Scoping the exact area required to negotiate with ALC. NSWALC providing advice on process.

9.2.21 Negotiations underway with local Aboriginal Council requesting the ALC to be amended to exclude the part required for the project. Awaiting their response.

10.3.21 This is awaiting response. NSW LALC are the claimant but won't change the claim until MLALC agree to.

20.4.21 Continues to stall awaiting advice from Aboriginal Land Council. Negotiations continue.

6.5.21 Project handover, negotiations continue.

11.6.21 Project negotiations continue.

19.7.21-18.10.21 Negotiations continue, arrangements to visit site once lockdown ended.

11.11.21 Negotiations continue.

Meeting	Date	Officer	Title	Target
Council 1/10/2020	1/10/2020	Ford, Heidi K	Memorial Hall – Drought Stimulus Package Internal Acoustic, Ventilation and Insulation Treatments - Tender Recommendation and Project Update	15/10/2020

212/20 Resolved that Council:

- (1) Accept the tender evaluation report for the Memorial Hall Internal Acoustic, Ventilation and Insulation Treatments project;
- (2) Not accept the submitted tender;
- (3) Proceed with negotiations with the lowest tenderer to align the scope and budget;
- (4) Grant the Chief Executive delegation to sign for agreed negotiated offer, ensuring that the required level of acoustics are met as part of these negotiations;
- (5) Acknowledges that there will be a variation to the September Quarterly Budget Review to address the issues identified.

(Tom Peters/Bob Rogan)

Notes

07 Feb 2022 11:45am Condric, Jodie

Tender has been awarded and work has now been completed

02 Dec 2021 1:37pm Fitzpatrick, Christie

Data imported from Resolution Register:

15.10.20 Negotiations commenced

6.11.20 Further investigations continuing regarding acoustics. Roof, electrical and fire to proceed.

OUTSTANDING ACTIONS REPORT		Printed: Tuesday, 19 April 2022 4:23:43 PM Date From: Date To:
Division:		
Committee:		
Officer:		

Meeting	Date	Officer	Title	Target
4.12.20 Works progressing with roofing, electrical, fire and data.				
9.2.21 Works progressing with internal works due to commence once retractable seating has been complete.				
8.3.21 Ongoing				
6.4.21 Works nearing completion to meet grant requirements for LDS grant. Further works will continue under BCRRF grant.				
4.5.21 LDS grant complete. Acoustic works continuing under the BCRRF grant				
10.6.21 Acoustic works continue to ceiling and walls.				
19.7.21 Ongoing				
13.8.21 Ongoing, internal works nearing completion.				
8.10.21 Defects inspection planned for 3rd week in October 2021				
11.11.21 Inspections carried out early November.				
10.12.21 Funding 2 claim completed – awaiting for Fire system to be installed. All works have been suspended until the roof has been strengthened.				

Meeting	Date	Officer	Title	Target
Council 25/11/2020	25/11/2020	Keneally, Fiona	Regional Road Transfer and Road Classification Review	9/12/2020

247/20 **Resolved** that Council:

- (1) Support the Joint Priority Submission to the NSW Road Classification Review and Regional Road Transfer for the transfer of Bruxner Way accountabilities to the NSW State Government, in conjunction with Inverell Shire Council, Moree Plains Shire Council and Gwydir Shire Council; and
- (2) Support Kyogle Council as an affected council partner in the priority submission to the NSW Road Classification Review and Regional Road Transfer for the transfer of Mount Lindesay Road and the Clarence Way accountabilities to the NSW State Government; provided that the following conditions are met:
 - (A) The State Government commit to maintaining and upgrading these regional roads to the current level of service as a minimum and funding is not reduced; and
 - (B) Future maintenance of the State controlled regional road network within Tenterfield Shire Council be undertaken under a suitable contractual arrangement (similar to an RMCC) and that Council delivers these works for the NSW Government; and
 - (C) Funding received by Council from State and Federal Government such as FAGS and Roads to Recovery must not be reduced.

(Bob Rogan/Greg Sauer)

Notes

13 Apr 2022 8:02am Keneally, Fiona

Bruxner Way application submitted

14 Feb 2022 11:07am Keneally, Fiona

RCRT - Priority round unsuccessful - Full round submissions now due 28th February 2022

Bruxner Way joint application submitted. Clarence Way and Mount Lindesay Road submitted by Kyogle Council.

02 Dec 2021 1:40pm Fitzpatrick, Christie

Data imported from Resolution Register:

8.12.20 Priority Submissions close 9/12.

Submissions being prepared.

12.2.21 No further update. BROCC advised at meeting of 12 Feb 2021.

10.5.21 No further update.

15.6.21 No further update.

16.7.21 No further update

18.8.21 No further update

15.10.21 Priority round applications unsuccessful. Applications have opened for the full round of the Regional Road Transfer and Road Classification Review to close on the 24th December 2021

10.11.21 Further information is being collated for the revised and additional request in the next submission.

Meeting	Date	Officer	Title	Target
Council 16/12/2020	16/12/2020	Cooper, Mark	Tenterfield Shire - Draft Tree Management Plan	30/12/2020

278/20 **Resolved** that Council endorse the Draft Tree Management Plan and place on public exhibition with:

- Further information to be provided on tree species on Logan Street; and

OUTSTANDING ACTIONS REPORT			
Division: Committee: Officer:		Printed: Tuesday, 19 April 2022 4:23:43 PM Date From: Date To:	

Meeting	Date	Officer	Title	Target
			<ul style="list-style-type: none"> Additional Item (4.3) noting Liston community input in planting and providing trees; and Further information regarding Tenterfield Park. 	(Greg Sauer/Gary Verri)

Notes 07 Feb 2022 11:48am Cooper, Mark Ongoing 02 Dec 2021 1:41pm Fitzpatrick, Christie Data imported from Resolution Register: 1.2.21 Tree Management Plan has been put on Public Exhibition for 28 Days finishing on 28 February 2021 9.3.21 Submissions now closed. Several received. Preparing to present to Council workshop in April. 6.5.21 Draft plan to be presented to Councillor workshop in May. 12.5.21 Presented at Councillor Workshop. 7.7.21 Need to update street trees planted in Villages in readiness for adoption. 17.8.21-18.10.21 Ongoing				
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Meeting	Date	Officer	Title	Target
Council 16/12/2020	16/12/2020	Coonan, Neville	Proposal to lease Lots 2, 3 and 4 Section 37 DP758959 - Corner Francis Street and Douglas Street, Tenterfield	30/12/2020

295/20	Resolved that Council: <ul style="list-style-type: none"> (1) Advertise Councils' intention enter into a new lease over Lots 2, 3 and 4 Section 37 DP758959, for a period of 14 days and seek any objections to the proposal; (2) Delegate authority to the Chief Executive to enter into a new lease over Lots 2, 3 and 4 Section 37 DP758959 for a 3 year period with a 10 year optional extension to the lease, subject to the summarised terms and conditions included in the report; (3) Authorises the lease be signed under seal of Council by the Mayor and the Chief Executive subject to no objections being received to the proposal. 			
	(Brian Murray/Michael Petrie)			

Notes 03 Mar 2022 1:05pm Coonan, Neville Solicitors have been instructed to organise the signing of the lease. So far Transport Museum have not signed the lease and have requested a meeting with the CE. 03 Feb 2022 1:37pm Coonan, Neville All works have been completed regarding the bores. Transport Museum (TM) have given verbal notification they will execute the lease. Solicitors have finalised the lease drafting. The property has been slashed before handing over to TM. 02 Dec 2021 1:45pm Fitzpatrick, Christie Data imported from Resolution Register: 9.2.21 Advertised January 2021 with no objections received. Draft lease being prepared. Finalisation of easements for bore pumps still to be finalised by Waste & Water. 13.3.21 Draft lease has been prepared and provided to Transport Museum for review. Draft includes a consent for the easements to be registered. 20.4.21 Transport Museum have a meeting on 12/4/21 to discuss. It appears they will accept. Council works on the bores etc require completion. 4.5.21 Advice from Waste and Water Manager is that land will likely be available for lease by end of September 2021 11.6.21 Awaiting completion of works for bores prior to following up with Transport Museum. 14.7.21 Works are now complete except the fencing around the bores. The site has been substantially cleaned up. 13.8.21 Awaiting the completion of fencing. Transport Museum are not concerned. 8.10.21 Still awaiting completion of fencing 10.11.21 Still awaiting completion of fencing				
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Meeting	Date	Officer	Title	Target
Council 16/12/2020	16/12/2020	Rogan, Bob	NOTICE OF MOTION - SUBMISSION TO NSW NATIONAL PARKS & WILDLIFE SERVICE REGARDING MT MACKENZIE LOOKOUT AREA	30/12/2020

291/20	Resolved that Council:			
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OUTSTANDING ACTIONS REPORT		Printed: Tuesday, 19 April 2022 4:23:43 PM Date From: Date To:
Division:		
Committee:		
Officer:		

Meeting	Date	Officer	Title	Target
(1)	Receive a report on possible upgrades to the Mt Mackenzie Lookout, including the upgrade of toilet facilities (and where possible partnership) with NSW National Parks & Wildlife Service, with a view to enhance visitor experience; and			
(2)	Include in the upcoming review of the Road Network Management Plan, the provision for upgrading the current access to Mt Mackenzie Lookout to a standard that will allow coaches to access the area.			
(Bob Rogan/Gary Verri)				

Notes

02 Dec 2021 1:43pm Fitzpatrick, Christie

Data imported from Resolution Register:

18.2.21 Currently investigating Aboriginal Land Claim and potential grant application preparation for facilities and road upgrade

9.4.21 Aboriginal Land Claim refused on 7/4/21. Appeal period expires on 29/7/21.

15.6.21 Appeal period expires 29/7/21.

18.8.21 BBRF – application for \$2.156.208 (Mt Mackenzie Tourism Infrastructure upgrade submitted.

Announcement due mid 2021!

8.9.21 An appeal has been lodged by NSW Aboriginal Land Council against the refusal of the Aboriginal Land Claim. A response to a subpoena was sent 3/9/2021.

18.10.21 Ongoing

10.11.21 Meeting with crown solicitor to provide further evidence for the appeal.

Meeting	Date	Officer	Title	Target
Council 24/02/2021	24/02/2021	Davidson, Tamai	Draft Village Concept Plans	10/03/2021

20/21 **Resolved** that Council:

- (1) Place the draft Village Concept Plans on public exhibition for a period of twenty eight (28) days; and
- (2) Adopt the Village Concept Plans if no submissions are received at the close of the exhibition period.

(Gary Verri/Michael Petrie)

Notes

14 Mar 2022 2:10pm Davidson, Tamai

Planning Proposal finalised - completed

02 Dec 2021 1:49pm Fitzpatrick, Christie

Plans presented at community consultation sessions January 2022, final plans to be presented to Council April 2022

Meeting	Date	Officer	Title	Target
Council 24/02/2021	24/02/2021	Della, Paul	Request to relocate the Band Hall to Leechs Gully Road (former Leechs Gully Hall Site)	10/03/2021

16/21 **Resolved** that Council:

- (1) Supports the gifting of the Band Hall to the Leechs Gully Progress Association subject to the association being responsible for:
 - (a) Ensuring the Band Hall can fit on the property by conducting an identification survey;
 - (b) Ensuring the Band Hall transfer meets heritage requirements;
 - (c) Paying for all costs associated with the relocation of the Band Hall;
 - (d) All upkeep and maintenance on the band hall once ownership is formally transferred to the association.
- (2) Allocates up to \$50,000 to the Leechs Gully Progress Association towards the costs associated with the items in (1) above.
- (3) Negotiates with the Leechs Gully Progress Association on the proposed relocation of the Band Hall.

(John Macnish/Bronwyn Petrie)

OUTSTANDING ACTIONS REPORT

Division:
Committee:
Officer:

Printed: Tuesday, 19 April 2022
4:23:43 PM
Date From:
Date To:

Meeting	Date	Officer	Title	Target
Notes 02 Dec 2021 1:47pm Fitzpatrick, Christie Data imported from Resolution Register: 24.2.21 Mr Rod Dowe was informed of Council's decision. 25.2.21 Mr Dowe will contact a surveyor re the recommendation of part 1 (a) as a first step in the process. 1.3.21 Mr Dowe provided with the names of some Heritage Consultants. 12.3.21 The above is evidence of part 3 of the recommendation being enacted. 20.4.21 The Gem Club have been advised of the council resolution and provided with contact with Leechs Gully Progress Association for continued use of the hall if relocation takes place. 4.5.21 Survey to be completed and relocation quotes are being sought by Progress Association 11.6.21 Nothing further to report. 19.7.21 Committee to meet and review Constitution. 13.8.21 Ongoing waiting for Progress Assoc to become an incorporated body. 8.10.21 Meeting to be organised with Progress Association and TSC 11.11.21 Meeting held on site to discuss the actions required to expedite the relocation of the Hall to Leechs Gully. 8.12.21 They have organised a heritage report which is due Feb 2022. PS is coordinating the matter.				

Meeting	Date	Officer	Title	Target
Council 24/03/2021	24/03/2021	Gibbins, Jessica	Snake Creek Road - Road Reserve Update	7/04/2021
60/21	Resolved that Council: (1) Proceed with the compulsory acquisition of the land described as part of Lot 7301 DP 1145839 for the purpose of dedicating a road in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991; (2) Make an application to the Minister and the Governor for approval to acquire part of Lot 7301 DP 1145839 by compulsory process under section 177 (2)(b) of the Roads Act 1993. <div>(Greg Sauer/Bronwyn Petrie)</div>			
Notes 14 Feb 2022 2:58pm Gibbins, Jessica Collating documents for the new application to send to OLG 02 Dec 2021 1:54pm Fitzpatrick, Christie Data imported from Resolution Register: 10.5.21 Office of Local Government application required. 15.6.21-19.7.21 Office of Local Government Application being drafted. 18.8.21 Application and attachments sent 17/8/21 OUT21/61C3BA5A. 14.10.21 Application rejected as need updated searches & correspondence. Being arranged for resubmitting.				

Meeting	Date	Officer	Title	Target
Council 24/03/2021	24/03/2021	Kelly, Rebekah	Tenterfield Sculpture Walk	7/04/2021
57/21	Resolved that Council adopt the report and approve installation and locations of all the proposed sculptures. (Bronwyn Petrie/Bob Rogan)			
Notes 19 Apr 2022 4:17pm Melling, Elizabeth Final Report being compiled. 07 Feb 2022 11:45am Condric, Jodie Art is currently being installed and draft signs are in construction 02 Dec 2021 1:51pm Fitzpatrick, Christie Data imported from Resolution Register: 20.4.21 Awaiting confirmation regarding crown land management and Native Title. 10.5.21 No native title submission received. 13.7.21 Council has been appointed as Crown Land Manager of all Reserves involved. Native Title also resolved. Art works can proceed from Crown Land Management and Native Title perspective. 18.8.21 Installation of sculptures are imminent and all sites are confirmed. 18.10.21 Foundations prepared. 16.11.21 Installations are being undertaken this week				

Meeting	Date	Officer	Title	Target
Council 28/04/2021	28/04/2021	Counsell, David	Molesworth Street Drainage Easement	12/05/2021

OUTSTANDING ACTIONS REPORT		Printed: Tuesday, 19 April 2022 4:23:43 PM Date From: Date To:
Division:		
Committee:		
Officer:		

Meeting	Date	Officer	Title	Target
86/21	Resolved that the matter of the Molesworth Street Draining Easement be deferred until the roles and responsibilities are determined in relation to stormwater discharge onto Lots 1 and 13. (Brian Murray/Michael Petrie)			
Notes 14 Feb 2022 12:07pm Counsell, David Further advice on responsibilities being resolved with planning authorities and further report to be presented to Council in March 2022. 02 Dec 2021 1:56pm Fitzpatrick, Christie Data imported from Resolution Register: 7.5.21 Matter referred to cross department meeting for discussion with Council's Planning and Building Departments for further action. 7.6.21 Council report from April has been discussed at cross department meeting and assessment of the extent of properties and impacts is being investigated. 19.7.21-18.10.21 Council Report to be prepared by Engineering with input from Planning Dept.				

Meeting	Date	Officer	Title	Target
Council 28/04/2021	28/04/2021	Hyde, Noelene	SOUTHERN QLD INLAND & NSW BORDER REGIONAL WATER ALLIANCE - TENTERFIELD SHIRE COUNCIL MEMBERSHIP	12/05/2021
91/21	Resolved that Council endorse in principle: (1) Tenterfield Shire Council as a member of Southern Qld Inland & NSW BorderRegional Water Alliance Limited subject to approval of the Constitution of the Company; and (2) Tenterfield Shire Council Mayor as a Director of Southern Qld Inland & NSW Border Regional Water Alliance Limited. (Gary Verri/Michael Petrie)			
Notes 02 Dec 2021 1:57pm Fitzpatrick, Christie Data imported from Resolution Register: 3.5.21 Letter provided to Mayor Antonio of Toowoomba Regional Council as Chair. 31.5.21 Zoom meeting arranged for 2 June 2021. 15.6.21 Zoom meeting attended 2/6. 19.7.21 Awaiting legal advice regarding cross border (NSW/QLD) constitution and any associated issues. 18.8.21 Ongoing. 5.10.21 Border Mayors Water Alliance meeting in Toowoomba with Minister Butcher. 5.11.21 Meeting with B Joyce MP regarding funding 8/11/21				

Meeting	Date	Officer	Title	Target
Council 23/06/2021	23/06/2021	Counsell, David	TRAFFIC COMMITTEE RECOMMENDATIONS	7/07/2021
129/21	Resolved that with reference to the Local Traffic Committee recommendations of 10 June 2021, that Council adopt the following: (1) RILEY STREET LOAD LIMIT - remove the "tadpole" island blisters road calming device from Riley Street. (2) TIMBER BRIDGES LOAD LIMITS REVIEW <ul style="list-style-type: none"> the removal of all remaining load limits on timber bridges currently funded for replacement once they have been completed; the removal of any remaining speed humps on bridge approaches; the removal of permanent speed restrictions on timber bridges with the exception of the installation of temporary speed restrictions for bridges under bridgeworks; the installation of Advisory Speeds in conjunction with Bridge warning signs only local Council Roads where necessary at the discretion of the Council Director of Infrastructure. (3) TSC to investigate introducing a "signposting policy" for the Shire.			

OUTSTANDING ACTIONS REPORT				
Division: Committee: Officer:			Printed: Tuesday, 19 April 2022 4:23:43 PM Date From: Date To:	

Meeting	Date	Officer	Title	Target
			<ul style="list-style-type: none"> TSC to provide "Torrington" town directional guide signs and suggest the business owner investigate options for signage, as managed by the DA process on private lands for advertising signs on their or another property. <p>(Michael Petrie/Bob Rogan)</p>	
Notes 08 Mar 2022 1:43pm Counsell, David Matters are being processed or were given further consideration at March Traffic Committee meeting. 14 Feb 2022 12:09pm Counsell, David Riley St tadpole device has been removed and bridge signage is being adjusted as appropriate with other bridgeworks, Signposting Policy being developed for consideration by Council to a meeting first half of 2022. 13 Dec 2021 3:27pm Fitzpatrick, Christie Data imported from Resolution Register 19.7.21 Riley St tadpole to be removed in conjunction with other works scheduled for Sept 21. 19.7.21 Noted. 19.7.21 MA&P to investigate what current signage is present at Torrington. 18.8.21 Ongoing 14.10.21 Riley Street 3T Load Limit sign has been replaced and upgraded. 14.10.21 Riley Street 'tadpole' island blisters have been removed. 11.11.21 Signposting Policy still to be considered, initial research has commenced for industry requirements and similar policies.				

Meeting	Date	Officer	Title	Target
Council 22/09/2021	22/09/2021	Davidson, Tamai	PLANNING PROPOSAL - LEP AMENDMENT SCHEDULE 5 - HERITAGE HOUSEKEEPING AMENDMENT	6/10/2021
187/21	<p>Resolved that Council:</p> <ol style="list-style-type: none">(1) Support the finalisation and making of the Planning Proposal as exhibited.(2) Forward the Planning Proposal to Parliamentary Counsel for drafting of the Instrument and their opinion;(3) Authorise Council staff to make any necessary minor amendments to the proposal during the drafting of the instrument in consultation with Parliamentary Counsel and the Department of Planning, Industry and Environment; and(4) Delegate to the Chief Executive the power to make the plan on behalf of Council as the local plan-making authority under section 3.36(2) under the <i>Environmental Planning and Assessment Act, 1979</i>. <p>(Brian Murray/Greg Sauer)</p> <p>Motion Carried</p>			
<p>Notes 14 Mar 2022 2:08pm Davidson, Tamai Planning Proposal completed - LEP Amendment finalised 13 Dec 2021 3:29pm Fitzpatrick, Christie Data imported from Resolution Register 22.9.21 In progress 31.10.21 Opinion received from Parliamentary Counsel – LEP Amendment proceeding to final stage for gazettal</p>				

Meeting	Date	Officer	Title	Target
Council 27/10/2021	27/10/2021	Keneally, Fiona	NEW SPECIFIC PURPOSE COMMUNITY PROJECT ENGAGEMENT COMMITTEE	10/11/2021
200/21	OFFICER'S RECOMMENDATION That Council: <ol style="list-style-type: none"> Adopts the following additional proposed Specific Purpose Committee; 			

OUTSTANDING ACTIONS REPORT		Printed: Tuesday, 19 April 2022 4:23:43 PM Date From: Date To:
Division:		
Committee:		
Officer:		

Meeting	Date	Officer	Title	Target
Council 27/10/2021	27/10/2021	Counsell, David	RAIL NETWORK SAFETY INTERFACE AGREEMENT	10/11/2021

192/21

Notes

14 Apr 2022 12:08pm Counsell, David

Still awaiting agreement to be received from the Rail Managers

08 Mar 2022 1:46pm Counsell, David

Awaiting response from UGL RL for a revised agreement to be sent to Council.

14 Feb 2022 12:02pm Counsell, David

Revised correction information for schedule of crossings provided to UGL RL and awaiting the amended Interface Agreement to be returned by them for signing.

02 Dec 2021 2:20pm Fitzpatrick, Christie

Data imported from Resolution Register:

27.10.21 Letter has been prepared to send to UGL Regional Linx to advise of Council's decision and invite them to attend a meeting with Council once they are formally in the new role.

Meeting	Date	Officer	Title	Target
Council 27/10/2021	27/10/2021	Coonan, Neville	LEASING OF COUNCIL OWNED PROPERTY	10/11/2021

OFFICER'S RECOMMENDATION:

That Council:

- (1) Acknowledges that Council entered into a "Service Agreement" with NSWRFs which was executed in December 2011. The Agreement provides NSWRFs a Licence to enter and use the premises at 50 Francis Street, Tenterfield.
- (2) Notes the written concurrence provided by NSWRFs for the proposed Leasing or Licensing of part of 50 Francis Street, Tenterfield (Lot 1 Section 37 DP 758959 - within the NSWRFs compound) to BackTrack for a term of up to 5 years for the purpose of a Youth Hub and that NSWRFs agree to share the toilet and associated facilities with BackTrack for the term of the Lease or Licence.
- (3) Delegate authority to the Chief Executive to enter into a new License over part of Lot 1 Section 37 DP 758959 (within the NSWRFs compound) for a 5-year term, subject to the summarized terms and conditions included in the Report.
- (4) Authorises the Licence to be signed under the Seal of Council by the Mayor and Chief Executive.

LOST AMENDMENT

That Council defer ITEM COM25/21 be deferred until an onsite inspection with the Captain of the Steinbrook Brigade and the Acting Manager Rural Fire Service – Glenn Byrnes.

(Bronwyn Petrie/John Macnish)

Amendment Lost

Resolved that Council:

- (1) Acknowledges that Council entered into a "Service Agreement" with NSWRFs which was executed in December 2011. The Agreement provides NSWRFs a Licence to enter and use the premises at 50 Francis Street, Tenterfield.
- (2) Notes the written concurrence provided by NSWRFs for the proposed Leasing or Licensing of part of 50 Francis Street, Tenterfield (Lot 1 Section 37 DP 758959 to BackTrack for a term of up to 5 years for the purpose of a Youth Hub and that NSWRFs agree to share the toilet and associated facilities with BackTrack for the term of the Lease or Licence.
- (3) Delegate authority to the Chief Executive to enter into a new License over part of Lot 1 Section 37 DP 758959 for a 5-year term, subject to the summarized terms and conditions included in the Report.

OUTSTANDING ACTIONS REPORT			
Division: Committee: Officer:		Printed: Tuesday, 19 April 2022 4:23:43 PM Date From: Date To:	

Meeting	Date	Officer	Title	Target
			(4) Authorises the Licence to be signed under the Seal of Council by the Mayor and Chief Executive. (Gary Verri/Bronwyn Petrie) Motion Carried	

Notes

03 Mar 2022 1:02pm Coonan, Neville

BackTrack have obtained the DA. More information has been requested by Planning to issue a construction certificate. Jennings and Kneipp have prepared a draft licence agreement to be provided to BackTrack to review prior to finalisation.

03 Feb 2022 1:35pm Coonan, Neville

Backtrack and RFS have completed the MOU. Backtrack have lodged the DA. More info has been requested to support the DA. Licence to be issued upon the DA being approved.

02 Dec 2021 2:19pm Fitzpatrick, Christie

Data imported from Resolution Register:

10.11.21 Progressing. Backtrack & RFS advised of requirement to prepare a MoU prior to issuing a licence.

Backtrack advised DA is required prior to issuing a licence.

8.12.21 Awaiting receipt of completed MOU and lodgement of DA.

Meeting	Date	Officer	Title	Target
Council 12/01/2022	12/01/2022	Wild, Jessica	Changes to Proposed Borrowings 2021-22 Financial Year	26/01/2022

14/22

Resolved that Council:

- (1) Approves the establishment of a Corporate Markets Loan with NAB with a drawdown facility limit of \$5,000,000 for a rollover period of 90 days, to function as a cash reserve to fund external restrictions when required.
- (2) Notify the Office of Local Government of the loan arrangements.
- (3) Through the Mayor and Chief Executive continue to lobby the State and Federal Government as a matter of urgency regarding the late payment of disaster grant funding.

(Peter Petty/Tom Peters)

Motion Carried

Notes

03 Feb 2022 4:17pm Wild, Jessica

The Corporate Markets Loan is currently being organised with the NAB, Office of Local Government to be notified once arrangements are made.

Meeting	Date	Officer	Title	Target
Council 7/02/2022	7/02/2022	Wild, Jessica	Application for Special Rate Variation 2022/23 and 2023/24	21/02/2022

16/22

Resolved that Council:

- (1) Receive the report on Application for Special Rate Variation 2022/23 and 2023/24;
- (2) Determine not to proceed with a permanent Special Rate Variation Application for the 2022/23 financial year for the purpose of maintaining existing services, enhancing financial sustainability, and funding infrastructure maintenance and renewal;
- (3) Request the Chief Executive advise IPART of Council's decision not to proceed with a permanent Special Rate Variation Application for the 2022/23 financial year;
- (4) Request the Chief Executive bring back a report outlining the process to consider an SRV Application for the 2023/24 financial year detailing further options and an operational efficiency review; including the community consultation program; and
- (5) Acknowledge that without an SRV in the 2022/23 financial year, service levels to the community will be impacted until the budget deficits are resolved.

OUTSTANDING ACTIONS REPORT		Printed: Tuesday, 19 April 2022 4:23:43 PM Date From: Date To:
Division:		
Committee:		
Officer:		

Meeting	Date	Officer	Title	Target
Council accommodated use of chairs and cutlery from the Memorial Hall and School of Arts. Kym Landers to arrange tax invoice for Administration only as no hire charge. 15 Mar 2022 12:07pm Melling, Elizabeth Cr Rhodes communicated decision to Rotary/Oracles. Some discussion. Now rescission motion has been executed by three Councillors under the Code of Meeting Practice. 23 March 2022 Ordinary Council Meeting.				

Meeting	Date	Officer	Title	Target
Council 23/02/2022	23/02/2022	Counsell, David	LOT 26 DP 735029 SUGARBAG ROAD	9/03/2022
<u>22/22</u>	<u>Resolved</u> that Council: <div><div>1) Note the report and the removal of proposed sale proceeds of Lot 26 DP 735029 Sugarbag Road from the current years budget 2022/2023; and</div><div>2) Defer any further action on the matter (sale of Lot 26 DP 735029 Sugarbag Road) for another 12 months (Feb 2023) and contact RFS regarding suitability as a strategic/tactical fire trail grant.</div></div> <div><u>Motion Carried</u><div>(Peter Petty/Geoff Nye)</div></div>			
Notes 08 Mar 2022 1:41pm Counsell, David Matter has been deferred for another 12 months. Emergency manager has been asked to rased the suitability for strategic fire trail grants with RES				

Meeting	Date	Officer	Title	Target
Council 23/02/2022	23/02/2022	Robertson, Penny	NEW REQUEST FOR A BOUNDARY REALIGNMENT BETWEEN TENTERFIELD SHIRE COUNCIL AND GLEN INNES SEVERN SHIRE COUNCIL	9/03/2022
<u>44/22</u>	<u>Resolved</u> that Council: <div><div></div><div>(1) Receive and note this report;</div><div>(2) Accept the proposal to have the Local Government Boundary re-aligned in accordance with this report;</div><div>(3) Submit the boundary adjustment application to the Office of Local Government; and</div><div>(4) That if any costs are incurred that they be passed onto the applicant.</div></div> <div><u>Motion Carried</u><div>(Peter Petty/Geoff Nye)</div></div>			
Notes				

Meeting	Date	Officer	Title	Target
Council 23/02/2022	23/02/2022	Robertson, Penny	RESUBMISSION OF REQUEST FOR A BOUNDARY REALIGNMENT BETWEEN TENTERFIELD SHIRE COUNCIL AND GLEN INNES SEVERN SHIRE COUNCIL	9/03/2022
44/22	Resolved that Council: <ol style="list-style-type: none"> Receive and note this report; Accept the proposal to have the Local Government Boundary re-aligned in accordance with this report; Submit the boundary adjustment application to the Office of Local Government; and That if any costs are incurred that they be passed onto the applicant. 			

OUTSTANDING ACTIONS REPORT				
Division: Committee: Officer:			Printed: Tuesday, 19 April 2022 4:23:43 PM Date From: Date To:	

Meeting	Date	Officer	Title	Target
			Motion Carried	(Peter Petty/Geoff Nye)
Notes				

Meeting	Date	Officer	Title	Target
Council 23/02/2022	23/02/2022	Gibbins, Jessica	NAMING OF VARIOUS ROADS IN THE MARYLAND/LISTON AREA	9/03/2022
<u>25/22</u>	Resolved that Council: (1) Make an application for Herding Yard Creek Road to be renamed to Seven Mile Road; (2) Do not change the name of Red Ridge Lane ; (3) Further investigate/consult on naming of Old Maryland Land/Catarins Road. Motion Carried <div>(Tim Bonner/Greg Sauer)</div>			
Notes 14 Apr 2022 12:08pm Gibbins, Jessica Letters sent to Red Ridge Lane property owners notifying of no name change.				

Meeting	Date	Officer	Title	Target
Council 23/02/2022	23/02/2022	Gibbins, Jessica	ACQUISITION OF PART OF PRIVATE LAND REQUIRED FOR ROAD WIDENING PURPOSES - BRUXNER WAY, TENTERFIELD	9/03/2022
45/22	Resolved that Council proceed with the recommendations as contained within this report to finalise this matter regarding acquisition of land for road realignment purposes for Bruxner Way, Tenterfield.			
	Motion Carried (John Macnish/Kim Rhodes)			
Notes 14 Apr 2022 12:09pm Gibbins, Jessica Correspondence sent to applicable land owners				

Meeting	Date	Officer	Title	Target
Council 23/02/2022	23/02/2022	Chisholm, Penny	WATER & SEWERAGE ACCOUNT REDUCTION REQUEST DUE TO COVID HARDSHIP	9/03/2022
46/22	<u>Resolved</u> that Council: (1) Receive and note this report; and (2) Do not provide any amendment to the average account issued on the basis of Covid-19 impacts on the business. <u>Motion Carried</u> <div>(Kim Rhodes/Tim Bonner)</div>			
Notes				

Meeting	Date	Officer	Title	Target
Council 23/03/2022	23/03/2022	Wild, Jessica	CAPITAL EXPENDITURE REPORT AS AT 28 FEBRUARY 2022	6/04/2022
66/22	Resolved that Council receive and note the Capital Expenditure Report for the period ended 28 February 2022.			
	(Kim Rhodes/Giana Saccon)			

OUTSTANDING ACTIONS REPORT				
Division: Committee: Officer:			Printed: Tuesday, 19 April 2022 4:23:43 PM Date From: Date To:	

Meeting	Date	Officer	Title	Target
			Motion Carried	
Notes 12 Apr 2022 5:16pm Wild, Jessica Completed				

Meeting	Date	Officer	Title	Target
Council 23/03/2022	23/03/2022	Bursford, Erika	AUDIT, RISK AND IMPROVEMENT COMMITTEE	6/04/2022
62/22	Resolved that Council: 1) Approve the change of name of the Tenterfield Shire Council Audit and Risk Committee to the Tenterfield Shire Council Audit, Risk and Improvement Committee, and 2) Confirm the external independent members of the Audit, Risk and Improvement Committee to be: <ul style="list-style-type: none">• Mr Peter Sheville (Chair)• Mr Andrew Page• Mr Tony Harb <div>(Peter Petty/Geoff Nye)</div> Motion Carried			
Notes				

Meeting	Date	Officer	Title	Target
Council 23/03/2022	23/03/2022	Bursford, Erika	INTEGRATED PLANNING AND REPORTING - DRAFT COMMUNITY STRATEGIC PLAN, DELIVERY PROGRAM AND OPERATIONAL PLAN FOR PUBLIC EXHIBITION	6/04/2022
63/22	<p>Resolved that Council:</p> <ol style="list-style-type: none">1. Place the draft Community Strategic Plan, Community Engagement Strategy and Resourcing Strategy on public exhibition for a minimum period of 28 calendar days in accordance with sections 402, 402A and 403 of the <i>NSW Local Government Act 1993</i>;2. Place the draft 2022/24 Delivery Program and draft 2022/2023 Annual Operational Plan, on public exhibition for a minimum period of 28 calendar days in accordance with section 404 and 405 of the <i>NSW Local Government Act 1993</i>;3. Undertake community consultation, based on the scenarios outlined in the draft Long Term Financial Plan, with regards to making an application for a Special Rate Variation to ensure Council's long term financial sustainability, and4. Request a further report to be submitted at the completion of the formal public exhibition period detailing submissions received during exhibition, for Council's consideration prior to final adoption. <p style="text-align: right;">(Greg Sauer/Kim Rhodes)</p> <p>Motion Carried</p>			
Notes				

Meeting	Date	Officer	Title	Target
Council 23/03/2022	23/03/2022	Wild, Jessica	FINANCE & ACCOUNTS - PERIOD ENDED 28 FEBRUARY 2022	6/04/2022
65/22	Resolved that Council receive and note the Finance and Accounts Report for the period ended 28 February 2022.			

OUTSTANDING ACTIONS REPORT		Printed: Tuesday, 19 April 2022 4:23:43 PM
Division:		Date From:
Committee:		Date To:
Officer:		

Meeting	Date	Officer	Title	Target
			(1) Approves a loan of \$3,300,000 for Waste Management (Boonoo Boonoo Landfill – Develop Stage 5) with the Commonwealth Bank of Australia at the interest rate 4.45% for a period of 20 years.	
			(2) Approves a loan of \$2,604,612 for Transport Infrastructure (and supportive plant items) with the Commonwealth Bank of Australia at the interest rate of 4.45% for a period of 20 years.	
			(Tom Peters/Giana Saccon)	
			Amendment Carried	
			Resolved that Council	
			(1) Approves a loan of \$3,300,000 for Waste Management (Boonoo Boonoo Landfill – Develop Stage 5) with the Commonwealth Bank of Australia at the interest rate 4.45% for a period of 20 years.	
			(2) Approves a loan of \$2,604,612 for Transport Infrastructure (and supportive plant items) with the Commonwealth Bank of Australia at the interest rate of 4.45% for a period of 20 years.	
			(3) That Council notify the Office of Local Government when the above loans are obtained.	
			(Tom Peters/Giana Saccon)	
			Motion Carried	
Notes				

Meeting	Date	Officer	Title	Target
Council 23/03/2022	23/03/2022	Halpin, Christopher	TENTERFIELD PUBLIC LIBRARY - REVIEW OF SATURDAY MORNING OPERATIONS	6/04/2022
55/22	Resolved that Council temporarily cease operations of the Tenterfield Library on Saturdays. <div>(Peter Petty/John Macnish)</div> Motion Carried			
Notes 19 Apr 2022 3:56pm Melling, Elizabeth Noted. Notification to Manager to be arranged.				

Meeting	Date	Officer	Title	Target
Council 23/03/2022	23/03/2022	Marchant, Gillian	Steel Recycling Contract	6/04/2022
<u>75/22</u>	Resolved that Council: That Council accept the tender of Infrabuild for the steel recycling contract. Motion Carried (Peter Petty/Tim Bonner)			
Notes 14 Apr 2022 4:38pm Marchant, Gillian Advised Infrabuild-signed contract pending				

Meeting	Date	Officer	Title	Target
Council 23/03/2022	23/03/2022	Melling, Elizabeth	CONFIRMATION OF PREVIOUS MINUTES	6/04/2022
50/22	(ITEM MIN3/22) CONFIRMATION OF PREVIOUS MINUTES			
Notes 19 Apr 2022 4:12pm Melling, Elizabeth				

