



QUALITY NATURE - QUALITY HERITAGE - QUALITY LIFESTYLE

BUSINESS PAPER ORDINARY COUNCIL MEETING 25 MAY 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 25 May 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

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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

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13. NOTICES OF MOTION

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15. CONFIDENTIAL BUSINESS

CONFIDENTIAL

(ITEM GOV49/22)	CORRECTION OF BOUNDARY REALIGNMENT REQUEST BETWEEN TENTERFIELD SHIRE COUNCIL AND GLEN INNES SEVERN SHIRE COUNCIL
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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) (a) of the Local Government Act, 1993, as the matter involves personnel matters concerning particular individuals.

(ITEM GOV50/22)	CORRECTION OF REQUEST FOR A BOUNDARY REALIGNMENT BETWEEN TENTERFIELD SHIRE COUNCIL AND GLEN INNES SEVERN SHIRE COUNCIL
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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) (a) of the Local Government Act, 1993, as the matter involves personnel matters concerning particular individuals.

(ITEM ECO8/22)	RESPONSE TO A REQUEST FOR COUNCIL TO BE APPOINTED AS CROWN LAND MANAGER OF 45 MARTIN STREET, TENTERFIELD. LOT 702 DP 1125713
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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) (c) of the Local Government Act, 1993, as the matter involves information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

(ITEM ECO9/22) PROFESSIONAL SERVICES TENDER RFT 03-21/22

That above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 10A(2) (c) of the Local Government Act, 1993, as the matter involves information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

16. MEETING CLOSED

(ITEM MIN5/22) CONFIRMATION OF PREVIOUS MINUTES

REPORT BY: Elizabeth Melling

RECOMMENDATION

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

- **Ordinary Council Meeting – 27 April 2022**

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

ATTACHMENTS

- 1** Draft Minutes - Ordinary Council Meeting Wednesday 27 April 2022 7 Pages

MINUTES



QUALITY NATURE - QUALITY HERITAGE - QUALITY LIFESTYLE

MINUTES OF ORDINARY COUNCIL MEETING WEDNESDAY 27 APRIL 2022

MINUTES OF THE **Ordinary Council Meeting** OF TENTERFIELD SHIRE held at the Koreelah Room, Tenterfield Shire Council Chambers on Wednesday 27 April 2022 commencing at 9:30 am

ATTENDANCE

Councillor Bronwyn Petrie (Mayor)
Councillor John Macnish (Deputy Mayor)
Councillor Peter Petty (Via Zoom)
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)
Acting Chief Corporate Officer (Tamai Davidson)
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

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

Name	Type	Item
Nil.		

(ITEM MIN4/22) CONFIRMATION OF PREVIOUS MINUTES

77/22

Resolved 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.

(John Macnish/Giana Saccon)

Motion Carried

TABLING OF DOCUMENTS

Nil.

URGENT, LATE & SUPPLEMENTARY ITEMS OF BUSINESS

- 78/22** Resolved that Cr Kim Rhodes and Cr Tim Bonner attend the NSW Destination Tourism Conference to be held 17 to 19 May 2022 in Orange, and that all expenses are met by Council.

(John Macnish/Greg Sauer)

Motion Carried

COMMUNITY CONSULTATION (PUBLIC ACCESS)

Agenda Item – Financial Position of the Tenterfield Shire Council

Speakers "for" Supporting Tenterfield Shire Councils Position

- 1) Mr Peter Robinson, Community Member

MAYOR MINUTE

Nil.

**RECOMMENDATIONS FOR ITEMS TO BE CONSIDERED IN
CONFIDENTIAL SECTION**

- 79/22** Resolved

That the following item be considered in the Confidential Section of the meeting:

- 1) Item COM4/22 – Proposal to Amend Resolution 295/20 regarding the Leasing of Lots 2, 3 and 4 Section 37 DP 758959 by removing lot 4 from the proposed lease.

(Greg Sauer/Kim Rhodes)

Motion Carried

OPEN COUNCIL REPORTS

Nil.

OUR COMMUNITY

Nil.

OUR ECONOMY

Nil.

OUR ENVIRONMENT

Nil.

OUR GOVERNANCE

(ITEM GOV36/22) MONTHLY OPERATIONAL REPORT MARCH 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.

80/22

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

(Tim Bonner/Tom Peters)

Motion Carried

Cr Peter Petty entered the meeting via zoom, the time being 10.03 am

Roy Jones, Manager Finance & Technology entered the meeting, the time being 10.05 am.

(ITEM GOV37/22) TENTERFIELD SHIRE COUNCIL - ADDITIONAL SPECIAL RATE VARIATION (ASV) FOR 2022-23.

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.

81/22

Resolved 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.

Motion Carried

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

For the Motion were Crs Tom Peters, Greg Sauer, John Macnish, Tim Bonner, Bronwyn Petrie, Kim Rhodes, Geoffrey Nye and Peter Murphy Total (8).

Against the Motion was Cr Giana Saccon Total (1).

(ITEM GOV38/22) MANAGEMENT LETTER FOR THE FINAL PHASE OF THE 2020/2021 AUDIT

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.

- 81/22** **Resolved** 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.
(Giana Saccon/Kim Rhodes)
Motion Carried

SUSPENSION OF STANDING ORDERS

- 82/22** **Resolved** that Standing Orders be suspended.
(Greg Sauer/Kim Rhodes)
Motion Carried

The meeting adjourned for morning tea, the time being 10.36 am.
The meeting reconvened, the time being 11.21 am.

RESUMPTION OF STANDING ORDERS

- 83/22** **Resolved** that Standing Orders be resumed.
(Greg Sauer/Kim Rhodes)
Motion Carried

(ITEM GOV39/22) FINANCE & ACCOUNTS - PERIOD ENDED 31 MARCH 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.

- 84/22** **Resolved** that Council receive and note the Finance and Accounts Report for the period ended 31 March 2022.
(Greg Sauer/Kim Rhodes)
Motion Carried

(ITEM GOV40/22) CAPITAL EXPENDITURE REPORT AS AT 31 MARCH 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.

- 85/22** **Resolved** that Council receive and note the Capital Expenditure Report for the period ended 31 March 2022.
- (Giana Saccon/Geoff Nye)
- Motion Carried**

REPORTS OF DELEGATES & COMMITTEES

Nil.

NOTICES OF MOTION

Nil.

RESOLUTION REGISTER

(ITEM RES4/22) COUNCIL RESOLUTION REGISTER - MARCH 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.

- 86/22** **Resolved** that Council notes the status of the Council Resolution Register to March 2022.
- (Giana Saccon/Kim Rhodes)
- Motion Carried**

Roy Jones, Manager Finance & Technology left the meeting, the time being 11.50 am.

CONFIDENTIAL BUSINESS

SUSPENSION OF STANDING ORDERS – CONFIDENTIAL BUSINESS

- 87/22** **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.
- (Kim Rhodes/Greg Sauer)
- Motion Carried**

The recording device was turned off and the meeting moved into Closed Committee, the time being 11.51 am.

Neville Coonan, Property Specialist entered the meeting, the time being 11.53 am.

(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.

SUMMARY

The purpose of this report is to consider the removal of Lot 4 Section 37 DP 758959 to the proposed lease offered to the Transport Museum.

88/22

Resolved that Council:

- (1) Delegates authority to the Chief Executive to enter into a new Lease over Lots 2 and 3 Section 37 DP758959 for a 2-year period from 1 November 2021 with a 10-year optional extension to the Lease; and
- (2) Reduces the annual rental from \$1,000 excluding GST to \$800 excluding GST with other lease terms and conditions to remain unchanged from Resolution 295/20; and
- (3) Authorises the Lease be signed under seal of Council by the Mayor and the Chief Executive.

(Peter Petty/Tom Peters)

Motion Carried

RESUMPTION OF STANDING ORDERS

90/22 **Resolved** that Standing Orders be resumed.

(John Macnish/Tom Peters)

Motion Carried

The meeting moved out of Closed Committee and the recording device was turned on, the time being 12.01 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 12.03 pm.

.....
Councillor Bronwyn Petrie
Mayor/Chairperson

Department:	Office of the Chief Corporate Officer
Submitted by:	Corporate Administration Officer
Reference:	ITEM COM5/22
Subject:	REALLOCATE GRANT FUNDING - DROUGHT COMMUNITIES PROGRAMME EXTENSION - STREET SCAPE PROJECT

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK	
CSP Goal:	Economy - ECON 7 - Tourism is valued, promoted and tourists are welcomed for the positive contribution they make to the community and economy.
CSP Strategy:	Seek partnerships with and support local business and tourism stakeholders to provide new and upgraded infrastructure for events and tourism experiences.
CSP Delivery Program	Facilitate and participate in ongoing partnership activities with the New England High Country, Tenterfield Chamber of Tourism, Industry and Business.

SUMMARY

The purpose of this report is to advise Council that the Tenterfield National Monument Association Inc. has requested to amend their project scope in accordance with Resolution 99/20, and reallocate the remaining unspent funds being \$85,040.28 out of the \$100,000 from the heritage painting of the Tenterfield Post Office to the Streetscape Recovery (National Monument Project) to another building within the CBD. With this reallocation, Council would not have to complete a variation request to the funding body to alter the existing deed as this will fit within the existing funding guidelines.

OFFICER'S RECOMMENDATION:

That Council:

- (1) Notes the request received from the Tenterfield National Monumental Association Inc. and supports the reallocation of funds identified for the heritage painting of the Tenterfield Post Office from the Drought Communities Program Extension and reallocate the remaining \$85,040.28 out of the \$100,000 to the Economic and Social resilience through Cultural Tourism Recovery project that will comply within the grant guidelines.**

BACKGROUND

It was resolved (RES99/20) at the June 2020 Ordinary Council meeting to reallocate \$100,000 to the Economic & Social Resilience Project from Drought Communities Program Extension funding to supplement the shortfall from a previous grant (National Bushfire Recovery Funding) for the heritage painting of the Tenterfield Post Office.

The Drought Communities Program Extension Funding provides the sum of \$1m to provide stimulus for the drought affected shire of Tenterfield. The allocation of funds for this under this stream include:

Project	Amount Allocated
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Our Community No. 5 Cont...

Economic and Social Resilience through Cultural Tourism recovery – Stage 1 Rouse and High Street reinstatement and repair to parapets, verandah posts, facades and heritage paint schemes	\$700,000
Heritage Painting to the Tenterfield Post Office	\$100,000
Wilson's Downfall Cemetery restoration	\$40,000
Drake Village Resource Centre	\$60,000
Shire Signs Project	\$100,000

REPORT:

Correspondence was received on Friday, 22 April 2022 (Attachment A) from the Tenterfield National Monument Association Incorporated (TNMAI) providing an update to the status of the project and to request the transfer of the funding for the Tenterfield Post Office be reallocated toward further restoration work within the Streetscape Project.

After an extensive review of the Post Office building, it has been discovered that 65 windows require extensive renovation before they are able to be painted and quotes received for scaffolding are in the value of \$90,000, leaving \$10,000 of the funding for painting and repairs. This amount of funding is inadequate to be able to carry out the necessary painting and repairs of the Post Office. Currently \$14,959.72 has been spent on signage and consultancy services towards the Post Office project.

By reallocating the funding amount of \$85,040.28 out of the \$100,000 will provide a further building structure within the Streetscape Project to be restored to a high standard of appearance and local builders will be used. With this reallocation, Council would not have to complete a variation request to the funding body to alter the existing deed as this will fit within the existing funding guidelines.

Council is currently seeking a completion extension to The Drought Communities Program Extension Funding from 31 March 2022 to 20 May 2023. This extension has had the variation assessment completed but due to the Federal Elections no decision will be made until the end of May 2022.

The decision for this program is time sensitive as the funding program only has 12 months to expend the funds, further delay will impact on the project milestones, and may result in funds being returned to the funding body. It is anticipated that the timeframes for the project will be prohibitive given the need to advertise for expressions of interest, allocate funds and complete works prior to the funding deadline.

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

Community Engagement has been completed through the TNMAI and engaged local builders to complete the works, requests have been made over several years for restoration and improvements where there is a desire for community projects to be undertaken to enhance community assets and impact positively on wellbeing.

2. Policy and Regulation

- Tenterfield Shire Councils Strategic Plan
- Drought Communities Program – Extension - Guidelines
- Regional Tourism Bushfire Recovery Guidelines

Our Community No. 5 Cont...

- Development Control Plan 2014
- Local Environmental Plan 2013

3. Financial (Annual Budget & LTFP)

The reallocation of funds to the project will eliminate the funding having to be returned to the provider and help support trades in the Tenterfield Shire. This reallocation will not affect Councils budget or Long Term Financial Plan.

4. Asset Management (AMS)

Any potential new asset development on Council owned/managed land from these funds will have an impact on Council's Long Term Financial Plan and Asset Register.

5. Workforce (WMS)

There is a significant increase in administration of these grants and additional staffing may be required to facilitate these funds.

6. Legal and Risk Management

Must comply with Council's Legal and Risk Management Policy.

7. Performance Measures

Performance measures pertain to the grant delivery and outcomes matching the grant criteria. Acquittal also to demonstrate compliance with expenditure.

8. Project Management

On approval from Council, the project will be managed by the TNMAI. Restoration works and planning will commence on the additional building.

Kylie Smith
Chief Corporate Officer

Prepared by staff member:	Jodie Condrick; Tamai Davidson
Approved/Reviewed by Manager:	Kylie Smith, Chief Corporate Officer
Department:	Office of the Chief Corporate Officer
Attachments:	1 Attachment A - National Monument Email

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Pages

Jodie Condrick

From: Greg Sauer <tnmai2372@gmail.com>
Sent: Friday, 22 April 2022 2:14 PM
To: Jodie Condrick; Tamai Davidson
Cc: MAWD; Robert Perry; Robert Sanderson
Subject: National Monument Streetscape Project Update and P.O. Uodate

Hi Jody and Tamai

The Project Committee of TNMAI met last night to review our Project and to consider some recommendations that our Architectural Team provided.

Work has commenced on the Tenterfield Star building and hopefully will be completed on or before 31/5. The work that has been done to date has lifted the appearance of the building already.

BJS Constructions are only waiting on receipt of the cast iron columns and timber and should start on the Premier Store building soon.

BJS have received the timber for the National Building and once they have the required cast iron columns, work on this building will also start soon.

We are confident all 3 of these Projects should be completed before the new completion date.

The separately funded PO Project (\$k100) has hit a snag.

Our Architectural Team have been doing a lot of work on the scope of this Project for some time.

They have taken paint scrapings etc to ensure that we sourced the correct paints and tones. No local painters were prepared to quote so we asked a Tamworth firm to give us pricing.

A verbal estimate made us realise that the existing budget would be inadequate.

We convened a General Meeting of TNMAI to assess the Memberships thoughts on how we could fund the P.O. Project.

After a lot of discussion it was decided that we would use the remaining funds from our Streetscape Project as that balance was inadequate to carry out the full requirements of the Sing Sing, Lyric or Regal Bakery buildings.

De Hawkins has carried out a very extensive review of the windows in the P.O. and other remedial work required. De also went over the section of the P.O. that was painted by Dave Brown under a different Grant.

Disappointingly, De discovered that 65 windows required extensive renovation before they could be painted and worse still, many windows in the other section had been painted over but not repaired.

Once the Tamworth firm submitted their quote inclusive of \$90,000 for scaffolding, our Architectural Team determined the P.O. Project was not achievable even with our Streetscape Project topping up the P.O. Grant.

Our A Team has recommended that we seek approval to transfer the remaining funds from the P.O. Grant to the Streetscape Project.

If this is possible, the A Team have recommended 1 building (we will not identify that building as yet so as not to disappoint the owners if approval is not forthcoming), be restored to a high standard of appearance so that it will not deteriorate any further.

If this approval is not forthcoming, TNMAI will finalise the costings for the P.O. Project and make arrangements to return the unused funds.

If this is the outcome, TNMAI will still do whatever restoration work is achievable with our existing Streetscape funds.

We await your feedback from this request

Yours sincerely

Greg Sauer
Chairman
TNMAI

0458040655

Department:	Office of the Chief Corporate Officer
Submitted by:	Corporate Administration Officer
Reference:	ITEM ECO7/22
Subject:	RETURN GRANT FUNDS RELATING TO PROPOSED SALEYARDS TRUCK WASH - TRANSPORT NSW GRANT FUNDING

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

CSP Goal:	Economy - ECON 8 - Our existing businesses and industry are supported to reach their full potential and provide quality goods and services both locally and to a wider market.
CSP Strategy:	Ensure private civil works undertaken by Council on a full cost recovery basis providing value for money support for businesses and individuals seeking our services.
CSP Delivery Program	Deliver Commercial Works in accordance with Council Policy.

SUMMARY

The purpose of this report is to advise Council of the recommendation from the Saleyards Committee not to proceed with the Truck Wash and return the grant funding to Transport NSW – Fixing Country Truck Washes.

OFFICER'S RECOMMENDATION:

That Council:

- (1) Agree to no longer proceed with the proposed Truck Wash; and**
- (2) Agree to return the grant funds back to the funding body and provide the Treasurer and the Treasurer's Representative with one (1) month's notice to abandon the project.**

BACKGROUND

On the 6 October 2016, Council submitted an application for grant funding for the construction of a truck wash through Transport NSW – Fixing Country Truck Washes for \$1,115,888.00

In a Confidential Section of the Ordinary Council meeting on the 23 August 2017, it was resolved (RES 179/17):

Resolved that Council:

- (1) Approve the Acting Chief Executive to sign the acceptance of funding from Roads & Maritime Services as detailed in the report;*
- (2) Approve the Acting Chief Executive to take out a loan for up to \$600K from TCorp (dependent on 'Fit for the Future' outcome) for the Truck Wash Project based on the recommendation of an engineering consultant;*
- (3) Approve the Acting Chief Executive to take out a loan for up to \$600K from the National Australia Bank at the best competitive rate should funding not*

Our Economy No. 7 Cont...

be available from TCorp for the Truck Wash Project based on the recommendation of an engineering consultant;

- (4) Approve the Acting Chief Executive to include the procurement and installation of the double height ramp from within Council's loan funding in Item 2 above;*
- (5) Approve the Acting Chief Executive to engage an engineering consultant to re-scope the project as to provide the necessary documents as detailed in the report to accompany the Department of Infrastructure NSW – Restart NSW Program Funding Deed and to also provide project management;*
- (6) Approve the signing of the NSW – Restart NSW Program Funding Deed by the Mayor and Acting Chief Executive under the Seal of Council.*

Installation of the Double Height Loading Ramp has been funded by the Work Health & Safety Saleyards Infrastructure Levy, which has been designed to improve infrastructure within the Saleyards. At present a levy of \$2.90 per head is allocated towards this fund and was decided in the Confidential Part of the Ordinary Council Meeting in August 2017 to procure and install with the Truck wash.

A Resolution was passed in the Confidential Section of the Ordinary Council meeting in December 2017 (RES/287/17) approving

Resolved that Council:

- (1) Receive and note the report; and*
- (2) (a) Approve the inclusion of a Double Height Safety System into the overall project; and*
(b) Investigations be made into side loading facilities and rear transfer box.
- (3) Confirm the revised project budget of \$1.292m (ex GST) and Council's intention to take out a loan of approximately \$600,000 (excluding transfer box and side loading facility) in keeping with Resolution 179/17 of 23 August 2017, to fund the balance of the project otherwise not already covered by existing budget allocation (i.e. \$50,000 from each FY 16/17 and FY 17/18) and the State Government's \$600,000 grant.*
- (4) Acknowledge the current Saleyards Infrastructure Levy needs to be remodeled and revised up in the 2018/2019 Fees and Charges for reasons of sustainability to cover the loan principal, interest and the non-operating costs (i.e. asset depreciation which needs to be funded).*

Council Resolved in the 2018/2019 Operational Plan (RES 104/18) to Borrow up to \$830,000 for the Sale Yards Truck Wash.

In May 2018 in the Confidential Section of the Ordinary Council Meeting (RES111/18) provided a summary of where the project is at in terms of scope, cost and overall progress. The report sought an endorsement of the revised budget of \$1.52M from the current budget of \$1.29M previously endorsed at the December 2017 Ordinary Council Meeting in (RES 287/17).

Our Economy No. 7 Cont...

Resolved that Council:

Receive and note the progress report authorising progression to detailed design; which includes:

- *The under/over loading facility from a round forcing yard;*
- *The provision of a safety management systems for working from heights;*
- *One truck wash bay but establish infrastructure which provides provision for second bay if required in the future;*
- *Revise rigid pavement to be replaced with unsealed flexible pavement, where from an engineering point of view this proves satisfactory;*
- *Limit Council's financial exposure to previously determined position of \$1.29m inclusive of the grant. (Understanding that if possible and the design remains fit for purpose that it is desirable to reduce this figure).*

In 2018 the Development Application was submitted for the construction of ancillary truck wash and loading ramp to the Tenterfield Stock and Saleyards was lodged. This Development Application is still active and no modification of consent would be needed. The application would only need to be amended to remove the Truck wash and only have the Loading Ramp assessed and approved.

A Council Report was provided to the closed section of the Ordinary Council meeting on 24 April 2019 with information relating to the request for Tender (RFT) 12-18/19 for the Construction of Truck Wash and Loading Ramp at the Tenterfield Saleyards

Resolution 79/19

Resolved that Council resolve not to accept the tender submission received and explore and report on other ways to deliver the project/s.

This report deals specifically to the truck wash with the loading ramp component being the subject of a separate report.

In June 2019, a report was submitted to the Ordinary Council Meeting to provide Council with an option to progress the Truck Wash Installation Project. This report discussed alternative locations that were investigated. These were

- Saleyards East and South Side,
- Sewage Treatment Plant
- Council Depot Northern Area
- Industrial Estate Railway Land
- Council land on Southern Approaches

While the location at the Saleyards Selling Centre is the most appropriate for the livestock use truck wash, there are a number of other issues raised with that site.

In this meeting it was resolved (RES 107/19) that:

Council request that a detailed concept design for a truck wash, using current design information where practical, for a site at the northern area of Council's Tenterfield Depot including input from relative government agencies such as Roads

Our Economy No. 7 Cont...

& Maritime Services and additionally a design for a truck wash at the southern side at the Tenterfield Saleyards be prepared and resubmitted to Council for consideration.

A Council report was provided to Council in the Ordinary Council Meeting on the 26 February 2020 with a revised detailed design for the Truck Wash and Loading Ramp.

It was Resolved (RES 15/20) 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;*
- (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.*

REPORT:

Correspondence was received from Transport NSW requesting an update on the project which started discussions on the proposed future of the Truck Wash.

It was discussed in the Saleyards Committee meeting on 3 May 2022 to no longer proceed with the proposed Truck Wash that was to be located within the land at the Saleyards.

A previous meeting held Friday, 25 March 2022, between local livestock agents, Chief Executive and Economic Development and Special Projects Manager to discuss the future of the Truck Wash project decided to abandon the project and return the grant money to the funding body.

These meetings decided to continue installation of the double Height Loading Ramp funded by WH&S Saleyards infrastructure Levy, to improve the safe loading and unloading stock.

At present, Council has expended \$197,000 towards the installation of Double Height Loading Ramp and forcing yards. The quote received to install the double height ramp totals \$210,000 and does not include earth works, lane access or other necessary infrastructure changes. Additional costs will need to be met to complete these upgrades.

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

Meetings have been held with Local stock agents, Professionals and the Saleyards Committee seeking opinions, looking at the cost of the Truck Wash and explaining the short to medium term future of the Saleyards and to ensure a Truck Wash

Our Economy No. 7 Cont...

wouldn't be a burden to Council. It was an overall decision to not go ahead with the truck wash but continue with the Double Height Loading Ramp. (Attachment A).

2. Policy and Regulation

Nil.

3. Financial (Annual Budget & LTFP)

On the 15 June 2017, Council was advised that subject to qualification, Tenterfield Shire Council's application for the Tenterfield Livestock Selling Centre – Truck Wash Installation has been successful for a partial funding recommendation of \$600,000 (\$300,000 from State (Infrastructure NSW) and the remaining \$300,000 was from the Federal Government (but managed by Transport for NSW).

Council has currently expended \$60,064.64 of the funding on design of the Truck Wash.

The original application for the project at the Livestock Selling Centre was budgeted for \$1,241,097. A recent estimate has been provided to Council with the final amount to date costing \$1.5M and would need to be prepared to ensure that any new proposal, would include costs to date and contingencies, are contained within this budget.

Returning these funds to the funding body (\$190,609.28 subject to negotiation of design expenditure) will allow Council to save on staff time not having to finalise the design, submit a new Development Application, update the scope of work, and tender out.

Council will also not have to take loans out for the construction of the truck wash and remove any future depreciation from Council's Annual Budget and Long Term Financial Plan.

4. Asset Management (AMS)

Avoids ongoing increase in annual depreciation of possibly \$20,000 to \$30,000.

5. Workforce (WMS)

Reduces workforce resourcing requirement during development & construction, and also in ongoing maintenance through repairs, inspections and checks, vandalism etc.

6. Legal and Risk Management

Any risk to Council would be contained within the site. Risk off site belongs to transport operators and risks through regional transport (ie Highways) is a state government responsibility through Transport NSW as well as NSW EPA

The current agreement held between Tenterfield Shire Council and The Treasury expires at the end of May 2022. An extension request on the deed would need to be submitted as soon as possible should the money not be returned to the funding body.

As per the Deed agreement (dated 12 March 2018) between Tenterfield Shire Council and The Treasury it states

Our Economy No. 7 Cont...

3.10 No Abandonment

Council must not abandon the Project without first providing the Treasurer and the Treasurer's representative with one (1) months' notice of its intention to do so.

7. Performance Measures

A new double height loading ramp will improve the safety requirements for the loading and unloading of cattle.

8. Project Management

Returning the funds to the funding body means project management will not need to be sourced.

Kylie Smith
Chief Corporate Officer

Prepared by staff member:

Jodie Condrick; Mark Cooper

Approved/Reviewed by Manager:

Kylie Smith, Chief Corporate Officer

Department:

Office of the Chief Corporate Officer

Attachments:

1 Attachment A - Saleyard Meeting
Minutes

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TENTERFIELD SHIRE COUNCIL

**RECORD OF MEETING OF THE TENTERFIELD SALEYARDS ADVISORY COMMITTEE
WAS HELD AT THE TENTERFIELD SHIRE COUNCIL SALEYARDS ON
TUESDAY, 3 May 2022 COMMENCING AT 9.05 AM.**

PRESENT

Mark Cooper, MOSRU
Tim Bonner, Councillor
Sandra Smith, NSW Farmers
Laurie Stenzel Alford & Duff Real Estate
Matt Duff, Harold Curry Real Estate & Stock Agents
Steve Alford, Alford & Duff Real Estate
Lisa Martin Local Lands Services
Daryl Buckingham, Chief Executive
Prue Birch Ray White Rural
Bruce Mills Manager Economic Development and Special Projects

APOLOGIES:

Gary Hawkins Rep for Stock Carriers
Sam Harwood Local Lands Services
Ben Sharpe, Ray White Rural
Bronwyn Petrie, Mayor
Peter Petty, Councillor
Kylie Smith, Chief Corporate Officer
Jake Smith Ray white Rural

CONFIRMATION OF RECORD OF PREVIOUS MEETING

Resolved that the Minutes of the Tenterfield Shire Council Saleyards Committee meeting held on 1 February 2022, be confirmed and signed as a true record of the proceedings of the meeting

BUSINESS ARISING

1. Truck Wash

- Discussion- After receiving letter about the current grant for the truckwash, the CEO addressed committee explaining that he has met with the local agents and professionals for their opinions and looked at costs of truck wash. Explained that the saleyards has a short to medium term future as it is not a huge burden to council and should go on as business as usual but Council has no money for the truck wash.
- Local Lands Services, Lisa discussed that Biosecurity would be affected and that we need to localise the biosecurity risk.

Recommended:

- Recommended that the truck wash not go ahead and a Council report finalised and grant money returned.

Consensus.

Long term – Look for other options and grants for truck wash.

Saleyards Advisory Committee Minutes

3 May 2022

2. Double Height Ramp – Update

Committee want the double height ramp to proceed. Mark Cooper to get three quotes for double height ramp. Steve Alford agreed to pay the extra \$30,000 required to complete the project. Projections to be given to Steve Alford for repayment.

GENERAL BUSINESS

Lights:

Request for more lights at the saleyards towards the middle and back end of the yards. Discuss this at next meeting.

Standstill

Lisa Martin to meet and discuss with Mark Cooper Emergency Disease Plan – Standstill- and get information for survey showing availability and suitability of the Tenterfield Saleyards for such a standstill.

Next Meeting – Tuesday 2 August 2022 - 9.00am at Saleyards

Meeting finished at 9.50am.

Report to Saleyards Committee/Council - Saleyards Truck wash – project RNSW1168

Discuss recommendation the project be abandoned and grant money returned to State Government.

Background

Plans were made approx. five years ago to upgrade Tenterfield Saleyards, including installing a state-of-the-art truck wash, new under and over stock unloading ramp and a double height safety system to increase the efficiency of the yards and reduce injury risk to users.

The original project, costed at \$1,291,696, had a completion date of 30/8/2018.

Project funding included a \$300,000 Restart NSW Grant, TSC contribution of \$691,696 and additional funding of \$300,000.

On-going delays have been blamed on changes to the DA deemed necessary, extra drawings having to be prepared and COVID. TSC asked for an extension to complete the project by 30 June, 2021. Ten months later, no start has been made, and Restart NSW wants to know what's happening.

Cost estimate to build is now well out-of-date. Given big increases in price of concrete and steel, original estimate is no longer valid. Cost to complete could be hundreds of thousands of dollars more, if not double the original estimate.

Meeting with livestock agents

The Chief Executive and Economic Development and Special Projects manager met with Tenterfield Saleyards agents – Steve Alford (Alford & Duff), Glen Curry (Harold Curry) and Ben Sharpe (Ray White), 8:30am Friday March 25, 2022.

The truck wash was discussed. All agents agreed the project should be scrapped.

The unanimous view was the project had dragged on too long and would now cost far more than originally budgeted. Further, all agents agreed the truck wash was not needed.

The meeting agreed the double-deck loading ramp project should be put on hold, pending further investigation.

Possible option for double loading ramp

An option, could be to advise Infrastructure NSW (provider of the \$300K Restart NSW Grant) the truck wash has been abandoned, and ask if the \$300K could be dedicated to the double (under and over) loading ramp.

Department:	Office of the Chief Corporate Officer
Submitted by:	Manager Planning & Development Services
Reference:	ITEM ENV7/22
Subject:	Draft Village Concept Plans

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

CSP Goal:	Environment - ENVO 9 - Our natural environment will be protected, enhanced and promoted for future generations.
CSP Strategy:	Town and Village planning supports and enhances local place making principles and practice celebrating the diversity of our natural environment.
CSP Delivery Program	Identify, plan and enhance local environments in partnership with the community and stakeholders.

SUMMARY

The purpose of this report is to present to Council Draft Concept Plans for the villages of Liston, Legume, Urbenville, Drake, Torrington, Mingoola and Jennings and seek a resolution to adopt the plans. The Concept Plans are the result of part of the funding agreement for the Stronger Country Communities Fund – Round 2 – Vibrant and Connected (Project SCCF2-1069). A copy of the plans is provided as follows.

OFFICER'S RECOMMENDATION:

That Council:

Adopt the Draft Village Concept Plans for Liston, Legume, Urbenville, Drake, Torrington, Mingoola and Jennings as amended post community consultation.

BACKGROUND

At its meeting of 24 February 2021, Council resolved the following;

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)

Motion Carried

Council's previously successful grant application under the Stronger Country Communities Fund – Round 2 included construction of toilet blocks at Jennings and Liston, Village entry signs, Drake Playground upgrade, interpretive signage and Concept Plans for the villages. During August 2020 Council sought comment from the respective village progress associations in regard to their thoughts for the future of their villages. Where possible these suggestions were included in the Draft Concept Plans prior to further community consultation being carried out in 2021 and 2022 as detailed below.

Our Environment No. 7 Cont...

REPORT:

The Draft Concept Village Plans are designed to provide strategic direction for future village improvements in order to achieve an environment which provides for the needs of the residents and visitors alike.

The Plans build on research and community consultation undertaken by Council and the village communities. The Plans will provide a blueprint for future village improvements and a focus for improving the functioning and aesthetics of the village as funds and resources become available.

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

The Draft Concept Plans were placed on public exhibition and discussed with the various communities as follows;

- Advertisement in Your Local News – 28 March 2021 – 28 days for submissions
- All progress associations for villages were written to providing copies of the plans.
- A summary of submissions received during the exhibition in 2021 follows.
- Face to face community sessions in conjunction with the Tenterfield Shire Council Community Strategic Plan as follows (excluding Tenterfield);

Locality	Community consultation sessions TIME & VENUE
Jennings	Wednesday 19 January 2022 Wallangarra Community Hall, 3pm – 5pm
Tenterfield	Wednesday 19 January 2022 School of Arts, 6pm – 8pm
Drake	Thursday 20 January 2022 Drake Community Hall, 3pm – 5pm
Torrington	Friday, 21 January 2022 Torrington Community Hall, Midday – 2pm
Mingoola	Friday, 21 January 2022 Mingoola Community Hall, 4pm – 6pm
Urbenville	Saturday, 22 January 2022 Urbenville Community Hall, 10am – midday
Legume	Saturday, 22 January 2022 Legume Community Hall, 2pm – 4pm
Liston	Saturday, 22 January 2022 Liston Community Hall, 5.30pm – 7.30pm

A summary of submissions is contained in Table 1 of document “Tenterfield Shire Council 2022 Community Strategic Plan Community Engagement Report,” following. Where appropriate changes have been made to the concept plans to incorporate feedback received.

2. Policy and Regulation

Nil

3. Financial (Annual Budget & LTFP)

No implications – the Draft Concept Plans are funded under the Stronger Country Communities Fund – Round 2 – Vibrant and Connected.

Our Environment No. 7 Cont...

Items and works identified in the Concept Plans are subject to future successful grant/funding applications or allocations in future budgets as agreed to by Council.

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:	Tamai Davidson	
Approved/Reviewed by Manager:	Kylie Smith, Chief Corporate Officer	
Department:	Office of the Chief Corporate Officer	
Attachments:	1 Community Engagement Outcomes January 2022	6 Pages
	2 Drake Village Concept Design	14 Pages
	3 Jennings Village Concept Design	14 Pages
	4 Legume Village Concept Design	14 Pages
	5 Liston Village Concept Design	14 Pages
	6 Mingoola Village Concept Design	14 Pages
	7 Torrington Village Concept Design	14 Pages
	8 Urbenville Village Concept Design	14 Pages

Table 1: Detailed Community Strategic Plan Meetings feedback (19 – 22 January 2022)				
COMMUNITY	ECONOMY	ENVIRONMENT	ENVIRONMENT	TRANSPORT
Jennings				
<ul style="list-style-type: none"> Jennings Community Hall needed. 	<ul style="list-style-type: none"> Jennings Post Code and Cross Border Post Office Generate more interest in border & Railway Precinct e.g Tree's entering and exiting, beautify with flowers (add to concept plan), tidy up approach, Jennings Park, Border Line across road/highway, tourism potential. Restore Heritage Items relating to the border. 		<ul style="list-style-type: none"> Advocate for a strategic view of Health Care, Allied Health & GP's Enhanced Cross Border Cooperation to generate opportunity Cross Border Waste management agreement between TSC & SCRC for residents to access SDRC Tip. Example: Major pothole at Border grid, no consensus to which state needs to fix. 	<ul style="list-style-type: none"> Maintenance of Roads and roadside vegetation
Tenterfield				
COMMUNITY	ECONOMY	ENVIRONMENT	ENVIRONMENT	TRANSPORT
<ul style="list-style-type: none"> CSP needs to be in simple English, understandable. Youth facilities & activities, mentoring & support. New swimming pool, including hydrotherapy, heated lap pool, open 12 months. Improved disability access e.g into GP premises Cultural Centre to meet, to exhibit Central Community Hub New dance and movement Hall (presentation from 9year old Yasmine Blyth) Modern Heritage Plan, need to be more flexible, offer more paint 	<ul style="list-style-type: none"> Encourage new businesses such as underwear, haberdashery, child minding, gardening services, fish & chips, Female Doctor. Alternative or new use for empty shops in main street. Promote and market Tenterfield Assets such as Bald Rock & Boonoo Boonoo. Build on the shire strengths Tenterfield has National 	<ul style="list-style-type: none"> Continue planting of street trees & plantings. Shade over Car parks. Further cleaning up of creek. Bruxner Park/Telstra Building site. Land bought down to street level Piazza Style. 	<ul style="list-style-type: none"> Advocate for Healthcare, including allied health services and a permanent Doctor at the hospital. Advocate for better Internet services, gig economy, good connectivity. Nurturing of present & new volunteers for numerous organisations Enhanced Cross border cooperation. Improve Communication, more community consultation, social media, 	<ul style="list-style-type: none"> Maintenance of Roads and roadside vegetation Improved Drainage and Stormwater RV Friendly communal dump point.

Table 1: Detailed Community Strategic Plan Meetings feedback (19 – 22 January 2022)				
COMMUNITY	ECONOMY	ENVIRONMENT	TRANSPORT	
<ul style="list-style-type: none"> colours, try and modernize the buildings without losing the heritage. Put together a heritage pack with information to all new owners with funding available, colours info etc. Laneways could have artwork or things of interest and need lighting for safe use at night. Direction to how we see Tenterfield, we need an identity 20 years in the future, it was heritage, but we need to look to the future and create Tenterfield that will suit a wide group of people. 	<ul style="list-style-type: none"> Parks, Strong Heritage, Horse Riding, Mountain Climbing, views, big open spaces. Challenge for Council to get people to stop in town after the bypass is done. Should work towards being known as "Best small town in the New England" Ideal target population to be sustainable 		<ul style="list-style-type: none"> clear, succinct, good quality information. Identify a single primary service for digital and one for non-digital and advertise so everyone knows. 	
Drake				
COMMUNITY	ECONOMY	ENVIRONMENT	TRANSPORT	
<ul style="list-style-type: none"> Advocacy for a youth worker, club, mentoring, Infrastructure, after school youth program/precinct/activity. Development of a heritage trail History of residents (e.g. Woodward), History of water sluices, mining & recorded history (grants?) Building Community Cohesion – Men's shed, Women's shed, support for community groups & activities. Footpath for children Outdoor Recreation & Fitness Park. Acknowledgement of indigenous mobs on new signs. Welcome to country signs Town water for Drought, Livestock & Human Use & Firefighting More seating & tables 	<ul style="list-style-type: none"> Encourage businesses to move into the area – no general store, no service station. Education & Ecotourism. National Trail (walking, riding etc.) can that be promoted? 	<ul style="list-style-type: none"> Waste to energy program Recycling Education Program Increased sub-division is degrading the environment, need to protect. Check trees in park planting renewal program. Conservation agreements should be promoted. 	<ul style="list-style-type: none"> Advocacy for high quality phone/internet service and reception for digital economy. Advocate for mental health services. More hobby farmers since Covid 19, limited support but not for non-primary producers 	<ul style="list-style-type: none"> Improved access to stormwater, safer connectivity & thoroughfare. (Grant funding waiting to be announced) Better road access for emergency services to sheds (grants) Aging Population & long term unemployed, no private transport, isolated - community bus once a week.

Table 1: Detailed Community Strategic Plan Meetings feedback (19 – 22 January 2022)				
COMMUNITY	ECONOMY	ENVIRONMENT	LEADERSHIP	TRANSPORT
Torrington				
COMMUNITY	ECONOMY	ENVIRONMENT	LEADERSHIP	TRANSPORT
<ul style="list-style-type: none"> Low Maintenance village Electric BBQ Car Park for hail Australia Day Events and awards History Recorded including Bolivia Village (Warren Edwards) (grants) Local Plantings sourced from Mole River Nursery Community Notice Board at the entry to village or Transfer Station. More Seating at Park. Bore needed & solar pump for RFS to use for controlled burns. 	<ul style="list-style-type: none"> Tourism – promote natural attractions such as Bushwalking, Botanical Garden, Birdwatches, Primitive Camping, Photography, Fossick/Mine history – tin, tungsten, silver, Gem Fossicking Groups, Wedding parties, Spring Wildflowers, 4WD Tracks/Rally Australia – Dirt Roads. 	<ul style="list-style-type: none"> Fire Buffer Zone Maintenance of Fire tracks (wattle growing very fast) and fire management & forward planning 	<ul style="list-style-type: none"> Phone services need to be improved small cell 4G Telstra only. Advocate for improve access to healthcare. Increase and nurture volunteer base 	<ul style="list-style-type: none"> Better road access for emergency services to sheds (grants) Maintenance of Roads and roadside vegetation Improved drainage
Mingoola				
COMMUNITY	ECONOMY	ENVIRONMENT	LEADERSHIP	TRANSPORT
<ul style="list-style-type: none"> Public toilet near fire shed Continued maintenance of the school 	<ul style="list-style-type: none"> Encourage business such as a coffee shop Advocate for development using forecast population growth. 		<ul style="list-style-type: none"> Back to basics Dam to secure water – business case release – activate Information 	<ul style="list-style-type: none"> Focus on Roads Request for qualified road safety auditor – Bruxner Highway Flood warning gauge in Bluff River Height gauge on bridge More permanent gates Road Closed signs weren't correct Sign upgrades Semi Parking
Urbenville				
<ul style="list-style-type: none"> Neighborhood day Exercise and disability access in Heritage Park 	<ul style="list-style-type: none"> Tourism such as Mountain biking circuit, places to camp, marked 	<ul style="list-style-type: none"> Solar Power in town with generator back up. See Sydney 	<ul style="list-style-type: none"> Recognise Urbenville as a Village – Engineer comes once a month. 	<ul style="list-style-type: none"> Roads, gutters and drains Stormwater repairs, repair channels & Inlets

Table 1: Detailed Community Strategic Plan Meetings feedback (19 – 22 January 2022)				
COMMUNITY	ECONOMY	ENVIRONMENT	STAFFORDVILLE	TRANSPORT
<ul style="list-style-type: none"> Community Hub – one day a week employed by Council – local, may be able to use police station. More historic details on villages on website and app. Power to toilet block Accessibility for all – aging residents, disabled. New footpaths, fix existing paths, ramps. Noticeboard outside hall – waterproof with ideas box. Link villages through nature trails, map in each village Logging interpretive centre. Arts & Crafts Swimming Pool Landcare needed for bush/walking trails. Radio Community Bus 	<ul style="list-style-type: none"> tracks and trails. Motorbikes, Fossicking, Archery, Scouts, Abseiling, signs for native flora & fauna – state forest willing to work with groups. Encourage Markets; Farmers, Arts and Crafts, community swap/fun day Devonshire Tea in the hall is a huge drawcard when something is on in town. Employment 	<ul style="list-style-type: none"> University Battery Storage, showcase town. Kerbside Recycling Green Waste Service (Mega Muncher Bins) Drinking water supply from creek, creek infested with Castruin. 	<ul style="list-style-type: none"> Advocate for better internet – Optus tower has never been turned on. Advocacy for support services, op shop, youth activities, mothers' group, seniors' group, art & craft shows, support for families, youth, mothers. Advocacy for new doctor and Health services. Need 3 community nurses (2x blue care/house visit nurses) (1x RN to change dressings). 	<ul style="list-style-type: none"> Maintenance on water pipes Road from main street out to depot, need another grant to finish, fix up guardrail, slashing.
Legume				
COMMUNITY	ECONOMY	ENVIRONMENT	STAFFORDVILLE	TRANSPORT
<ul style="list-style-type: none"> Shade Sail over playground and fenced. Outdoor tables, drainage within villages. Signage about what's in town and natural attractions Electronic Noticeboard – information kiosk Evacuation centre More inviting entrance to the village, tidy up, signs 	<ul style="list-style-type: none"> Economic development plan – reason for kids to stay. Tourism & Marketing plan, incorporate Mill into tourism, refer to Tenterfield Station, Static display, footage of mill operation. Legume – timber Urbenville – goldmining 	<ul style="list-style-type: none"> More fire mitigation & fire buffers 	<ul style="list-style-type: none"> Talk to SDRC, scenic route Liston – Legume – Killarney Name route i.e., Toowoomba Sunflower route Advocacy of Communications – satellite tower is patchy & overloaded. Does not work when power is out. 	<ul style="list-style-type: none"> Legume to Woodenbong; signs of interest, tables, truck pull off area, toilets White swamp road, gateway to the coast needs sealing Seal Urbenville Road & Paddy's Flat Road. Consultation with community before works commence

Table 1: Detailed Community Strategic Plan Meetings feedback (19 – 22 January 2022)				
COMMUNITY	ECONOMY	ENVIRONMENT	LEGUME	TRANSPORT
<ul style="list-style-type: none"> Glass & wooden building for a memorial spot. More consultation with council and progress group Upgrade Hall as central Hub and evacuation centre. Old school building owned by Council & caretakers (Legume) includes power, pipes, pumping License, needs pump & water tanks. Education Building, meeting room & disaster centre, camping area for grey nomads – ease of access, toilets fixed up, parking/camping space. 	<ul style="list-style-type: none"> Liston – Cobb & Co. Wilsons downfall. Above history, natural and indigenous trail. Focus groups for tourism Opportunity to capture people visiting Stanthorpe via Warwick (via Cullendore Rd) Grey nomad stopover non-potable water for Legume. 		<ul style="list-style-type: none"> Phone reception Liston – London Bridge Better balance of funding across the shire (view that too much goes into Tenterfield and not enough into other villages e.g., Legume) 	<ul style="list-style-type: none"> Services, regular slashing, maintenance, potholes. Guardrails needed on road Mt Lindesay to Liston. Border crossing signage Maintenance of Roads and roadside vegetation Improved drainage
Liston				
COMMUNITY	ECONOMY	ENVIRONMENT	LEGUME	TRANSPORT
<ul style="list-style-type: none"> Less trees planted on roadside 	<ul style="list-style-type: none"> Tourism potential – Bus Museum, BnB's, Lavender Farm, photography, Waterfall drive, Bird watching, Ghost Tour in Cemetery, Nature Trail, more attractions needed in area. Support for items raised at Legume meeting 	<ul style="list-style-type: none"> Expansion & Clean-up of Undercliffe Falls 	<ul style="list-style-type: none"> No Phone signal at Wilson's Downfall. No Toilet at Wilson's Downfall. Undercliffe Falls, owned by State Parks/Forest. Advocate for good walking trails and establish a waterfall trail to follow through villages. 	<ul style="list-style-type: none"> Maintenance of Roads and roadside vegetation Improved drainage

Table 3: Community Strategic Plan – High level Themes and Goals				
COMMUNITY	ECONOMY	ENVIRONMENT	GOVERNANCE	TRANSPORT
<ul style="list-style-type: none"> • Facilities: <ul style="list-style-type: none"> ✓ Community Multi Use Halls ✓ Outdoor Recreation Parks • Youth & Community Cohesion <ul style="list-style-type: none"> ✓ Support ✓ Employment ✓ Facilities • Disability & Aging access: <ul style="list-style-type: none"> ✓ Good access to streets, buildings, and facilities 	<ul style="list-style-type: none"> • Economic Plan: <ul style="list-style-type: none"> ✓ Tourism – Unique to each village, focus on outdoor adventure activities (e.g. Heritage Trails) ✓ Business – Encourage new business ✓ Product Development – Innovation ecosystem. 	<ul style="list-style-type: none"> • Environmental Management & Waste Management <ul style="list-style-type: none"> ✓ Good access ✓ Affordable ✓ Good education ✓ Innovative • Environmental Management <ul style="list-style-type: none"> ✓ Strategic forward planning ✓ Maintenance of fire controls ✓ Respecting the regions heritage 	<ul style="list-style-type: none"> • Advocacy: <ul style="list-style-type: none"> ✓ Health & Support Services ✓ Communication networks (Internet/Phone – gig economy) ✓ Cross Border Relations • Attraction & nurture of volunteers • Efficient Council operations and financial sustainability • Council Communications: <ul style="list-style-type: none"> ✓ Acknowledgement shire's Indigenous people. ✓ Community Notice Boards ✓ Enhanced communications from Council to Community • Transport Options: <ul style="list-style-type: none"> ✓ Youth, unemployed & aging Village populations requiring support with transport 	<ul style="list-style-type: none"> • Roads and associated infrastructure: <ul style="list-style-type: none"> ✓ created and maintained in a timely and efficient manner, to support liveability, economic development, tourism and community connectivity and cohesion. • Drainage <ul style="list-style-type: none"> ✓ Improved drainage and stormwater to support the shire and the associated road network

VILLAGE CONCEPT PLAN

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DRAKE



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PURPOSE OF THIS CONCEPT PLAN

The purpose of the Drake Concept Plan is to provide a strategic direction for future village improvements in order to achieve an environment which provides for the needs of its residents and visitors alike.

The Drake Concept Plan builds on the research and community consultation undertaken by Tenterfield Shire Council and the community of Drake. It identifies the areas that require embellishments in order to create a beautiful, functional and interesting area.

The ideas contained in this plan will also support Drake as an attractive and appealing village within the Tenterfield Shire. With future improvements to the Drake Village it is envisaged more visitors to the region will stop and explore all that it has to offer and create a sense of community pride and ownership of the public spaces within the village.



OUR STORY

Until the late 1900's cattle and timber were Drake's primary industries, as well as a camp site for wagons, drovers, bullock teams and settlers passing between inland and coastal rivers. A shanty village of hotels, boarding houses, churches, timber cottages and tents in the 1870's, gold was discovered by accident just below Newmans Pinch on the western side of the village.

Drake is situated on the traditional land of the Bundjalung people. Council pays respect to the past, present and future Traditional Custodians and Elders of this nation and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

Since then Drake has changed many times over, with rushes and declines, riches and poverty, a population of thousands, and barely 100. Timber and cattle grazing industries are still practised, and mining has been reduced to fossicking.

Now Drake offers a variety of bush holidays, home stays, camping, fishing, bush walking, horse trail rides and mountain bike riding, as well as a gallery showing local talented artists in the community centre

Drake is an active and community oriented village set in rolling woodlands and forest. The community care about the village and would like minor civic improvements to encourage more people to live and visit the area.



OUR AIM

1. To create a welcoming village centre which reflects the stunning surrounding natural landscape in which it sits.
2. To encourage visitors passing through the village to stop and visit Drake.
3. To revitalise and embellish the village centre to entice people to stay, play and eat while absorbing the history of Drake.
4. To recognise and actively develop our cultural strengths and unique heritage by creating an attractive heritage tourism trail around the village
5. To establish a community spirit which encourages a quality lifestyle, supports health and social well-being, promotes family life and lifestyle choices.



OUR VISION



- 1 Installation of parking for the Drake Hall Location yet to be discussed
- 2 Installation of new Exercise equipment and Skate/Pump Track Location yet to be decided
- 3 Repair drainage issues along the Highway
- 4 Proposed Tree Planting along Highway and roads
- 5 Historical/directional interpretive panels including landscaping at the various locations around Drake
- 6 Improve bus stop area, safe way crossing and surrounding vehicular areas (Final plans yet to be approved)
- 7 Upgrades to Drake Community Hall

[illegible]

KEY ACTIONS FOR DRAKE



Create a welcoming setting
within the village



Improvements to the Village
Park



Create Interpretive Signs



Improve parking facilities
and surrounding for public
areas and halls



BRUXNER HIGHWAY VISION



Installation of Traffic Calming Kerb Blisters



Kerb blister with Fencing



COMMUNITY CONSULTATION

The community of Drake were invited to brainstorm ideas and issues for the future of the village in January 2022. Tenterfield Shire Council engaged a Landscape Architect to develop plans for civic works and landscaping for the village of Drake. Staff at Tenterfield Shire Council also have viewed the proposed concepts and included future works into the plans.

Residents have prioritised the following ideas for improvements:

1. Improve bus stop area and surrounding vehicular areas
2. Beautification of Woodward Park to create a welcoming space for the markets.
3. Historical Information/Interpretive Signage located around Drake
4. Construction of a Helipad and an Evacuation centre
5. Create better walkways, safe crossings and provide pedestrian refuges
6. Fix drainage issue and plant an avenue of trees along Bruxner Highway

PUBLIC OPEN SPACE

Tenterfield Shire Council along with Drake Progress Association seek to install footpaths along Bruxner Highway within the Drake.

This enhancement to Drake will ensure a healthier, safer and more inviting location for the community and visitors to the area.

Beautification to the Woodward park to enhance the markets will create an inviting location for stall holders and people visiting the markets.

Upgrading the car parking and bus stop area will provide a space for the local community, visitors in the village, while creating an appealing and attractive town centre.



LINKAGES

Footpaths facilitate two primary groups of activities; moving activities and stationary activities. Good footpath design with suitable materials and furniture can successfully cater for both.

- Increase safety for pedestrians.
- Improves facilities for pedestrians (improves accessibility).
- May help to increase walking as a mode of transport (environmental benefits and reduced traffic congestion).
- Walking can improve health and fitness.

Footpath extension from the village centre to both the eastern and western ends of the village would allow residents to access the shop and facilities without their car. This will increase use of both spaces, and most importantly link the two spaces together.

Repairs to street drainage will improve the management of storm water along the street.



LANDSCAPING



- Proposed tree planting along Bruxner Highway and in Woodward Park once drainage has been resolved.
- Proposed tree planting around the local streets, and bus stop area to provide a more welcoming space to visit and stay
- Installation of new skate/pump track and exercise equipment will provide the children of the village and visitors to the area somewhere to meet up and play or have an exercise session with friends.
- Upgrades to the garden in Woodward Park will provide a meeting place for the residents and visitors to the village.
- Landscaping around the Drake Community Hall



TOURISM

Drake is a small rural town of around 400 people and is located 44 km east of Tenterfield. The town boomed in the late 1880s following the discovery of gold to the west of the village.

Today, Drake offers many exciting outdoor activities, including water activities on the Clarence River, exploring Girard State Forest and Rover Park 4WD & Motorcycle Park for the more adventurous! You can also visit the nearby Paddys Flat Tank Traps and learn about this important part of WWII history.

Drake Village Resource Centre houses an art gallery, cafe, and store, just across the road the local Lunatic Hotel is available for a meal and beverage.

Ways to promote Tourism

- Develop an updated tourism brochure that engages visitors and promote places of interest.
- Work with National Parks
- Include in advertising campaigns - showcasing the fascinating history and spectacular bush landscapes.



IMPORTANT INFORMATION

MOVING FORWARD

A range of village improvements have been proposed for Drake responding to ideas raised during analysis and in consultation with the community. Drake has a lively community and presents itself as a great place to live and to visit. Low cost improvements include footpath, tree planting and interpretative signage. Higher cost items include car parking area and exercise equipment and skate/pump track.

The Drake Concept Plan will provide a blueprint for future village improvements and a focus for improving the functioning and aesthetics of the village as funds and resources become available.

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The Concept Plan acts as a valuable tool in seeking funding for the projects identified in to the future.

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JENNINGS

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PURPOSE OF THIS CONCEPT PLAN

The purpose of the Jennings Concept Plan is to provide a strategic direction for future village improvements in order to achieve an environment which provides for the needs of its residents and visitors alike.

The Jennings Concept Plan builds on the research and community consultation undertaken by Tenterfield Shire Council and the community of Jennings. It identifies the areas that require embellishments in order to create a beautiful, functional and interesting area.

The ideas contained in this plan will also support Jennings as an attractive and appealing entrance into New South Wales. With future improvements to the Jennings Village it is envisaged more visitors to the region will stop and explore all that it has to offer and create a sense of community pride and ownership of the public spaces within the village.



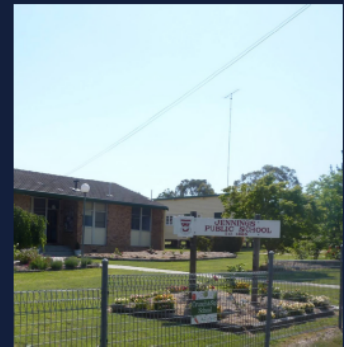
OUR STORY

The village of Jennings is located 24 km North of Tenterfield and is 260 km south west from Brisbane and 718 km from the NSW state capital of Sydney. Jennings originally was established in 1888 and currently has over 200 people residing there.

Jennings is situated on the traditional land of the Ngarabal. Council pays respect to the past, present and future Traditional Custodians and Elders of this nation and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

Jennings is a “twin town” with Wallangarra which are divided by the impressive Victorian-era railway station placed exactly on the border of New South Wales and Queensland, which became a busy rail interchange in the late 1800s. The border cuts across the platform and is well marked by the blue and maroon lines. There are other architectural design features of the station that help identify the different states, one of the more noticeable designs of the station is the bull nosed awning on the north platform forming a part of QLD and the southern platform has a historical flat awning in NSW. Each state used a different rail gauge, which meant that passengers had to disembark at the station and change trains in order to travel through the neighbouring state.

Jennings is named after the first Catholic Premier of New South Wales – Sir Patrick Jennings, the village has strong links with the Federation story where Sir Henry Parkes disembarked on the Queensland side of the Railway Station before travelling on to Tenterfield from the New South Wales side to deliver his famous Federation Speech in 1889.



OUR AIM

1. To create a welcoming village centre which reflects the stunning surrounding natural landscape in which it sits.
2. To encourage visitors passing through the NSW/QLD border to visit Jennings.
3. To revitalise and embellish the village park to entice people to stay, play and eat while absorbing the history of Jennings.
4. To recognise and actively develop our cultural strengths and unique heritage by creating an attractive heritage tourism trail around the village
5. To establish a community spirit which encourages a quality lifestyle, supports health and social well-being, promotes family life and lifestyle choices.



OUR VISION



- 1 Installation of historical/directional interpretive panels including landscaping at the intersection of Duke St & Highway
- 2 Installation of new Exercise equipment and covered playground
- 3 Repair roadside drainage issues and plant footpath trees and install new bus shelter
- 4 Undercover seating and BBQ in Park
- 5 Plant shade trees along proposed footpath, parking area and throughout parkland
- 6 Develop gravel parking area for RV and patrons of the playground

MAIN AREA CONCEPT PLAN



KEY ACTIONS FOR JENNINGS



Create a welcoming setting
within the village



Create Interpretative Signs



Improvements to the Village
Park



Improve parking facilities
for public areas



COMMUNITY CONSULTATION

The community of Jennings were invited to brainstorm ideas and issues for the future of the village in January 2022. The information package was sent to the Wallangarra Jennings Progress Association on 20 August 2020. Staff at Tenterfield Shire Council also have viewed the proposed concepts and included future works into the plans.

Residents have prioritised the following ideas for improvements:

1. Historical Information/Interpretive Signage located around Jennings
2. Exercise Park and playground be installed at the Jennings Park.
3. Repair the drainage issues in the streets prior to any planting along the footpath.
4. Extend footpath through the public park to the public school
5. Plant shade trees along the proposed footpath, parking area and park land.
6. Future development of the gravel parking area for RV and patrons of the playground
7. Undercover seating and BBQ area in Park
8. Restore Heritage items relating to the border

PUBLIC OPEN SPACE

Tenterfield Shire Council along with Wallangarra Jennings Progress Association seek to upgrade the playground, install exercise equipment, provide undercover seating, electric BBQ and develop a car park facility for RV patrons and visitors in the village of Jennings.

This enhancement to the playground/exercise equipment will ensure a healthier, safer and more child-friendly area that meets relevant standards is available for the the community and visitors, and to ensure BBQ facilities and seating is available for park users.

Upgrading the car parking facility will provide a space for RV patrons staying in the village, visitors to the park and to the village.



LINKAGES

Footpaths facilitate two primary groups of activities; moving activities and stationary activities. Good footpath design with suitable materials and furniture can successfully cater for both.

- Increased safety for pedestrians.
- Improves facilities for pedestrians (improves accessibility).
- May help to increase walking as a mode of transport (environmental benefits and reduced traffic congestion).
- Walking can improve health and fitness.

Footpath extension from the proposed car park to both the Public School and to the playground will provide accessibility, increased use of both spaces, and most importantly link the two spaces together.

Repairs to street drainage will improve the management of storm water along the street



LANDSCAPING



- Proposed Tree planting along Gladstone Street once drainage has been resolved.
- Proposed tree planting around the playground, BBQ area and footpath to provide a more welcoming space to visit and stay
- Planting trees around the border of proposed car park to provide shade for vehicles
- Installation of new Playground and exercise equipment will provide the children of the village and visitors to the area somewhere to meet up and play or have a exercise session with friends.
- Upgrades to the garden and BBQ facility in Jennings park will provide a meeting place for the residents and visitors to the village.



TOURISM

Even though the Railway line in NSW is no longer operational, the railway station now acts as a beautifully restored interactive heritage museum, café and function centre.

Jennings is only 5.5 km from the stunning Mount Norman walk, and offers easy access to Girraween National Park, a naturalist's paradise, offering visitors a vast array of rock formations to discover, walking and mountain bike tracks to explore, calming waterholes and creeks to relax beside, and an abundance of wildlife to meet. Challenge yourself to conquer the highest peak in the Park, Mount Norman, accessible from Wallangarra. Mount Norman Road also offers exciting 4WD opportunities for thrill seekers and adventure chasers.

Ways to promote Tourism

- Develop an updated tourism brochure that would engage visitors and promote places of interest.
- Work with National Parks
- Include in advertising campaigns - showcasing the fascinating history and spectacular bush landscapes.



IMPORTANT INFORMATION

MOVING FORWARD

A range of village improvements have been proposed for Jennings responding to ideas raised during analysis and in consultation with the community. Jennings has a lively community and presents itself as a great place to live and to visit. Low cost improvements include footpath, tree planting and interpretative signage. Higher cost items include car parking area and playground equipment.

The Jennings Concept Plan will provide a blueprint for future village improvements and a focus for improving the functioning and aesthetics of the village as funds and resources become available.

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The Concept Plan acts as a valuable tool in seeking funding for the projects identified in to the future.

CONTACT

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LE
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PURPOSE OF THIS CONCEPT PLAN

The purpose of the Legume Concept Plan is to provide a strategic direction for future village improvements in order to achieve an environment which provides for the needs of its residents and visitors alike.

The Legume Concept Plan builds on the research and community consultation undertaken by Tenterfield Shire Council and the community of Legume. It identifies the areas that require embellishments in order to create a beautiful, functional and interesting area.

The ideas contained in this plan aim to support the village of Legume as an attractive and appealing area. With future improvements to Legume Village it is envisaged more visitors to the region will stop and explore all that it has to offer and create a sense of community pride and ownership of the public spaces within the village.



OUR STORY

Country hospitality, small village charm and natural wonders abound in the village and surrounds of Legume located 94 km north east of Tenterfield along the Mount Lindesay Road. Legume is 161 km south west from Brisbane and 763 km from the NSW state capital of Sydney. There are just over 150 people residing within Legume village.

Legume is situated on the traditional land of the Bundjalung. Council pays respect to the past, present and future Traditional Custodians and Elders of this nation and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

The area is one of Australia's finest producers of beef cattle and the rich red soil of Acacia Plateau produces some of the best potatoes and kiwi fruit in the country, not to mention the incredible views from the top of the plateau.

Legume is only 10 minutes from Killarney which is located just over the Queensland border. Even though Legume is a tiny village the community pride themselves in the village always being tidy, neat and friendly. Legume has a local store, community hall, park and is surrounded by National Parks.



OUR AIM

1. To create a welcoming village centre which reflects the stunning surrounding natural landscape in which it sits.
2. To capitalise on day trip visitation by promoting things to see and do and creating an attractive tourism trail around the village.
3. To recognise and actively develop the cultural strengths and unique heritage of the village and surrounds.
5. To establish a community spirit which encourages a quality lifestyle, supports health and social well-being, promotes family life and lifestyle choices.



OUR VISION



- 1 Proposed gardens throughout the park area
- 2 Covered BBQ area with seating
- 3 Tree Plantings along Acacia Avenue
- 4 Construct bus shelter near local store & a footpath from the bus shelter to the public toilets
- 5 Interpretative Signs throughout the village and a Community Notice Board at the Hall
- 6 Proposed car park to hall, toilets and a fenced covered playground
- 7 Proposed Log Skidder display near toilets and playground, location yet to be decided

MAIN AREA CONCEPT PLAN



KEY ACTIONS FOR LEGUME



Create a welcoming setting
within the village



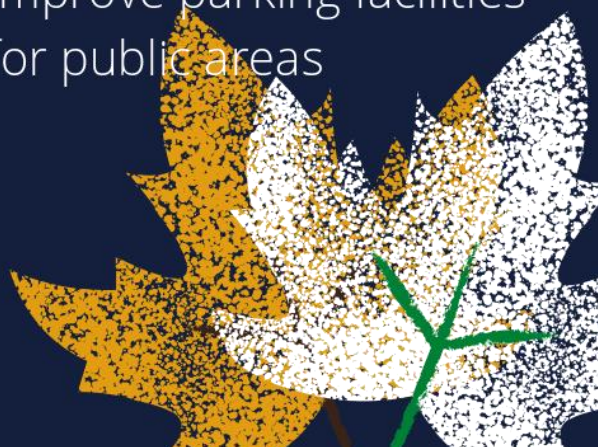
Improvements to public
spaces

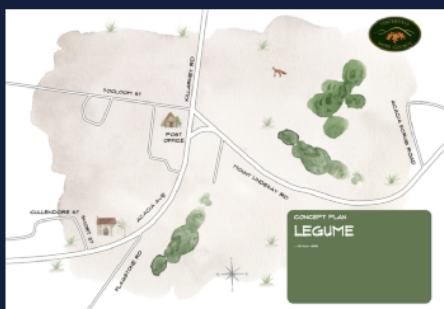


Install Interpretative Signs



Improve parking facilities
for public areas





COMMUNITY CONSULTATION

The community of Legume were invited to brainstorm ideas and issues for the future of the village centre in January 2022. The information package was originally sent to the Legume Progress Association on 20 August 2020. Staff at Tenterfield Shire Council also have viewed the draft plans and included future works into the plans.

Residents have prioritised the following ideas for improvements:

- 1 Proposed gardens throughout the park area – to include picnic tables and electric barbeque facilities.
- 2 Proposed tree planting – using suitable species and size for the Legume area.
- 3 Proposed bus shelter replaced with picnic table.
- 4 Proposed car park to service hall and new toilet amenities.
- 5 Bus shelter erected at dedicated school bus stop on northern side of Legume Store.
- 6 Footpath from Legume Store to new public toilets and playground facilities.

PUBLIC OPEN SPACE

Tenterfield Shire Council in conjunction with the Legume Progress Association are seeking to identify future works to revitalise the village through the following projects;

- Upgrade the gravel car parking area
- Shade cover over the new playground
- Seating and a covered BBQ area
- Constructing a bus shelter near the Legume Store



LINKAGES

Footpaths facilitate two primary groups of activities; moving activities and stationary activities. Good footpath design with suitable materials and furniture can successfully cater for both.

- Increased safety for pedestrians.
- Improves facilities for pedestrians (improves accessibility).
- May help to increase walking as a mode of transport (environmental benefits).
- Walking can improve health and fitness.

Footpath from the toilets and playground facilities to the Legume Store will provide separation from local traffic, accessibility, increased use of both spaces, and most importantly link the two spaces together.

Restoration of the footbridge/road edge into the Legume park along Mt Lindesay will provide a safe access to the proposed BBQ area.



LANDSCAPING



- Proposed tree planting along the proposed footpath.
- Proposed tree planting around the playground and toilet area to provide a more welcoming and shaded space to visit.
- Planting trees around the car park and hall to provide shade for vehicles and link the toilets, playground, hall and carpark facilities together.
- Installation of a shade cover over the new playground to provide protection from the sun.
- Construct a covered BBQ area with seating in Legume park will provide a meeting place for the residents and visitors.



TOURISM

When visiting Legume you can take a drive through the rainforest to Urbenville and Woodenbong via Tooloom Lookout, which offers breathtaking views of the surrounding countryside.

Legume also offers the best point from which to explore Koreelah National Park, as well as part of the World Heritage Gondwana Rainforests, and, just over the Queensland border, Queen Mary Falls is a must see.

Ways to promote Tourism

- Develop an updated tourism brochure to engage visitors and promote places of interest.
- Work with National Parks.
- Include in advertising campaigns - showcasing the fascinating history and spectacular bush landscapes.



IMPORTANT INFORMATION

MOVING FORWARD

A range of village improvements have been proposed for Legume responding to ideas raised during analysis and in consultation with the community. Legume has a passionate and engaged community and presents itself as a great place to live and to visit. Low cost improvements include footpath, trees planting and interpretative signage. Higher cost items include car parking area and covered BBQ area.

The Legume Concept Plan will provide a blueprint for future village improvements and a focus for improving the functioning and aesthetics of the village as funds and resources become available.

The Concept Plan acts as a valuable tool in seeking funding for the projects identified in to the future

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VILLAGE CONCEPT PLAN

*Step out of your
imagination and into the
unspoilt beauty of
Tenterfield Shire*

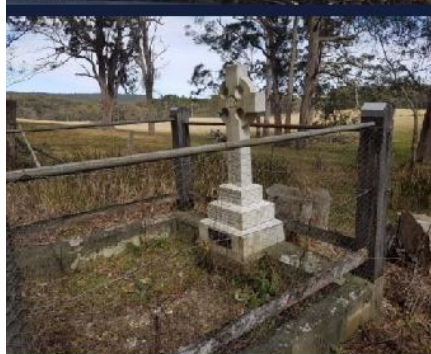
It's humble....

It's authentic...

It's True.



LISTON



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PURPOSE OF THIS CONCEPT PLAN

The purpose of the Liston Concept Plan is to provide strategic direction for future village improvements in order to achieve an environment which provides for the needs of its residents and visitors alike.

The Liston Concept Plan builds on the research and community consultation undertaken by Tenterfield Shire Council and the community of Liston. It identifies the areas that require embellishments in order to create an attractive, functional and interesting area.

The ideas contained in this plan will also support Liston as an attractive and appealing entrance into NSW. With future improvements to Liston Village it is envisaged more visitors to the region will stop and explore all that it has to offer and create a sense of community pride and ownership of the public spaces within the village.



OUR STORY

Situated high in the mountains of the Great Dividing Range, Liston is a small rural village surrounded by lush, gently undulating country. Liston is located 54 km North of Tenterfield and is 216 km south west from Brisbane and 724 km from the NSW state capital of Sydney.

Liston is situated on the traditional land of Kambuwal. Council pays respect to the past, present and future Traditional Custodians and Elders of this nation and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

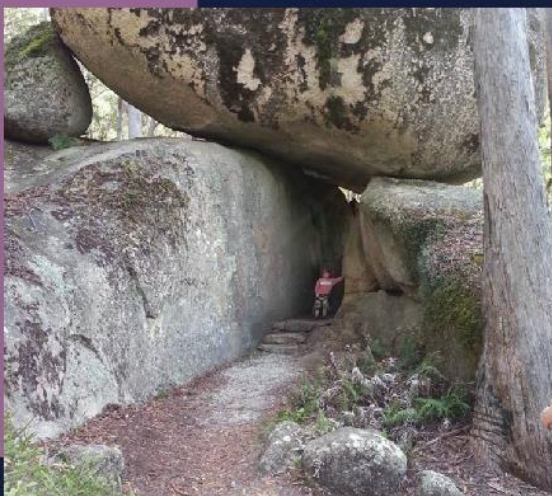
Early squatters grazed sheep on huge runs, and the settlers that followed were engaged in a range of occupations including grazing, dairying, logging, sawmilling and mining.

Alluvial tin was discovered in the area in 1872, and in 1888 silver and lead were discovered in the Rivertree area. As a result of the mining rush, a wide cross section of people settled in the Liston area, including a large Chinese community. In Willson's Downfall and Amosfield there were churches, schools, a police station, courthouse and jail, hotels, boarding houses, shops, sports grounds and race courses, as well as a blacksmith, saddler and watchmaker.



OUR AIM

1. To create a welcoming village centre which reflects the stunning surrounding natural landscape in which it sits.
2. To capitalise on day trip visitation by promoting things to see and do and creating an attractive tourism trail around the village.
4. To recognise and actively develop the cultural strengths and unique heritage of the village and surrounds.
5. To establish a community spirit which encourages a quality lifestyle, supports health and social well-being, promotes family life and lifestyle choices.
6. To have a well maintained and vibrant Liston Hall/Community Centre.
7. Community Focus on better roads primarily rather than lifestyle choices. (Advised from local representative on Parks, Gardens and Culture Committee)



OUR VISION



- 1 Upgrade carpark and safeway crossing to service hall, toilet and playground
- 2 Establish parkland behind hall to Rivertree Road
- 3 Heritage interpretative panels throughout park & village
- 4 Tree planting along Mount Lindsay Road within the centre of the village
- 5 Upgrade footpaths around the village
- 6 Upgrade fencing around Park

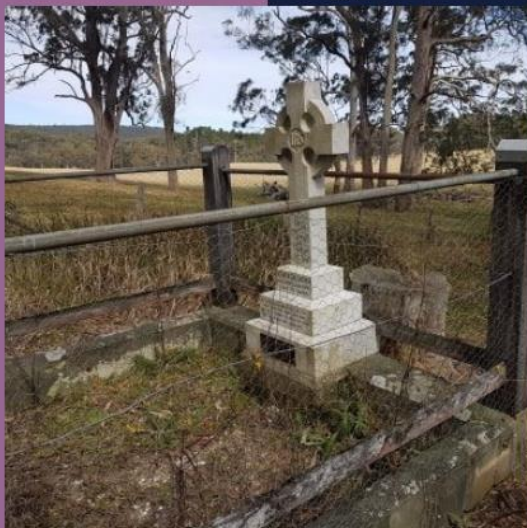
MAIN AREA CONCEPT PLAN



KEY ACTIONS FOR LISTON



Create a welcoming setting
within the village



Further Improvements to the
Cemetery



Install interpretative signage



Improve parking facilities
for public areas



COMMUNITY CONSULTATION

The community of Liston were invited to brainstorm ideas and issues for the future of the village centre in January 2022. The information package was originally sent to the Liston & Area Progress Association on 20 August 2020. Staff at Tenterfield Shire Council also have viewed the draft plans and included future works into the plans.

Residents have prioritised the following ideas for improvements:

- 1 Liston to have a relaxed welcoming village where residents and travelers can enjoy the peaceful surroundings and promote heritage of the area.
- 2 Village to be neat and tidy with all streets sealed.
- 3 Stanthorpe Street on eastern side of Mt Lindesay Road: Drains on northern side upgraded to provide easy access to parking i.e. vehicles attending Hall functions, Park Attractions and facilities.
- 4 Fix walking paths and drainage issues on Mt Lindesay Road north from Coach shed. Beautify this area and provide safe crossings, parking and traffic calming in the area.
- 5 Install Exercise Station and small skate park in playground area.
- 6 Art Work in public spaces by local artists.
- 7 Investigate water supply for village.

PUBLIC OPEN SPACE

Tenterfield Shire Council in conjunction with the Liston and Area Progress Association are seeking to identify future works to revitalise the village by identifying the following projects:

- Gravel carpark area within the Liston Park.
- Exercise equipment be installed within Liston Park.
- Art works in Public spaces.
- Small skate park in Playground.
- Develop parkland behind hall with picnic tables.



LINKAGES

Footpaths facilitate two primary groups of activities; moving activities and stationary activities. Good footpath design with suitable materials and furniture can successfully cater for both.

- Increased safety for pedestrians.
- Improves facilities for pedestrians (improves accessibility).
- May help to increase walking as a mode of transport (environmental benefits).
- Walking can improve health and fitness.

Some improvements the community of Liston would like to see:

- Repairs to footpath and drainage issues on Mt Lindesay Road north from Coach Shed.
- Installation of Safe way Crossing.
- Upgrade drains along Stanthorpe Street for easy access parking.
- Seal all streets.



LANDSCAPING



- Proposed tree planting along Mount Lindesay Road.
- Planting trees around the proposed footpath, parking area and parkland to provide a more welcoming space to visit.
- Installation of public art in the Liston Park.
- Further development of land behind the Liston Community Hall to create a space for the community and visitors to town to come sit and relax while enjoying the surrounding environment.
- Heritage/Interpretive signs, located throughout the village.



TOURISM

Liston is close to some of the region's best natural attractions, including Undercliffe Falls, Bald Rock and Boonoo Boonoo National Parks. Bald Rock is home to the largest granite monolith in the southern hemisphere, which towers above the horizon at almost 1,300 metres above sea level. Boonoo Boonoo is famous for its flowing rivers, secluded waterholes and rock pools, breathtaking gorges, and cascading falls. The Boonoo Boonoo River winds its way through high granite country, strewn with boulders and covered by open forest.

Relics of the past can also be viewed around Liston, including old mining and the WWII tank traps on Mt Lindesay Road. Culturally significant sites of the traditional landowners (the Bundjalung) can also be seen, including bora rings, rock paintings and camp sites.

Within the village itself can be found a replica Cobb & Co coach hand made by local man John Burton Snr to honour Liston's location on the Mt Lindesay Road which formed part of the transport link between Brisbane and Tenterfield.

Ways to promote Tourism

- Develop an updated tourism brochure that engages visitors and promote places of interest.
- Work with National Parks.
- Include in advertising campaigns - showcasing the fascinating history and spectacular bush landscapes.



IMPORTANT INFORMATION

MOVING FORWARD

A range of village improvements have been proposed for Liston responding to ideas raised during analysis and from the community. Liston has a lively community and presents itself as a great place to live and to visit. Low cost improvements include footpath, tree planting and safety crossings. Higher cost items include car parking area and skate park area within the park with more of a focus on improving the local roads.

The Liston Concept Plan will provide a blueprint for future village improvements and a focus for improving the functioning and aesthetics of the village as funds and resources become available.

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The Concept Plan acts as a valuable tool in seeking funding for the projects identified in to the future.

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VILLAGE CONCEPT PLAN

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LA TOOLA MINGOOLA



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PURPOSE OF THIS CONCEPT PLAN

The purpose of the Mingoola Concept Plan is to provide a strategic direction for future improvements in order to achieve an environment which provides for the needs of its residents and visitors alike.

The Mingoola Concept Plan builds on the research and community consultation undertaken by Tenterfield Shire Council and the community of Mingoola. It identifies the areas that require embellishments in order to create a beautiful, functional and interesting area.

The ideas contained in this plan will also support Mingoola as an attractive and appealing locality. With future improvements it is envisaged more visitors to the region will stop and explore all that it has to offer.



OUR STORY

Mingoola is a small locality in New South Wales, located near the Queensland border, surrounded by natural attractions, wineries and agricultural landscapes, with the population now only approximately 20 people.

Mingoola is situated on the traditional land of Kamilaroi. Council pays respect to the past, present and future Traditional Custodians and Elders of this nation and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

Located 57km west of Tenterfield and 714 km north west of the state capital of Sydney, Mingoola was once a major tobacco growing area with many relics of this era still visible.

The industry transformed the area in to the cultural melting pot it is today, as Maltese, Italian and Spanish immigrants moved to the area to share-farm tobacco, and provide seasonal labour for the crop. Many of these immigrant families later bought their own farms and settled permanently in the area.

Recently Mingoola had a program for pioneering refugee resettlement from Africa to live and work in Mingoola before the severe drought affected the program.



OUR AIM

1. Create a welcoming locality which reflects the stunning surrounding natural landscape in which it sits.
2. Capitalise on day trip visitation by promoting things to see and do.
3. To entice people to stop and rest while taking in the spectacular scenery and history Mingoola has to offer.
4. To recognise and actively develop Mingoola's cultural strengths and unique heritage.
5. To establish a community spirit which encourages a quality lifestyle, supports health and social well-being, promotes family life and lifestyle choices.



OUR VISION



- 1 Install helicopter landing area
- 2 Construct 2 unisex toilets 1 with a Shower & undercover BBQ and seating area with bin
- 3 Heritage interpretative panels
- 4 Tree planting along Mingoola School Road and Parking area
- 5 Install water tanks to service the toilets and BBQ area
- 6 Construct a public parking area and truck Rest Area along Bruxner Way

These locations may change at time of installation

KEY ACTIONS FOR MINGOOLA



Create a welcoming setting
within the village



Improvements to the
Community Hall

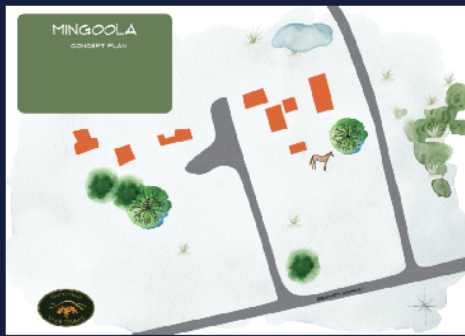


Create Interpretative Signs



Improve parking facilities
for public rest areas





COMMUNITY CONSULTATION

The community of Mingoola were invited to brainstorm ideas and issues for the future of Mingoola in January 2022. The information package was previously sent to the Mingoola Progress Association on 20 August 2020. Staff at Tenterfield Shire Council also have viewed the draft plans and included future works into the plans.

Residents have identified the following:

1. An identified helicopter landing area for emergencies.
2. Toilet block located in front of school or hall
3. Undercover seating and BBQ area close to Community Hall
4. Visitor Information/Interpretive Signage located in front of School
5. No desire for playground
6. Truck Bay to be located adjacent to Bruxner Way and install public bin
7. Car parking to be located along Mingoola School Road
8. Installation of a Flood Warning Gauge in the Bluff River

PUBLIC OPEN SPACE

Tenterfield Shire Council in conjunction with Mingoola Progress Association are seeking to identify future works including;

- Public toilets for visitors using the Truck Rest Area and the proposed car parking area. Mingoola is a remote locality from any village or town and the rest areas and toilets are an important asset to the area for anyone needing to pull over and rest.
- Providing an undercover BBQ area with seating. This will not only provide the community a location to meet up but will also provide visitors to the area a more inviting setting to stop, revive and rest for the drive ahead.



LINKAGES

Footpaths facilitate two primary groups of activities; moving activities and stationary activities. Good footpath design with suitable materials and furniture can successfully cater for both.

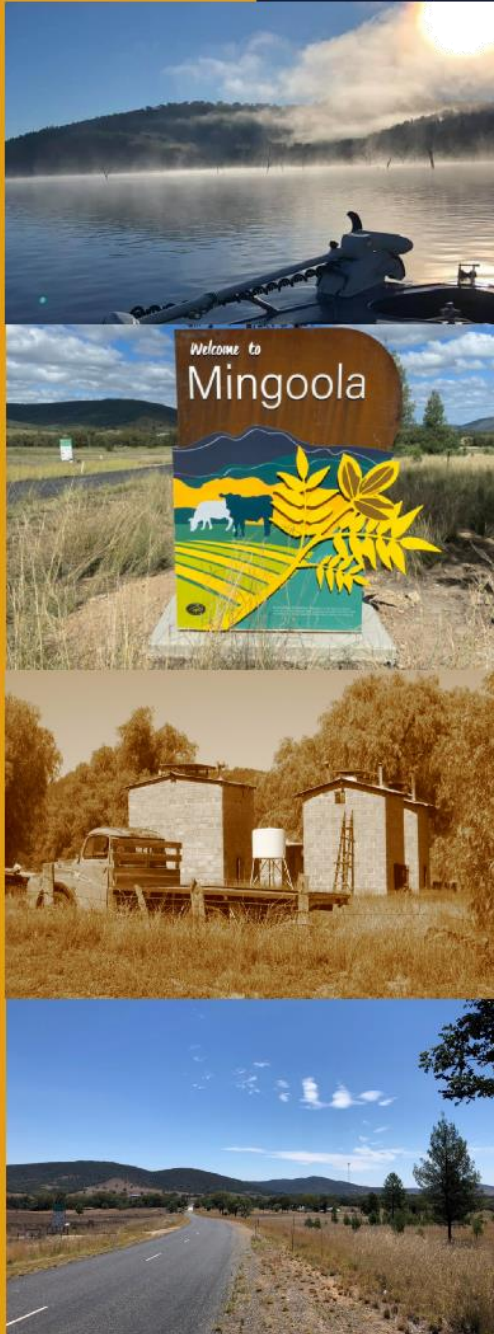
- Increased safety for pedestrians.
- Improves facilities for pedestrians (improves accessibility).
- May help to increase walking as a mode of transport (environmental benefits).
- Walking can improve health and fitness.

Footpath from the proposed car/truck park to toilets will provide accessibility, and most importantly link the two spaces together.

Installation of a helicopter landing area will provide a position for Westpac Helicopter to perform life saving flights to a rural community



LANDSCAPING



- Proposed tree planting along Mingoola School Road.
- Proposed tree planting and appropriate gardens around the BBQ Area, to provide a welcoming space to visit.
- Planting of shade trees around the car parking and truck rest area will provide natural shelter.
- Installation of Heritage/Interpretive signs, located on the land in front of the public school.



TOURISM

In more recent years, Mingoola has become a wine and pecan producing area. In the locality visitors can enjoy hiking, mountain bike, cycling and 4WD trails, water views at National Parks and explore the relics and abandoned mines from the 1870s mining boom.

Glenlyon Dam is 16km from Mingoola and is a popular water sports location, with a tourist park for those wishing to stay overnight. It is also a great fishing spot, with Murray Cod, Yellowbelly, Silver Perch, Spangled Perch and Eel-tailed Catfish, all calling the dam home.

Ways to promote Tourism

- Develop an updated tourism brochure that would engage visitors and promote places of interest.
- Work with National Parks.
- Include in advertising campaigns - showcasing the fascinating history and spectacular bush landscapes.



IMPORTANT INFORMATION

MOVING FORWARD

A range of improvements have been proposed for Mingoola responding to ideas raised during analysis and from the community. Mingoola has a small but lively community and presents itself as a great place to live and to visit. Low cost improvements include footpath, trees planting and interpretative signage. Higher cost items include car parking area, toilet facilities and Rescue Helicopter landing area.

The Mingoola Concept Plan will provide a blueprint for future village improvements and a focus for improving the functioning and aesthetics of the area as funds and resources become available.

The Concept Plan acts as a valuable tool in seeking funding for the projects identified in to the future.

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VILLAGE CONCEPT PLAN

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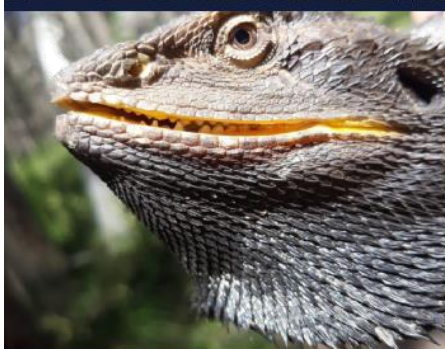
It's True.



TORRINGTON

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PURPOSE OF THIS CONCEPT PLAN

The purpose of the Torrington Concept Plan is to provide a strategic direction for future village improvements in order to achieve an environment which provides for the needs of its residents and visitors alike.

The Torrington Concept Plan builds on the research and community consultation undertaken by Tenterfield Shire Council and the community of Torrington. It identifies the areas that require embellishments in order to create a beautiful, functional and interesting area.

The ideas contained in this study will also provide Torrington State Conservation Area an attractive and appealing entrance into the park. With future improvements to Torrington Village it is envisaged more visitors to the region will stop and explore all that it has to offer and create a sense of community pride and ownership of the public spaces within the village.



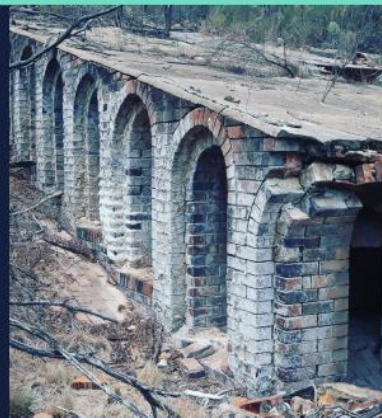
OUR STORY

Torrington is a place where Aboriginal Dreamtime stories come alive. The land, waterways, wildlife and plants of the area are significant for the Ngarrabul, Marbul, Bigambul and Jucumbul people – the traditional owners.

Torrington was named after its English counterpart in Devon. In 1881 the discovery of an extremely rich tin lode, set the scene for significant growth in mining.

Torrington lies 29 km north west of Deepwater and south west of Tenterfield and 61 km from Glen Innes and is situated on a plateau known as the Mole Tableland, close to the Queensland border on the New England Northern Tablelands. Surrounded by State and National Parks with significant areas of flora and fauna, this area provides fishing, fossicking, canoeing and swimming opportunities in its numerous nearby streams.

By 1920 - 500 men were employed in the district mines. To support this thriving community Torrington and the two (2) now defunct satellite villages, Tungsten & Bismuth, housed 5 general stores, butcher shop, cafes, bakery, billiard rooms, Police Station, Post Office, Churches, Hotel and many sporting facilities.



OUR AIM

1. To create a welcoming low maintenance village centre which reflects the stunning surrounding natural landscape in which it sits.
2. To capitalise on day trip visitation by promoting things to see and do, including creating an interactive tourism trail around the village.
3. To revitalise the village to entice people to take in the spectacular scenery Torrington has to offer.
4. To recognise and actively develop the cultural strengths and unique heritage
5. To establish a community spirit which encourages a quality lifestyle, supports health and social well-being, promotes family life and lifestyle choices.



OUR VISION



- 1 Upgrade to carpark and footpath to service hall and playground
- 2 Playground for children and visitors, upgrades to BBQ area,
- 3 Heritage interpretative panels throughout village and a Community Notice Board at the Hall
- 4 Tree planting along Torrington & Bates Road
- 5 Upgrade Fencing to Torrington Cemetery & Installation of Cemetery Sign
- 6 Install a picket fence around park
- 7 Install tank and garden beds and trees around the park

MAIN AREA CONCEPT PLAN



KEY ACTIONS FOR TORRINGTON



Create a welcoming setting
within the village



Create Interpretative Signage



Improvements to the Village Cemetery



Improve parking facilities
for public areas

COMMUNITY CONSULTATION

The community of Torrington were invited to brainstorm ideas and issues for the future of the village. The information package was sent to the Torrington Hall Committee on 20 August 2020 and again in January 2022. Staff at Tenterfield Shire Council also have viewed the draft plans and included future works into the plans.



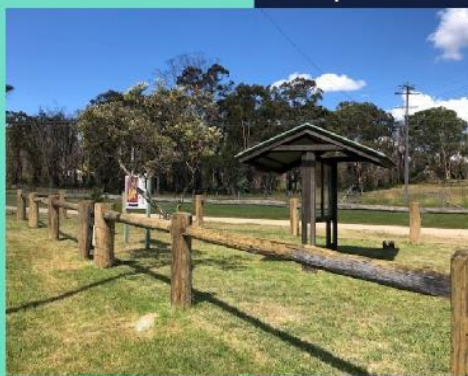
PUBLIC OPEN SPACE

Tenterfield Shire Council in conjunction with the Torrington War Memorial & Recreation Reserve Board are seeking to identify future works to revitalise the village by identifying the following projects;

- Upgrade the playground
- Provide seating and upgrade the existing car park facility

The enhancement of the playground and Cricket Grounds will ensure a safe and child-friendly area that meets relevant standards and is available for the community and visitors.

Upgrading the car parking facility will provide a space for patrons to the hall, visitors to the park and village.



LINKAGES

Footpaths facilitate two primary groups of activities; moving activities and stationary activities. Good footpath design with suitable materials and furniture can successfully cater for both.

- Increased safety for pedestrians.
- Improves facilities for pedestrians (improves accessibility).
- May help to increase walking as a mode of transport (environmental benefits).
- Walking can improve health and fitness.

Footpath from the proposed car park to both the Community Hall and to the playground will provide accessibility, increased use of both spaces, and most importantly link the two spaces together.



LANDSCAPING



- Proposed tree planting along Torrington Road & Bates Road
- Proposed tree planting around the playground and BBQ Area to provide a more welcoming space to visit
- Planting trees around the border of updated car park to provide shade for vehicles
- Installation of new playground will provide the children of the village and visitors to the area somewhere to meet up and play and rest
- Upgrades to the BBQ facility in Torrington park will provide a meeting place for the residents and visitors
- Installation of toilets and shower on the Cricket Grounds and maintenance to Cricket Pitch and seating for spectators



TOURISM

Adventure awaits in the quiet village of Torrington, with old mine sites, national Parkland, and bushranger history waiting to be explored.

Within Torrington State Conservation Area, visitors can explore the 30,000 hectares of untamed wilderness on one of the walking trails, view magnificent rock formations, including Mystery Face, explore the waterfalls, or visit Thunderbolts Lookout, presenting 360 degree views - a great vantage point to take in the stunning landscapes of the area.

Mining has given way to fossicking and visitors can enjoy the spectacular scenery of rocky granite outcrops, steep gorges, gently flowing streams as they are fossicking for topaz, beryl and quartz.

Ways to promote Tourism

- Develop an updated tourism brochure to engage visitors and promote places of interest.
- Work with National Parks
- Include in advertising campaigns showcasing the fascinating history and spectacular bush landscapes.



IMPORTANT INFORMATION

MOVING FORWARD

A range of village improvements have been proposed for Torrington responding to ideas raised during analysis and from the community. Torrington presents itself as a great place to live and to visit. Low cost improvements include footpath, tree planting and heritage signage. Higher cost items include car parking area and playground equipment.

The Torrington Concept Plan will provide a blueprint for future village improvements and a focus for improving the functioning and aesthetics for the village as funds and resources become available.

The Concept Plan acts as a valuable tool in seeking funding for the projects identified in to the future.

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VILLAGE CONCEPT PLAN

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URBENVILLE



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PURPOSE OF THIS CONCEPT PLAN

The purpose of the Urbenville Concept Plan is to provide an updated strategic direction for future village improvements in order to achieve an environment which provides for the needs of its residents and visitors alike. This plan is an updated version on the original that was adopted by Council in 2015.

The Urbenville Concept Plan builds on the research and community consultation undertaken by Tenterfield Shire Council and the community of Urbenville. It identifies the areas that require embellishments in order to create a beautiful, functional and interesting area.

The ideas contained in this plan aim to support the village of Urbenville as an attractive and appealing area. With future improvements to Urbenville Village it is envisaged more visitors to the region will stop and explore all that it has to offer and create a sense of community pride and ownership of the public spaces within the village.



OUR STORY

Surrounded by National Parks, rainforests, rivers and pioneering relics, Urbenville is the perfect northern gateway to the Tenterfield Shire.

Urbenville is situated on the traditional land of the Githabul people. Council pays respect to the past, present and future Traditional Custodians and Elders of this nation and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

Urbenville is a town that developed from the gold rush of the mid to late 1800s. The nearby Tooloom gold diggings attracted around 2,500 miners at its height. At Billy May's Point, down Tooloom Road, you can view the old shafts and workings of the gold fields. Originally known as Tooloom, the village was renamed Urbenville after Mr William Urben who was the first white child born at the Tooloom gold diggings.

Urbenville is located 157 Km from Brisbane if travelling along National Route 13 and 138 km south-west if navigating along via Clarence Way to Tenterfield. Today, Urbenville is a popular destination for 4WD enthusiasts and outdoor adventurers. The landscape is dominated by Crown Mountain.



OUR AIM

1. To create a welcoming village centre which reflects the stunning surrounding natural landscape in which it sits.
2. To capitalise on day trip visitation by promoting things to see and do and creating an attractive tourism trail around the village.
3. To recognise and actively develop the cultural strengths and unique heritage of the village and surrounds.
5. To establish a community spirit which encourages a quality lifestyle, supports health and social well-being, promotes family life and lifestyle choices.

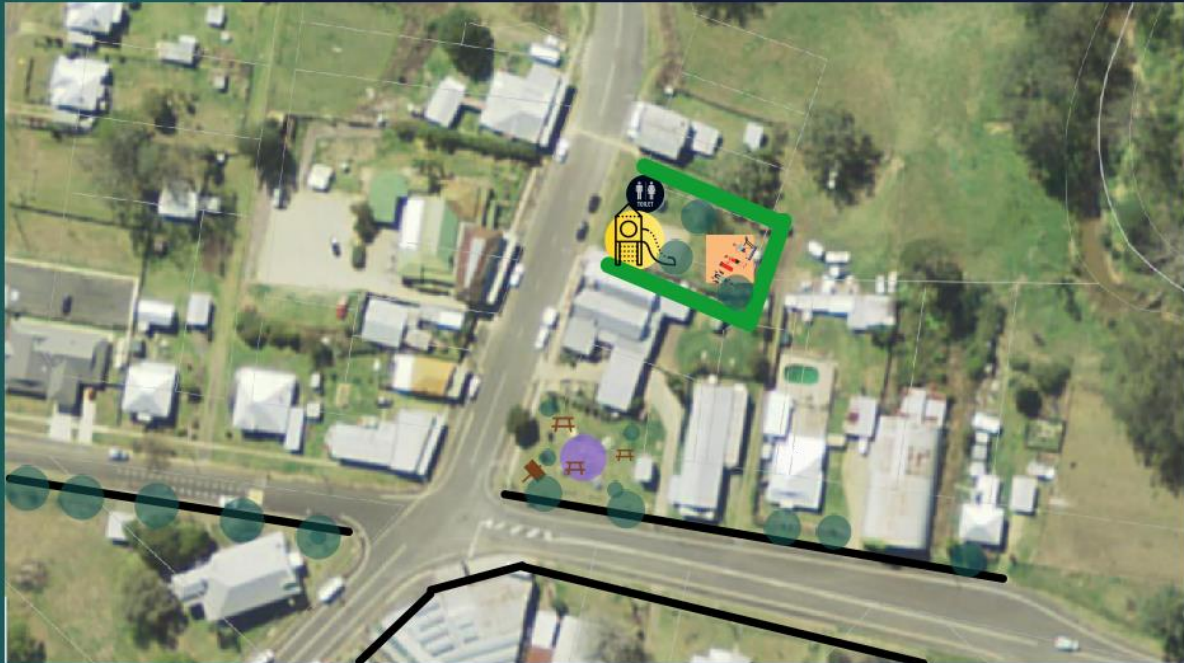


OUR VISION



- 1 Proposed gardens and picnic tables throughout the Corner Park with feature tree
- 2 Covered BBQ area with seating in Heritage Park
- 3 Tree Plantings along Residential Streets and install footpaths
- 4 Screen parks with shrubs from Residential dwellings and plant shade trees
- 5 Install exercise area, a skate park/pump track within Heritage Park or Captain Cook Park
- 6 Install Tourism directional signage at Corner Park and Triangle park Toilets and install a community noticeboard at the hall.

MAIN AREA CONCEPT PLAN



KEY ACTIONS FOR URBENVILLE



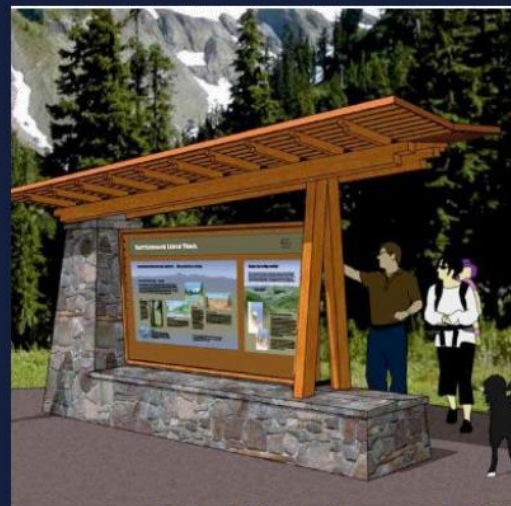
Provide more youth facilities and attractions



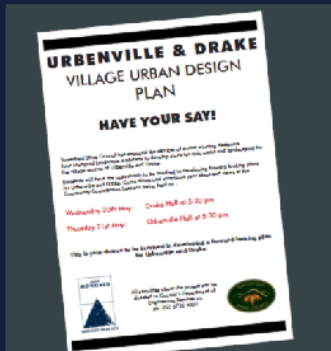
Improvements to public spaces



Create inviting meeting area within Corner Park with a feature tree



Installation of Tourism Signage showing scenic assets and an information board



COMMUNITY CONSULTATION

The community of Urbenville were invited to brainstorm ideas and issues for the future of the village centre in January 2022. The first village Urban design was adopted by Council in 2015 where community consultation was held on the 21 May 2015 where the residents workshopped ideas and Staff at Tenterfield Shire Council also have viewed the draft plans and included future works into the plans.

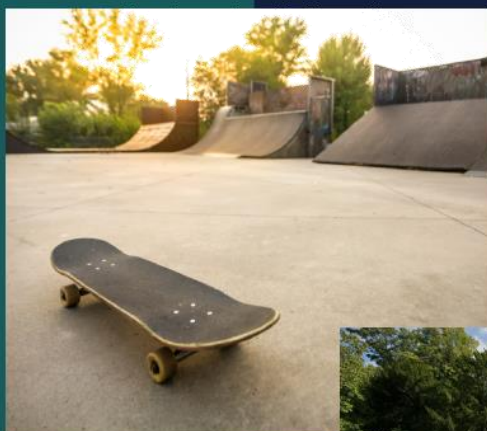
Residents have prioritised the following ideas for improvements:

- 1 Improve visitor information: create a 'Where to go' brochure with map and postcards.
- 2 Provide more youth facilities and attractions.
- 3 Keep Urbenville beautiful and easy to maintain.
- 4 Promote the history and timber town and dairy town story and heritage.
- 5 Corner Block Park: Create a great meeting place, a big tree.
- 6 Plant more trees and improve footpaths.
- 7 Tourism Signage - advertise the great scenic assets and an information board.

PUBLIC OPEN SPACE

Tenterfield Shire Council in conjunction with the Urbenville Progress Association are seeking to identify future works to revitalise the village through the following projects;

- Corner Park - Create a great meeting place, plant a big tree e.g. Jacaranda.
- Promote History and timber town and dairy town story and heritage.
- Seating and a covered BBQ area in one of the parks.
- Create better entries into the village.
- Install exercise equipment and skate park in Captain Cook Park or Heritage Park.



LINKAGES

Footpaths facilitate two primary groups of activities; moving activities and stationary activities. Good footpath design with suitable materials and furniture can successfully cater for both.

- Increased safety for pedestrians.
- Improves facilities for pedestrians (improves accessibility).
- May help to increase walking as a mode of transport (environmental benefits).
- Walking can improve health and fitness.

Footpath improvements along Beaury Street, Boomi Street and Welch Street to the Primary School are the priority footpaths within Urbenville with Tooloom Street and Urben Street footpath improvements to follow.

These improvements will provide separation from local traffic, accessibility, increased use of both spaces, and most importantly link the two spaces together.



LANDSCAPING



- Proposed tree planting along the residential footpath.
- Proposed tree planting around the playgrounds and toilet area to provide a more welcoming and shaded space to visit.
- Planting a feature tree eg. Jacaranda and gardens in Corner Park to create a welcoming place to meet.
- Construct a covered BBQ area with seating in Heritage park will provide a meeting place for the residents and visitors.
- Plant screening plants/gardens of upgrade fencing in Parks to provide privacy to dwellings the neighbor the park.
- Installation of a watering system to public gardens.



TOURISM

Urbenville is a village set in a stunning rural landscape. Surrounded by excellent agricultural land and framed by a world heritage rainforest, Urbenville has a landscape worth traveling for.

Situated in the headwaters of the Clarence River, Urbenville lies nestled under Coutt's Crown. Surrounded by State and National Parks with areas of rainforest rich in its flora and fauna, this area provides fishing, fossicking, canoeing and seeming opportunities in its numerous nearby streams. Pioneer cottage Museum presents rooms just as they were when the early pioneers lived and worked in this rich farming and tall timber country.

Ways to promote Tourism

- Develop an updated tourism brochure to engage visitors and promote places of interest.
- Work with National Parks.
- Include in advertising campaigns - showcasing the fascinating history and spectacular bush landscapes.



IMPORTANT INFORMATION

MOVING FORWARD

A range of village improvements have been proposed for Urbenville responding to ideas raised during analysis and in consultation with the community. Urbenville has a passionate and engaged community and presents itself as a great place to live and to visit. Low cost improvements include footpath, trees planting and interpretive signage. Higher cost items include covered BBQ area.

The Urbenville Concept Plan will provide a blueprint for future village improvements and a focus for improving the functioning and aesthetics of the village as funds and resources become available.

The Concept Plan acts as a valuable tool in seeking funding for the projects identified in to the future.

Proudly funded by



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Department:	Office of the Chief Executive
Submitted by:	Executive Assistant & Media
Reference:	ITEM GOV41/22
Subject:	MONTHLY OPERATIONAL REPORT APRIL 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 April 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 Monthly Operational Report - April 2022	133 Pages

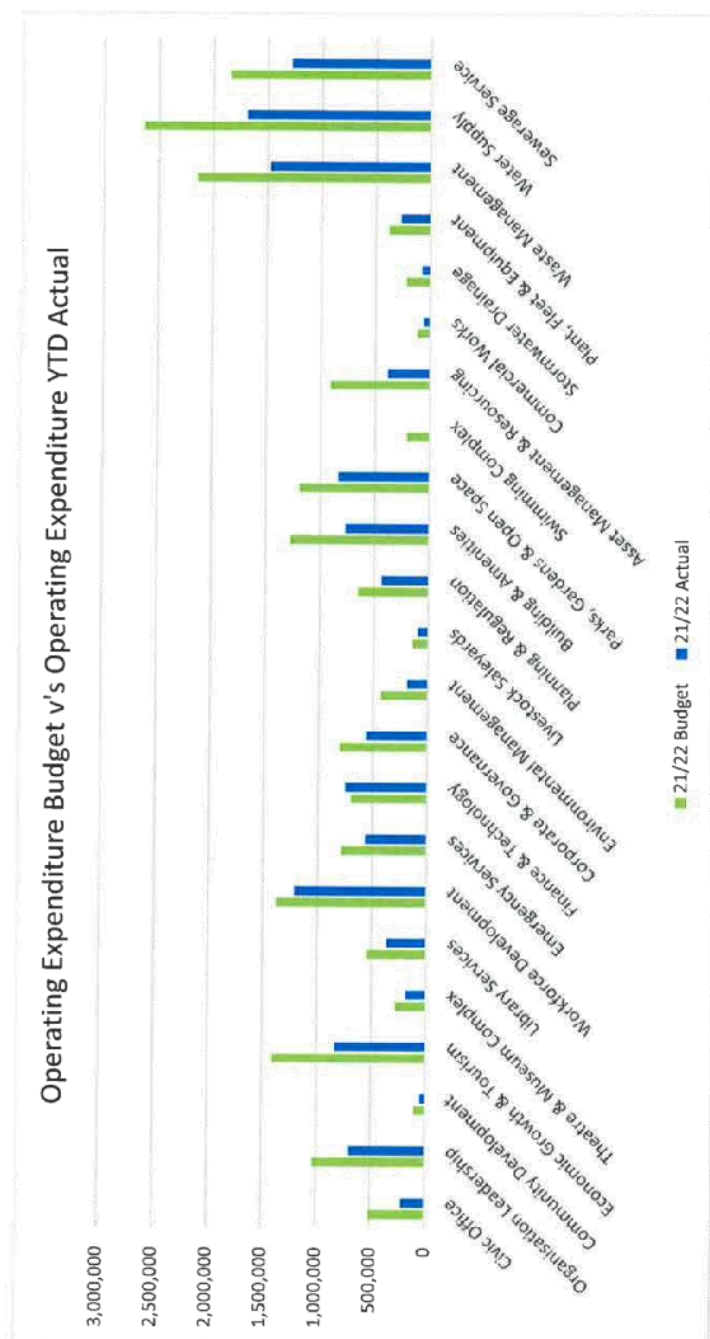
Monthly Operational Report

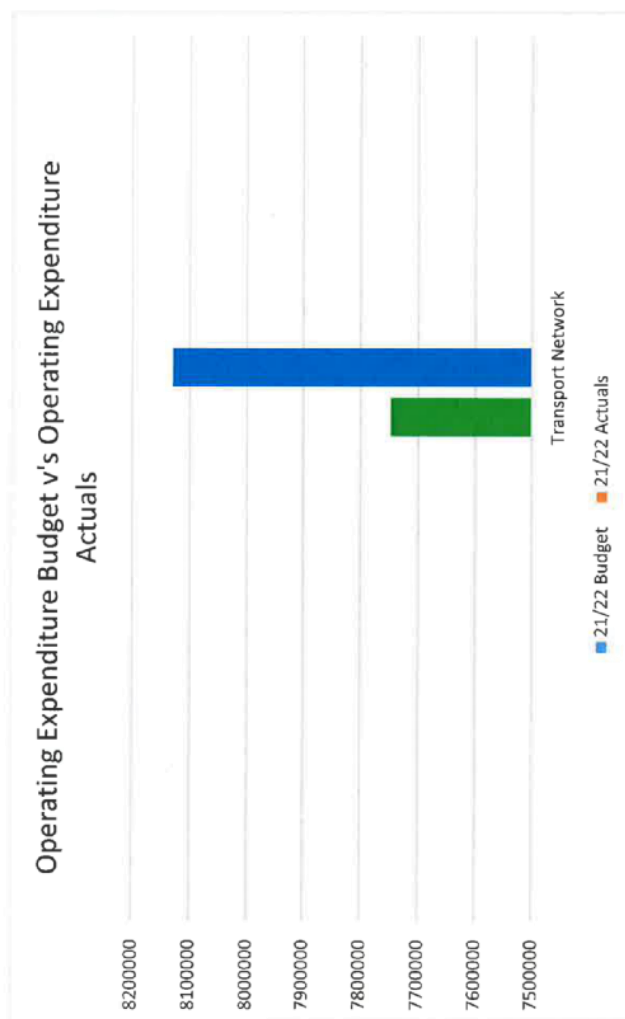
Tenterfield Shire Council April 2022

Council Meeting 25 May 2022



TENTERFIELD





1. CIVIC OFFICE

ACTION STATUS



ACTION PERFORMANCE



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



Tenterfield Shire Council

Monthly Operational Report - April 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	April-2022 Council is continuing to lobby the relevant Ministers and Bureaucrats and fighting for the communities best health outcomes task is ongoing the Mayor spoke to Adam Marshal and asked for his assistance in terms of lobbying. We are also working with our NEJO in terms of collective lobbying this task is ongoing.	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	April- 2022 Extensive discussion in terms of efficiency gains, and cost cutting has been had some gains have been identified and implemented, The CEO is working closely with elected Members, to plan a sustainable financial way forward for council. The CEO has tabled several possible strategy's that achieve efficiency's albeit at the cost of a reduction in services as well as some asset disposal supported by income producing commercial activity's. The Council also held to 0.7% rate raise for the 2022/2023 financial year. The tasks are complex however collegial discussion is on going.	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	April- 2022 the Civic office has been successful in sourcing a second printer whilst our regular printer recovers from the Lismore floods which did a cause some delays. Nothing further to report other than BAU	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

CIVIC OFFICE

Tenterfield Shire Council

Monthly Operational Report - April 2022

Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
4.1.2.1 Influence and engender support from Federal and State Governments in relation to grants funding, advocacy and ongoing maintenance and improvement to social, economic and environmental fabric of the community.	Daryl Buckingham - Chief Executive	April - 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. Although there is a moratorium on grant applications that cost council money in co-contributions, we are still applying for cost neutral funds or limited cost funds that don't require a co-contribution. I am pleased to report that the Library team was successful in securing a \$196,886 grant to modernize the Library .	In Progress	01/07/21	30/06/22	80.00	100.00	
4.1.3.1 Deliver business improvements, recognising emerging risks and opportunities.	Daryl Buckingham - Chief Executive	April- 2022: This is an ongoing task, the CEO has provided council with options for further savings however implementation would require a reduction in services. In the mean time we have found around 5% in efficiency's and are continuing to look for further savings.	In Progress	23/11/21	30/06/22	80.00	100.00	
4.1.3.2 Manage the Civic Service of Council in a financially responsible manner in line with budget allocations.	Daryl Buckingham - Chief Executive	April - 2022: This is a never ending task, continuous improvement is ongoing and takes term particularly when introducing agile methodologies I can report that we are on budget.	In Progress	23/11/21	30/06/22	80.00	100.00	

CIVIC OFFICE

Tenterfield Shire Council

Monthly Operational Report - April 2022

Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
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	April 2022 The SRV process is ongoing the challenge is in educating the community that the financial challenges we as a community face are not self inflicted, but a result of a flawed system. Recent discussions with fellow GMs has highlighted that many councils face the same challenges, for example the GM of Armadale informed me that they are applying for a 58% rate rise as they need to raise an extra 10 million dollars to get their general fund back in the black. Even larger council such as Coffs Harbor are also struggling with a multi million dollar hole in terms of their general fund. The ongoing plan is to keep working with the community and council to work out the most affordable solution, including identifying ways to self generate income via commercial means.	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	April 2022- As reported we have a moratorium on applying for grants unless they are cost neutral and don't require a co-contribution. This does not mean that we are dead in the water and all business has ceased I am pleased to report the the Library team has been successful in securing \$196,886 for the library. Also although its still embargoed I can report that Fiona and her team has also been successful in securing a large grant (I will report further when I am officially able to do so)	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

CIVIC OFFICE

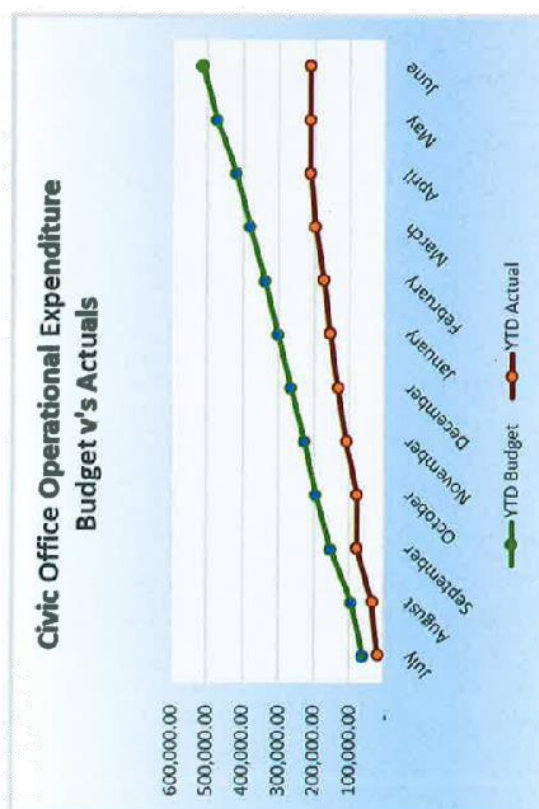
Tenterfield Shire Council

Monthly Operational Report - April 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. April -2022 the required applications have been submitted for the next round. Ongoing task nothing further to report	In Progress	01/07/21	30/06/22	80.00	100.00	

CIVIC OFFICE

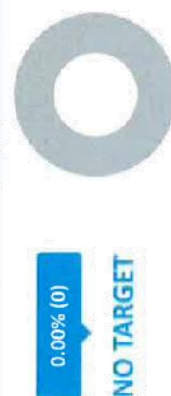
1. Civic Office



COA	21/22 Review 2 Budget	21/22 YTD Actuals April	21/22 Percentage Spent
Civic Office	472,555	179,564	38.00%
1. Operating Income	(39,772)	(33,581)	84.43%
2. Operating Expenditure	512,327	213,145	41.60%

2. ORGANISATION LEADERSHIP

ACTION STATUS




ACTION PERFORMANCE



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


ACTION SUMMARY

Business Unit: Organisation Leadership						
Service Profile: Organisation Leadership						
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	Target
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	April-2022 See previous comments this is an ongoing task we are constantly advocating in terms of health, asset transfers, investment attraction and cost shifting challenges.	In Progress	30/11/21	30/06/22	100.00
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	April-2022 The ongoing sustainability of regional councils in NSW is an ongoing challenge, discussions with my fellow GMs in surrounding councils has highlighted that Tenterfield is not the only council under financial stress. The CEO has presented several scenarios in terms of getting councils general fund back in to positive territory and there are several possible strategy's on the table. This will require further investigation and analysis and work with council to identify the best way forward for the long term sustainability of council and the community.	In Progress	01/07/21	30/06/22	100.00
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. April -2022 nothing further to report	In Progress	24/11/21	30/06/22	100.00

Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
4.3.6.5 Deliver business improvements, recognising emerging risks and opportunities.	Daryl Buckingham - Chief Executive	<p>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;</p> <ol style="list-style-type: none"> 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. <p>April-2022 Council faces several risks in terms of its medium to long term financial sustainability as such we are still working through our long term sustainability analysis. This includes prosecuting multiple options and forecasting as well as options for efficiency gains whilst minimising service reductions. These are complex calculations and some of the required actions in terms of service reductions are not necessarily palatable. The Administration will continue to work in partnership with elected members to craft a sustainable plan over the next several weeks.</p>	In Progress	24/11/21	30/06/22	80.00	100.00	 ON TRACK

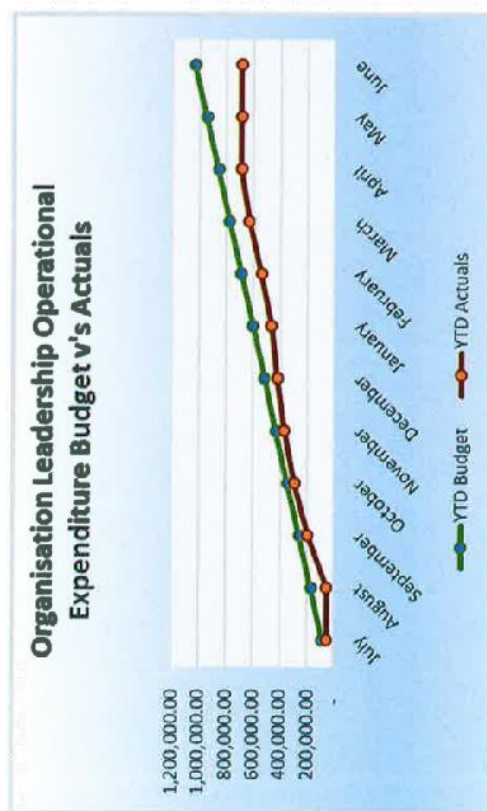
Tenterfield Shire Council

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Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
4.3.6.6 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). <p>April- 2022 As previously highlighted we are working through our options to ensure medium to long term financial sustainability this is an ongoing process.</p>	In Progress	25/11/21	30/06/22	80.00	100.00	 ON TRACK

ORGANISATION LEADERSHIP

2. Organisation Leadership



COA	21/22 Review 2 Budget	21/22 YTD Actuals April	21/22 Percentage Spent
Organisation Leadership	1,030,747	693,413	67.27%
2. Operating Expenditure	1,030,747	693,413	67.27%

3. COMMUNITY DEVELOPMENT

ACTION STATUS



ACTION PERFORMANCE



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

ACTION SUMMARY

Business Unit: Community Development						
Service Profile: Community Development						
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	Target
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
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
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 Organisations in town such as the Benevolent Society, TSDC. This month meetings with TenterLIFE have led to increase community participation.	In Progress	01/07/21	30/06/22	80.00
1.1.3.1 Maintain communication and relationships with various community organisations.	Natalia Londono - Community Development Officer	Continued advocacy. During the current period assisted to different meetings with the high school, Moombahlene, TAFE, Interagency monthly meeting, different committees as Disability & Inclusion and Aboriginal Advisory Committee, Angry Bulls Trials and the Primary school.	In Progress	24/11/21	30/06/22	80.00
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

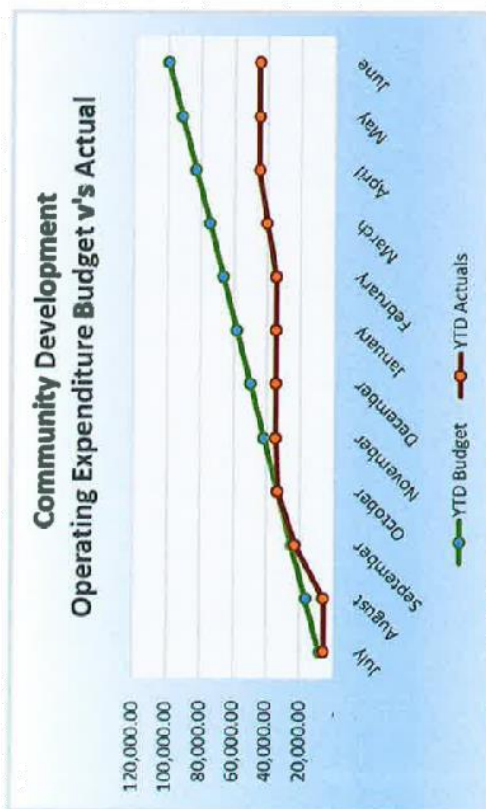
Tenterfield Shire Council

Monthly Operational Report - April 2022

Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
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
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 attended of the Parks, Gardens & Culture committee, meeting with Park Run, TenterLIFE, Angry Bulls Trials.	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	Assemble and attendance of the Disability & Inclusion Committee.	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	Assemble and attendance of the Disability & 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 has been organised and attend different meetings that look for 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	Attendance and hosting of the Aboriginal Advisory Committee, starting the implementation of programs and activities that enhance the wellbeing of Aboriginal and Torres Islander people in our Shire's the Reconciliation Action Plan.	In Progress	01/07/21	30/06/22	80.00	100.00	ON TRACK

COMMUNITY DEVELOPMENT

3. Community Development



COA	21/22 Review 2 Budget	21/22 YTD Actuals April	21/22 Percentage Spent
Community Development	93,481	31,871	34.09%
1. Operating Income	(6,318)	(13,263)	209.92%
2. Operating Expenditure	99,799	45,134	45.23%

4. ECONOMIC GROWTH & TOURISM

ACTION STATUS



ACTION PERFORMANCE



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

ACTION SUMMARY

Business Unit: Economic Growth & Tourism

Service Profile: Economic Growth & Tourism

Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
1.4.3.1 Deliver marketing activities and events to promote Tenterfield as a place to live, work and visit.	Bruce Mills - Manager Economic Development & Special Projects	Lack of resources has meant limited activity in April. However, decision made (April) to promote Tenterfield Shire in Regional LIFESTYLE Magazine jointly with TCTIB. Promotion will focus on Shire, businesses, industries and people. Initial planning will be undertaken next month (May) for extensive photographic and editorial coverage of the Shire, including villages. Worked with local businesses and TCTIB on successful Autumn Festival - with focus over Easter Long Weekend 15 - 18 April to attract visitors to town and region. Also worked with local businesses and TCTIB to promote CBD with Autumn Window & Store Display Competition - with winners to be announced early next month (May).	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
2.1.1.1.1 Councilors have discussed development of council-owned land for housing and industrial estates - possibly in JVs with developers - and have suggested TSC putting out EOI for interest in TSC-owned land.	Bruce Mills - Manager Economic Development & Special Projects	Due to staff constraints and insufficient resources to manage the current service requirements little progress being made apart from discussion. However, TSC has sold all lots at the industrial estate and more land needs to be made available, either through private, JV or TSC development. Several Councilors have looked at selling TSC owned land and are in favour of publicly inviting EOIs for the sale or JV development of the land to gauge potential without large cost for staff time and development costs directly for TSC.	In Progress	01/07/21	30/06/22	66.00	100.00	 MONITOR

Tenterfield Shire Council

Monthly Operational Report - April 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	Business outlook continue to be positive heading into peak autumn/winter tourist season. Work continues on Tenterfield's National Monument Project – streetscape recovery project – stage 1 – to reconstruct the former verandah and façade of the historic building. 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. 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. The Tenterfield Star building was selected as the pilot project as work could get underway and be completed faster than other projects.	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.	Bruce Mills - Manager Economic Development & Special Projects	New manager has discussed budget deficit with CEO and fully understands financial challenges and need to deliver no or minimum cost projects.	In Progress	24/11/21	30/06/22	80.00	100.00	 ON TRACK
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

ECONOMIC GROWTH & TOURISM

Tenterfield Shire Council

Monthly Operational Report - April 2022

Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
2.2.1.1 Maintain partnerships with neighboring Councils and industry.	Bruce Mills - Manager Economic Development & Special Projects	Staff shortage (COVID) has delayed finalising economic development and tourism plan in April Greater effort/focus will be needed and made in May to finish draft and circulate to Councilors for comment.	In Progress	01/07/21	30/06/22	80.00	100.00	
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	
2.2.4.1 Worked with VIC to ensure centre open at peak visitor times - despite few volunteers and limited staff resources. In April, total visitors to VIC were 2083, visitor nights total were 2473 - with inquiry strong for full range of activities - history, national parks, accommodation, wineries etc. Uploaded Mingoola bird-watching brochure to visitor webpage in April to add to existing bird-watching brochure.	Bruce Mills - Manager Economic Development & Special Projects	Staff away sick has meant limited in direct action. Visitor Information Centre The Visitor Information Centre has been very busy in April with some days recording 120 visitors requesting info on local and regional attractions - with a total of XXXX for the month. Unable to provide social media/website numbers due to staff away sick.	In Progress	01/07/21	30/06/22	80.00	100.00	

ECONOMIC GROWTH & TOURISM

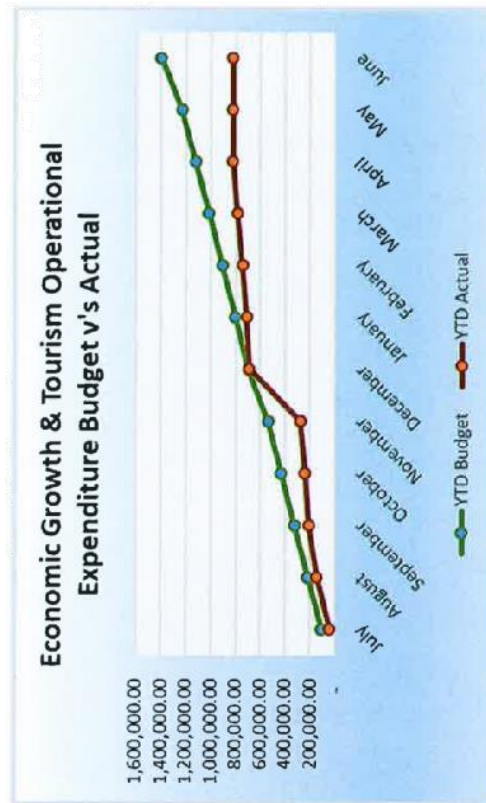
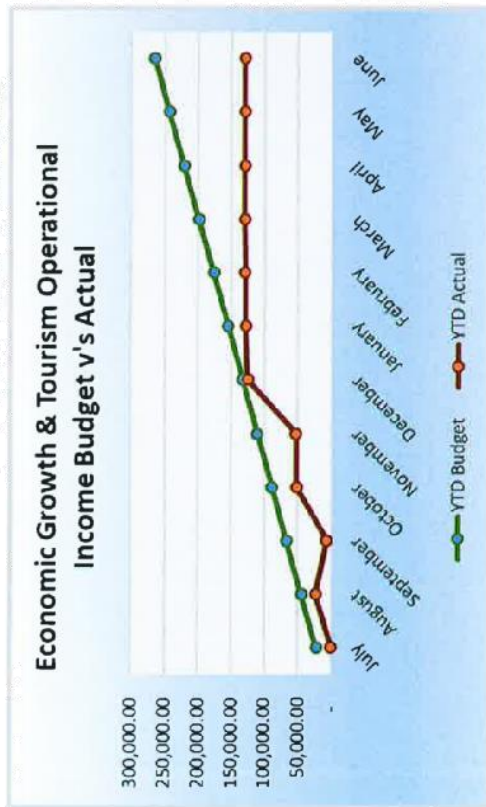
Tenterfield Shire Council

Monthly Operational Report - April 2022

Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
2.3.1.4 Support local agricultural events and investigate an appropriate event that showcases the Tenterfield agricultural district and industries.	Bruce Mills - Manager Economic Development & Special Projects	Little done in this specific area due to staff shortages, although some work will be done in this area next month (May) to identify outstanding and interesting agricultural stories for advertising feature in Regional LIFESTYLE Magazine - as mentioned in earlier report of joint marketing initiative with the TCTIB.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
2.3.2.1 Support future proposals for improved telecommunications infrastructure.	Daryl Buckingham - Chief Executive	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	Manager has held meetings with Tenterfield Chamber of Tourism Industry and Business chair and other reps, including at de-brief 28 April, 2022. However, at this stage TCTIB seems focused on TSC budget deficit and rate rise. Most discussion time taken up explaining how budget situation arose and why key TSC documents are budget and operational plan - rather than longer-term strategic plans which are higher level/aspirational and a requirement of State legislation, rather than day-to-day operations, services, planned maintenance/repairs etc. Once current situation settles down, will look to work with TCTIB on shared projects/workshops to improve business and services in town and region, initiated by TCTIB with support from TSC.	In Progress	01/07/21	30/06/22	40.00	100.00	 NEEDS WORK

ECONOMIC GROWTH & TOURISM

4. Economic Growth and Tourism



COA	21/22 Review 2 Budget	21/22 YTD Actuals April	21/22 Percentage Spent
Economic Growth and Tourism	1,141,479	(290,248)	-25.43%
1. Operating Income	(265,132)	(131,302)	49.52%
2. Operating Expenditure	1,399,752	831,426	59.40%
3. Capital Income	(2,070,000)	(1,095,000)	52.90%
4. Capital Expenditure	2,070,000	98,728	4.77%
4235004. PSLP - Tenterfield Youth Precinct & Mountain Bike Trailhead	1,750,000	33,304	1.90%
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	5,900	86.02%

5. THEATRE & MUSEUM COMPLEX

ACTION STATUS



85.71% (6)
ON TRACK



14.29% (1)
MONITOR



0.00% (0)
NEEDS WORK



0.00% (0)
NO TARGET

ACTION PERFORMANCE





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

ACTION SUMMARY



Business Unit: Theatre & Museum Complex

Service Profile: Theatre & Museum Complex

Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
1.1.1.1 Development, management and delivery of a Cinema Program, theatre education and youth related programs.	Lee Mathers - Manager Arts Culture & Library Services	The funded Youth week programs of 4 x films presented in the cinema in partnership with the Community Advisor were well attended by 133 local youth over the two day event period. Upcoming youth programs include National Simultaneous Story Time in the Theatre May 25. Future program development and bookings for any new live performance shows are on hold pending staff shortages being resolved.	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.	Lee Mathers - Manager Arts Culture & Library Services	The SoA Cinema and Theatre website user interface is being refreshed to include an 'Events' page listing to capture all programs across cinema, theatre, museum and library program activities. Further user enhancements are currently being reviewed such as online facility bookings and a refreshed graphic styling. April programs were promoted via all SOA media streams including print, digital and social media.	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
1.2.5.1 Manage and operate all aspects of the Sir Henry Parkes Memorial School of Arts (Cinema, Theatre, and Museum).		An internal audit and review of SOA systems and procedures has commenced across all areas of operations. The aim of the audit is to identify ways to improve efficiency, reduce risk and enhance service provision whilst ensuring compliance with public cultural facility industry standards and local, state and federal regulatory requirements. This process has identified multiple areas of priority to ensure compliance. Current staff shortages combined with maintaining core program service delivery is delaying the process to action the tasks. Fire safety inspections are currently being reviewed and items rectified by trade specialists.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
1.2.5.2 Deliver business improvements, recognising emerging risks and opportunities.	Lee Mathers - Manager Arts Culture & Library Services	An operational action plan is being developed as part of the internal audit and review process to identify and prioritise key actions required to implement new or improved systems to ensure SOA is operating in alignment with internal and external regulatory requirements. Key priority actions identified so far include the establishment of an equipment register for all cinema/theatre equipment, cataloguing the museum collection into an industry compliant digital	In Progress	24/11/21	30/06/22	80.00	100.00	 ON TRACK

THEATRE & MUSEUM COMPLEX

collection management system, out of hours facility access procedures by volunteers and the Friends of the School of Arts, implementation of a computerised point-of-sales system, establishment of a digital booking/event space management system, audit and upgrade of theatre A/V systems, service or replacement of vital A/V equipment that has not been serviced or repaired and as a result been inoperative for many years. This equipment includes a sound desk, light panel controller, commercial digital data projector and a series of lighting units. This presents a significant risk for live performance if the remaining working controllers fault there is no backup systems to ensure continued A/V capability.

The Manager Arts Culture and Library Services and the Arts and Culture Officer attended a meeting with the Regional Arts Board, Arts North West (ANW). The CEO and staff from ANW advised, traditionally connecting with and engaging with Tenterfield School of Arts has been difficult and unresponsive. As such they were very excited the SOA staff were available to meet. The initial meeting has provided invaluable professional network connections to assist with an audit of the theatre A/V and backstage equipment and advised they may also be able to provide professional development training for tech staff or volunteers in this area. ANW confirmed they can assist with the process of developing the Arts and Culture strategic plan for Tenterfield Shire and again provided professional contacts for other local regional Councils who have recently developed an Arts and Culture Strategy.

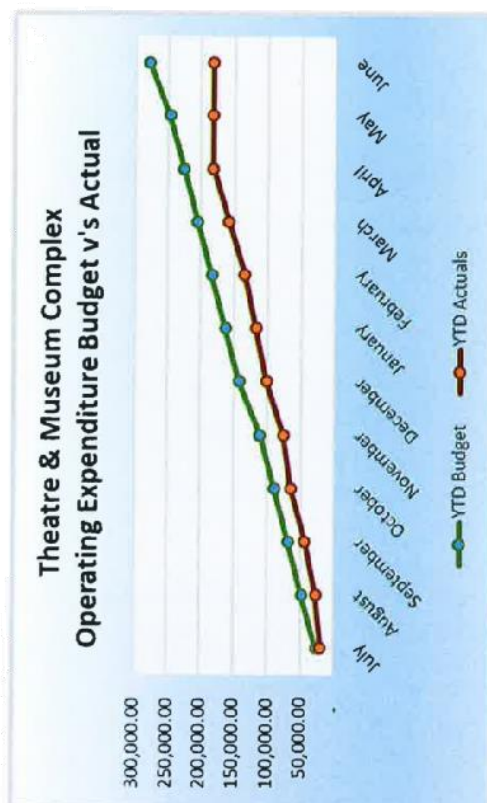
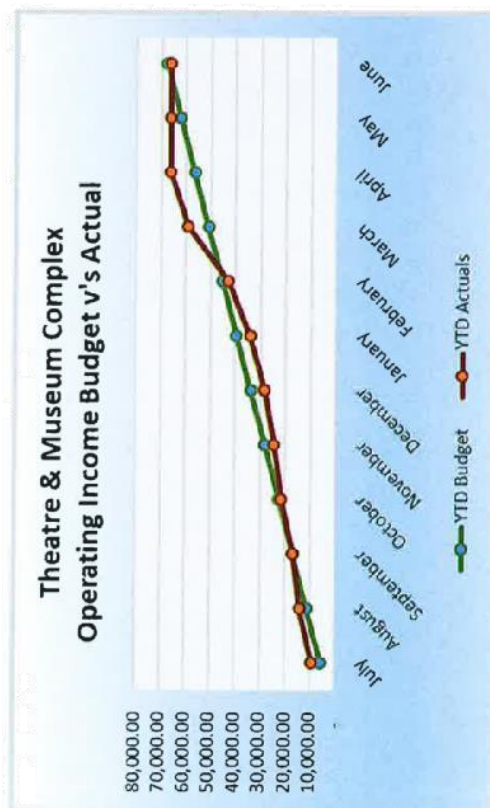
Tenterfield Shire Council

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Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
1.2.5.3 Manage the Theatre and Museum Complex in a financially responsible manner in line with budget allocations.	Lee Mathers - Manager Arts Culture & Library Services	All operations are managed within the available budgets with no overspend in this reporting period. A capital works grant from the State Library of \$198K to upgrade the public area of the library has been paid this reporting period. The scope of works and tender documentation is currently being developed.	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.	Lee Mathers - Manager Arts Culture & Library Services	The on boarding, training and development of the SOA volunteer program is being updated to align with Council induction procedure and include additional industry standards pertaining to heritage item care and collection management. Customer service and visitor information training through TAFE is also being explored to upskill existing volunteers.	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.	Lee Mathers - Manager Arts Culture & Library Services	The Manager Arts Culture and Library Services has made contact with the National Trust NSW to make initial introduction. A request has also been made to the National Trust on a Terms of Service Charter for the Friends of the School of Arts committee (Friends), an acquisition register of items acquired and gifted to the SOA by the Friends or Heritage Trust items stored on-site at the SOA outside of the Museum Collection items. No internal record of the above information could be located.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

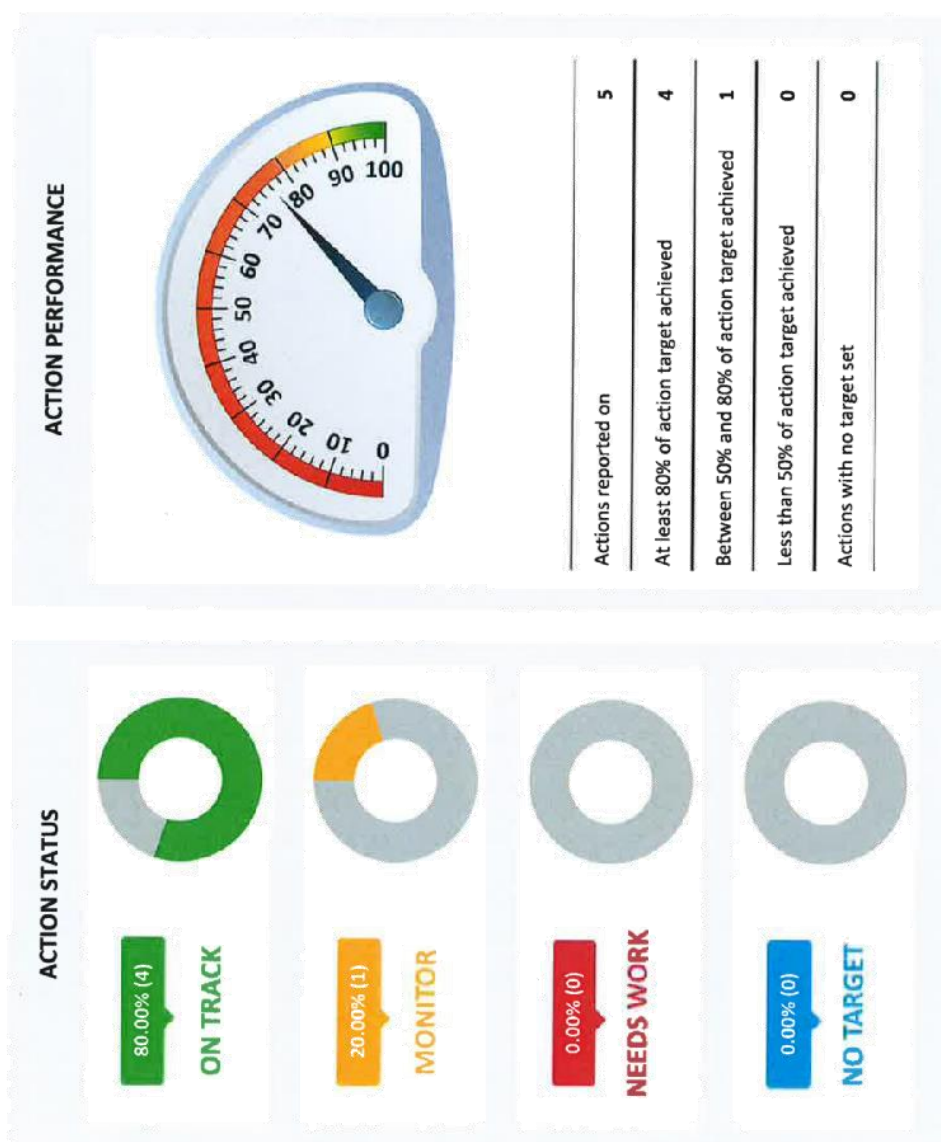
THEATRE & MUSEUM COMPLEX

5. Theatre and Museum Complex



COA	21/22 Review 2 Budget	21/22 YTD Actuals April	21/22 Percentage Spent
Theatre & Museum Complex	215,362	120,147	55.79%
1. Operating Income	(67,679)	(66,259)	97.90%
2. Operating Expenditure	278,235	182,505	65.59%
4. Capital Expenditure	4,806	3,901	81.16%
5005512. Memorial School of Arts Air-Conditioning Project	3,306	3,560	107.68%
5005513. School of Arts - Computer Equipment	1,500	341	22.73%





6. LIBRARY SERVICES



ACTION 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.	Lee Mathers - Manager Arts Culture & Library Services	Weekly story time is being provided in the library for parents and children that includes a crafting activity as part of the session. The home library service is provided to community on a three weekly schedule.	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	Lee Mathers - Manager Arts Culture & Library Services	Collection management is in progress to delete 5,000 old items from the collection in line with the collection management policy and in preparation for the grant funded Library Infrastructure upgrades.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
1.5.3.3 Manage the Library Service of Council in a financially responsible manner in line with budget allocations.	Lee Mathers - Manager Arts Culture & Library Services	In consideration of reduced staffing in the main library branch and low patronage the Torrington Library branch is temporarily closed and the Torrington Library Officer re-allocated to the main library branch to support continued service provision.	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.	Lee Mathers - Manager Arts Culture & Library Services	The State Library - Library Infrastructure upgrade will provide updated visitor and user experiences for visitors to the library including new meeting and study areas, activity spaces and circulation desk.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

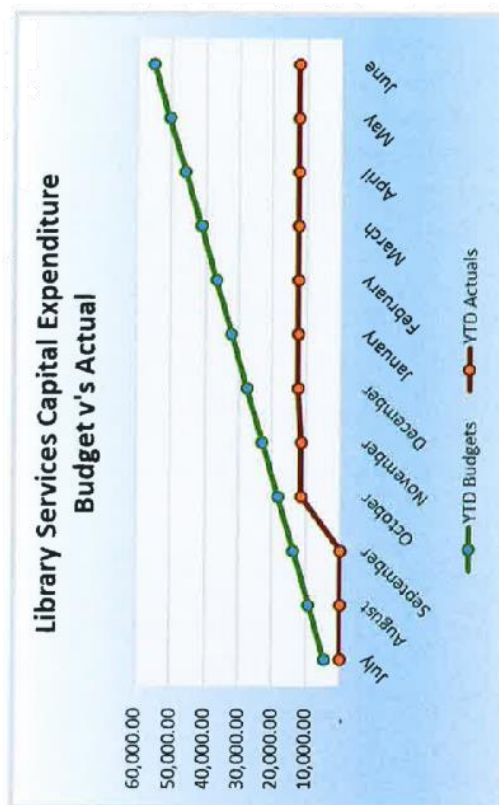
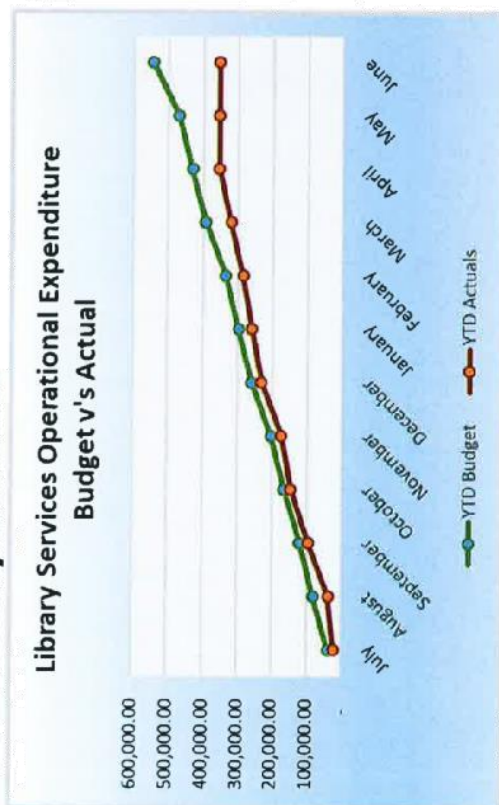
Tenterfield Shire Council

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Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
2.1.4.2 Manage all corporate art, artefacts, honour boards and memorabilia (including audit and security).	Lee Mathers - Manager Arts Culture & Library Services	Initial audit and review of the museum collection has identified this collection is not being managed or documented in alignment with appropriate collection management policies. A meeting with the Museums Advisor as part of the Museums and Galleries NSW funded Museums program took place in April with a brief audit of the Museum exhibition area which identified current and future development strategies to improve the display areas and ensure compliance with climate control and security requirements. The library collection is being reviewed to delete items in preparation for the Library upgrades scheduled over the next 12 month period. Backend systems and procedures are also being reviewed to streamline collection management processes. These activities will be included in the overall operational action plan being drafted.	In Progress	01/07/21	30/06/22	60.00	100.00	

LIBRARY SERVICES

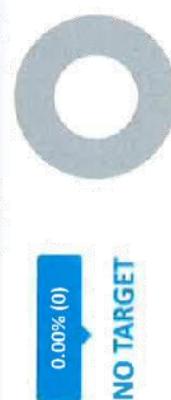
6. Library Services



COA	21/22 Review 2 Budget	21/22 YTD Actuals April	21/22 Percentage Spent
Library Services	517,755	289,376	55.89%
1. Operating Income	(68,692)	(67,368)	98.07%
2. Operating Expenditure	543,676	357,897	65.83%
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%

7. WORKFORCE DEVELOPMENT

ACTION STATUS



ACTION PERFORMANCE



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

ACTION SUMMARY

Business Unit: 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. Three (3) April departmental WHS & Toolbox meetings conducted and recorded. Nine (9) April on site WHS visits/inspections conducted Six (6) April Staff inductions conducted	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. April workplace Covid cases increased requiring a higher level of management and Rapid Antigen Testing. Flexible work arrangements have been considered and where beneficial for the organisation and positional requirements implemented. Risk management procedures and processes continue to be reiterated with outdoor staff at the scheduled toolbox meetings.	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	Certificate IV in civil construction is well underway. Certificate IV in civil construction (Plant Operation) is currently being organised for identified staff. An additional Code of Conduct / Bullying and Harassment training session has been organised.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

WORKFORCE DEVELOPMENT

Tenterfield Shire Council


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Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
4.3.3.2 Develop, manage and deliver the Workforce Management Strategy.	Wes Hoffman - Manager HR & Workforce Development	The 2021-2025 Workforce Management Strategies has been finalised. April - All vacancies are currently on hold. Current FTE 112, Current staffing level is 104.	In Progress	01/07/21	30/06/22	80.00	100.00	
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. Ongoing until Council meeting outcomes. Financial risks applicable with increases in workers compensation and insurance declaration costs. Training costs increases and budgetary constraints has impacted Councils delivery of learning and development. Staff health and wellbeing is being negatively impacted by reduced resourcing, current environment and organisational constraints.	In Progress	01/07/21	30/06/22	80.00	100.00	
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	Effectively maintaining the current projected expenditure although current financial constraints are impacting critical operational functions.	In Progress	01/07/21	30/06/22	80.00	100.00	
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	

WORKFORCE DEVELOPMENT

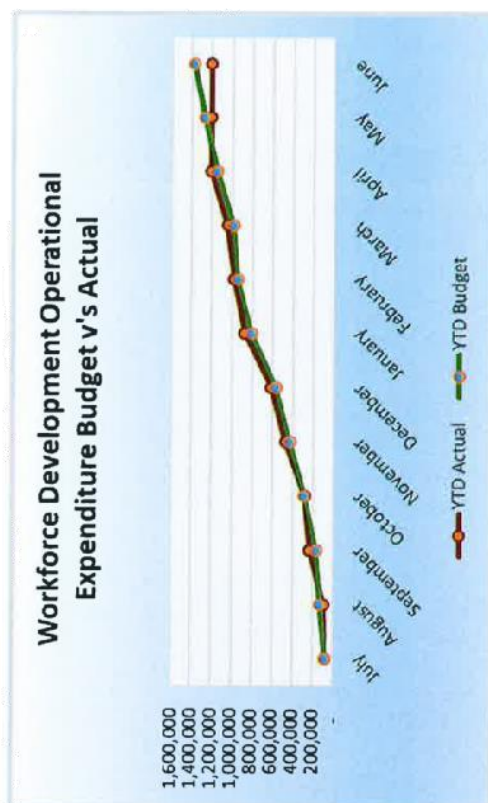
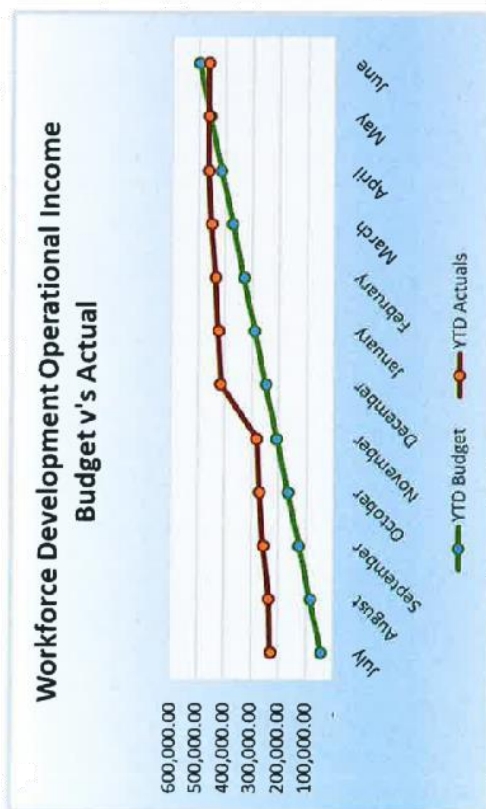
Tenterfield Shire Council

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Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
4.3.3.6 Manage and deliver Work Health and Safety and Risk Management Services.	Wes Hoffman - Manager HR & Workforce Development	<p>Workplace Rapid Antigen Testing has increased.</p> <p>Staff influenza vaccinations have been scheduled.</p> <p>Skin check program has been organised.</p> <p>Public liability claims being dealt with in line with councils obligations, insurer requirements and civil liability Act.</p> <p>April, Council is currently working on four (4) insurance related items.</p> <p>Council Enterprise Risk Management System has been reviewed and modified.</p>	In Progress	25/11/21	30/06/22	80.00	100.00	 ON TRACK

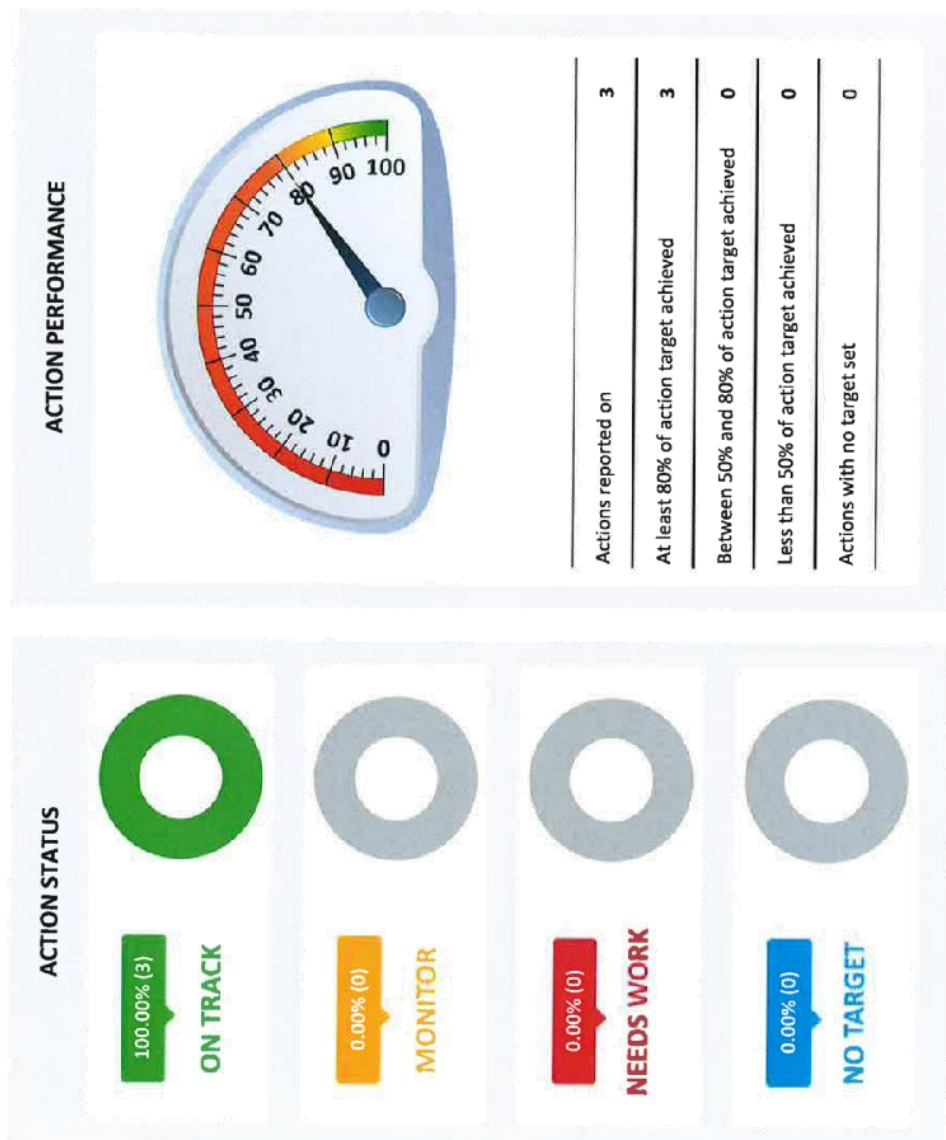
WORKFORCE DEVELOPMENT

7. Workforce Development





COA	21/22 Review 2 Budget	21/22 YTD Actuals April	21/22 Percentage Spent
Workforce Development	880,097	745,824	84.74%
1. Operating Income	(497,606)	(464,480)	93.34%
2. Operating Expenditure	1,377,703	1,210,304	87.85%

8. EMERGENCY SERVICES



ACTION SUMMARY

Business Unit: Emergency Services						
Service Profile: Emergency Services						
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	Status
3.2.4.1 Develop, manage and deliver Emergency Management functions and facilities.	Wes Hoffman - Manager HR & Workforce Development	LEMC meetings functioning effectively. Mingoola RFS Shed has now been completed. Official opening has been planned for 25 June 2022 Proposed Tenterfield helicopter landing site assessment has now been delayed. This is due to NSW Ambulance denying funding to Westpac Rescue Helicopter to conduct the test landing and take off at Tenterfield. NSW Ambulance are engaging aviation consultants AVIPRO. Time line unknown at this stage. Westpac Rescue Helicopter's Operations Manager has advised that a defined helicopter landing pad at Drake is not warranted. This is due the fact that there is no Hospital and that if required they will land at any appropriate location deemed by the nature of the emergency, environment and weather conditions at the time.	In Progress	01/07/21	30/06/22	80.00 100.00 
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, still progressing.	In Progress	01/07/21	30/06/22	80.00 100.00 

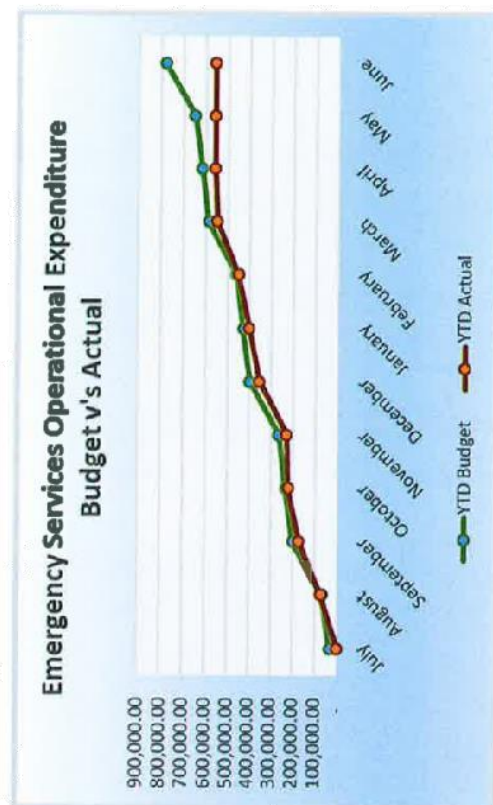
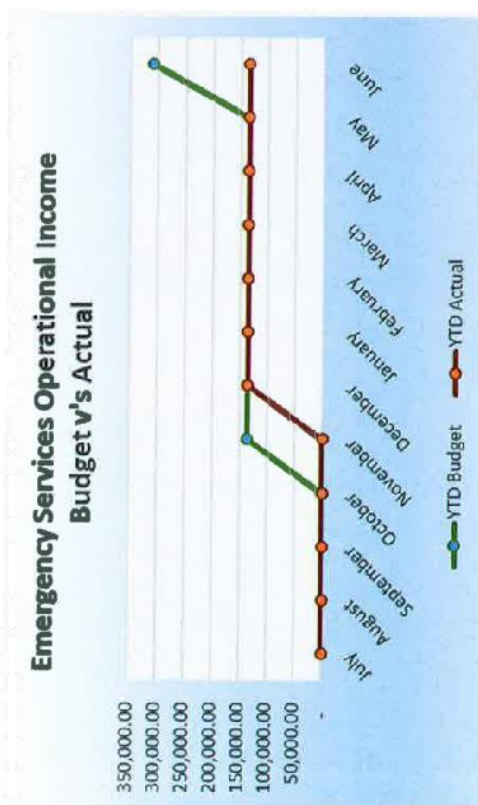
Tenterfield Shire Council

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Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
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.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

EMERGENCY SERVICES

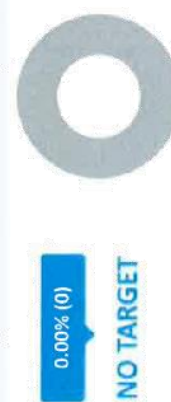
8. Emergency Services



COA	21/22 Review 2 Budget	21/22 YTD Actuals April	21/22 Percentage Spent
Emergency Services	475,289	423,699	89.15%
1. Operating Income	(308,020)	(136,869)	44.44%
2. Operating Expenditure	783,309	560,568	71.56%

9. FINANCE & TECHNOLOGY

ACTION STATUS



ACTION PERFORMANCE






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

ACTION SUMMARY




Business Unit: 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 April 2022. Council continuously updates and monitor any external risk and vulnerability by updating risks identified by Cyber Security NSW.	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 April 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	90.00	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 April 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	90.00	100.00	 ON TRACK

Tenterfield Shire Council

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Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
4.3.6.1 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 April 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	<p>Work is continuing on the development of the IT Strategic Plan and additional policies are in the process of being developed to comply with relevant legislative requirements.</p> <p>There have been a number of enhancements to Councils 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.</p>	In Progress	01/07/21	30/06/22	60.00	100.00	 MONITOR
4.3.7.1 Manage and deliver Council's Long-Term Financial Plan in line with statutory requirements.	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

FINANCE & TECHNOLOGY

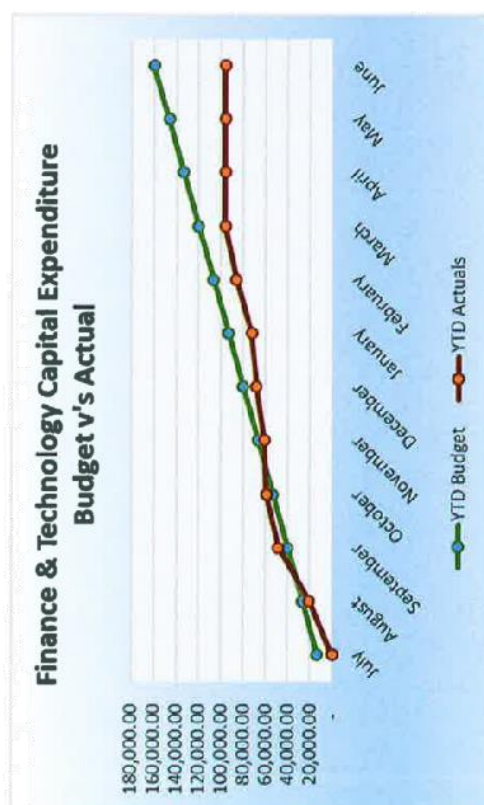
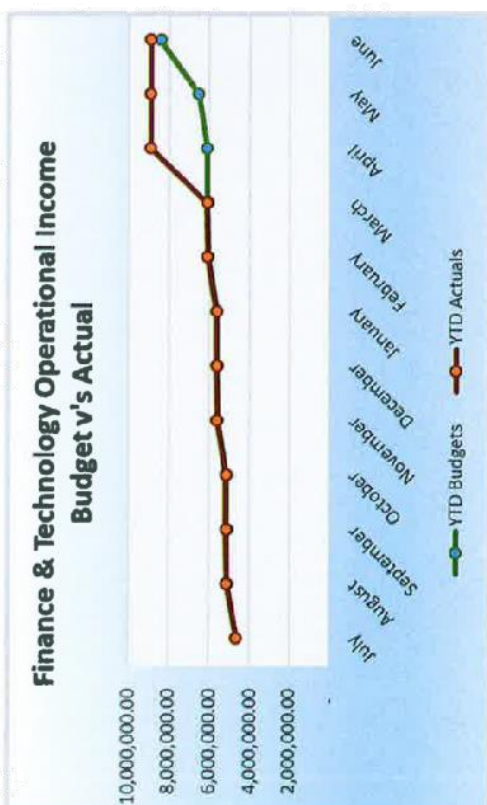
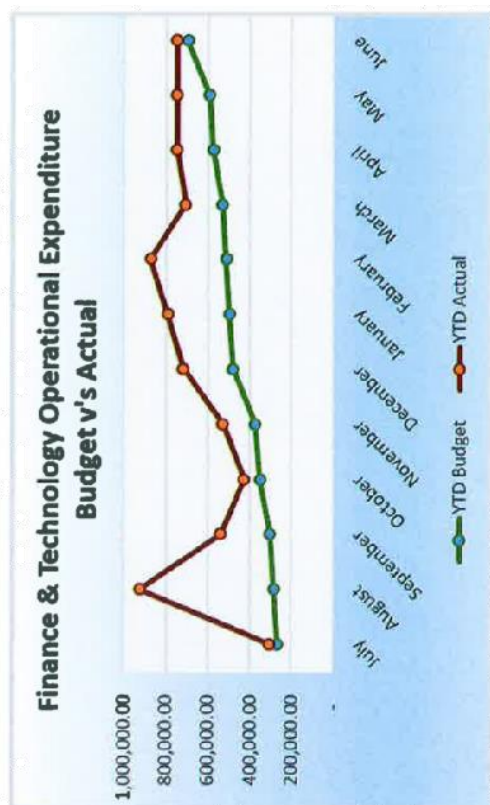
Tenterfield Shire Council

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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 April 2022 period. Council interim financial audit has now been completed.	In Progress	01/07/21	30/06/22	90.00	100.00	 ON TRACK

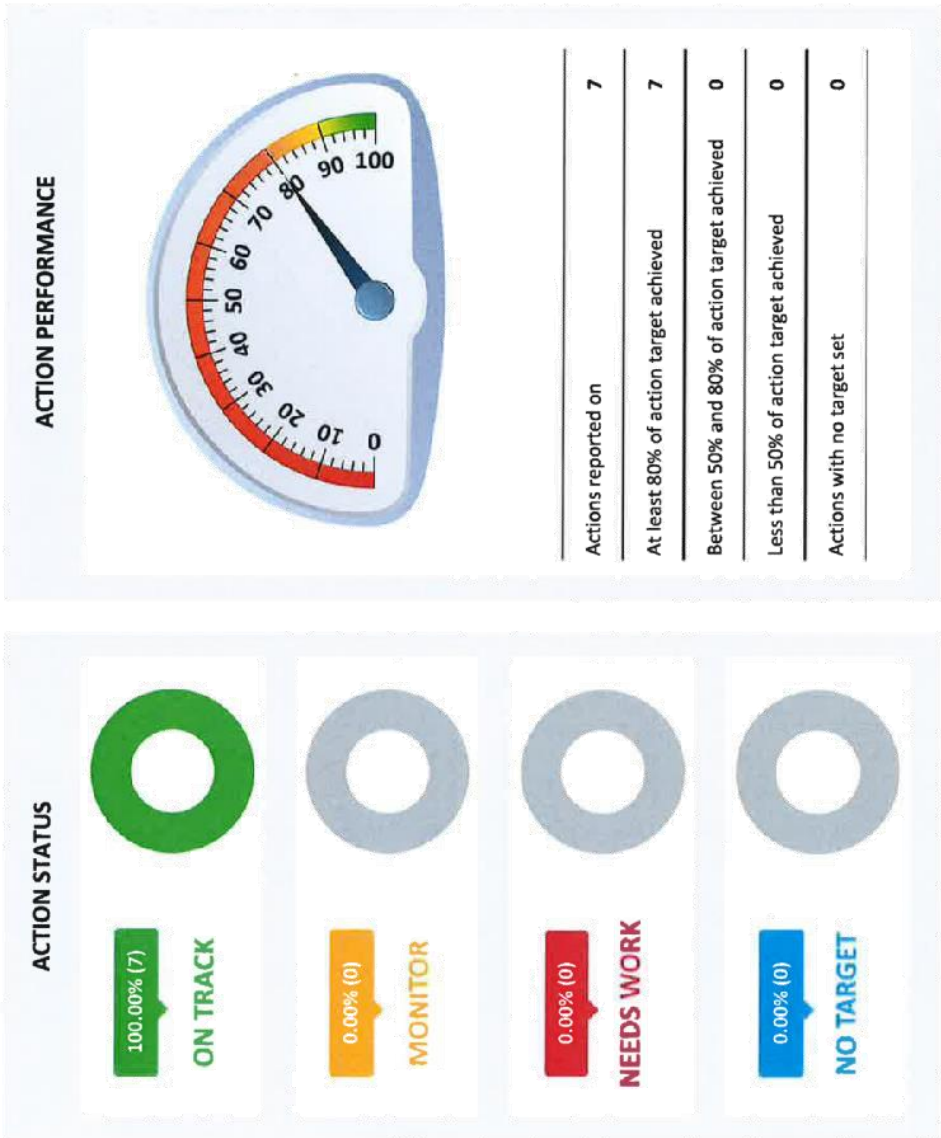
FINANCE & TECHNOLOGY

9. Finance and Technology



COA	21/22 Review 2 Budget	21/22 YTD Actuals April	21/22 Percentage Spent
Finance & Technology	(7,489,087)	(8,025,163)	107.16%
1. Operating Income	(8,423,816)	(8,924,796)	105.95%
2. Operating Expenditure	698,321	751,222	107.58%
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	51,816	67.82%

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 under budget as at 30 April 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	Submissions for the Community Engagement Strategy which closed on May 2, these are currently being collated to report to council.	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	Frontline customer service has been effected by illness, which has had put operations in this area under added pressure during this period.	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	Governance has been integral in developing the Community Engagement, Community Strategic Plan, Delivery Program and Operational Plans and has also given administration support in the creation of the Long Term Financial Plan, Revenue Policy, Workforce Management Strategy and Asset Management Plan. This has been accomplished with limited staffing and while also delivering day to day business as usual. This level of output cannot be sustained.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

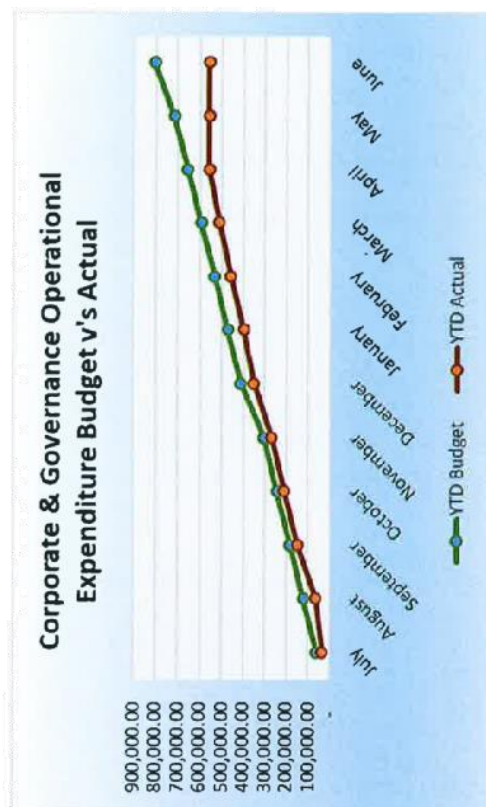
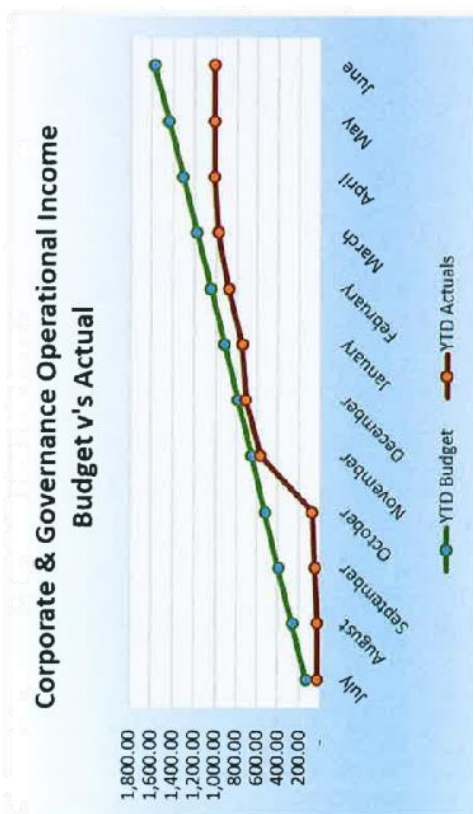
Tenterfield Shire Council

Monthly Operational Report - April 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	The final version of Risk Management and Internal Audit Guidelines for Councils is expected to be in place by June 2022. The first of the Audit, Risk and Improvement Committee in the new term in Council was held on 13 April 2022, minutes are being provided to Council for the May General Council meeting for adoption.	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	Customer Service General Enquiries via email for April 2022 - 114 Phone Call Summary average for April 2022 - approximately 2500 Frontline in person enquires average 10 per day approximately 200 per month.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
4.3.4.4 Develop, manage and deliver Records Services.	Erika Bursford - Manager Customer Service, Governance & Records	The Records Management Assessment Tool was lodged with State Archives and Records Authority (SARA) in April 2022. Results for all departments will be reported in their Annual Report in July 2022. A new SARA portal will be established in July 2022 for future reporting.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

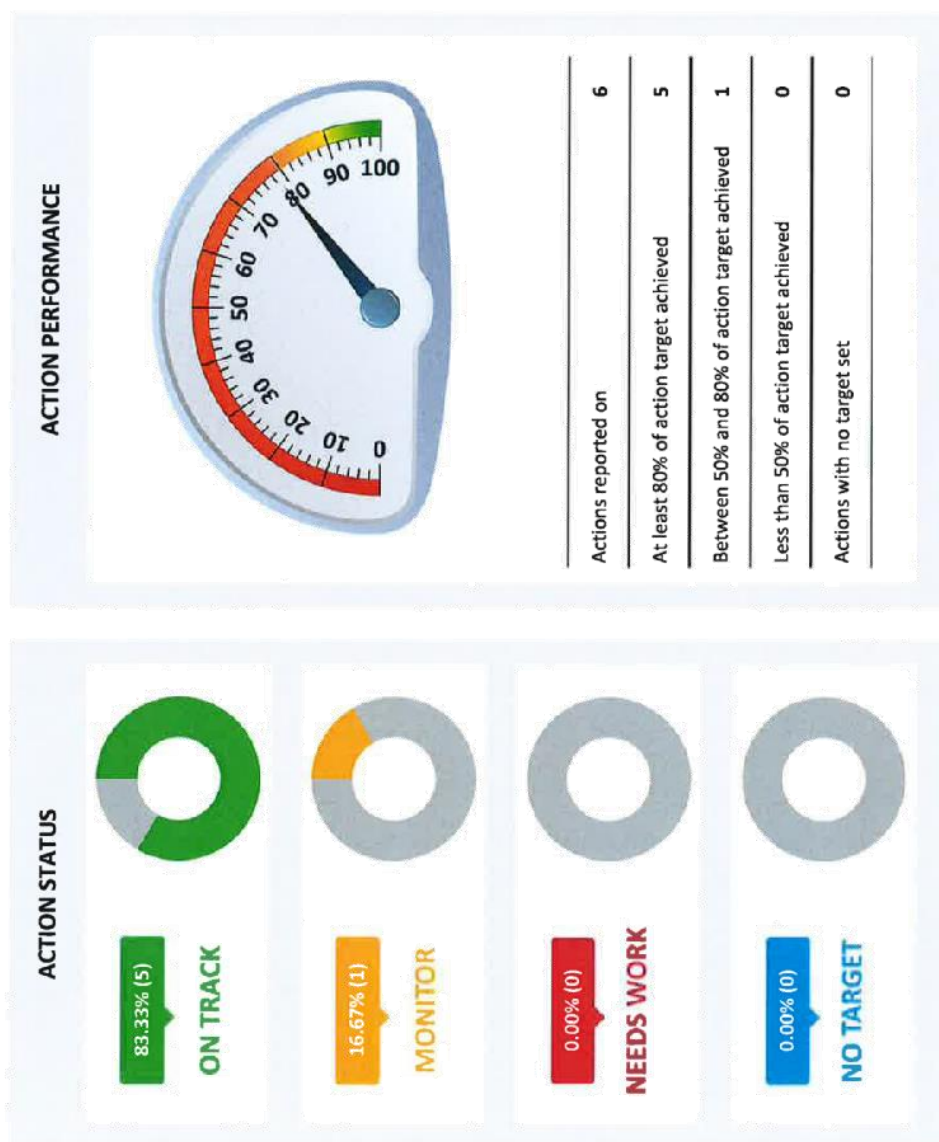
CORPORATE & GOVERNANCE

10. Corporate and Governance



COA	21/22 Review 2 Budget	21/22 YTD Actuals April	21/22 Percentage Spent
Corporate and Governance	802,854	560,055	69.76%
1. Operating Income	(1,576)	(1,014)	64.35%
2. Operating Expenditure	804,430	561,069	69.75%


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>Companion Animals</p> <p>One dog was impounded in the month of April. The animal was not suitable for rehoming and as a result euthanased.</p> <p>Patrols continue to be conducted and action taken where breaches have been sighted.</p> <p>One warning letter sent to a dog owner requesting they keep their dog contained to the property at all times.</p> <p>Parking</p> <p>Two parking infringements were issued in the month of April with another three vehicle owners were warned not to exceed the parking time frame.</p> <p>Regular patrols are undertaken and Officers have noted that vehicles are not exceeding the allowable time frame.</p> <p>Council has lodged an application to access Transport NSW Drives 24 database which will give officers the ability to look up vehicle owners details. Infringements can then be sent via post in an attempt to mitigate safety issues arising from face to face confrontation.</p>	In Progress	30/11/21	30/06/22	80.00	100.00	 ON TRACK

Tenterfield Shire Council


Monthly Operational Report - April 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. 35 property inspections done for April. 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

ENVIRONMENTAL MANAGEMENT

Tenterfield Shire Council



Monthly Operational Report - April 2022

Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
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.	In Progress	01/07/21	30/06/22	72.00	100.00	
		Weed Control April						
		Black Knapweed – Aldershot and Bellevue Rds. and private property Tenterfield.						
		Parramatta grass						
		Billirimba Rd						
		Timbarra Rd						
		Green Cestrum						
		Bonds Rd Urbenville						
		Tropical Soda Apple						
		Urbenville Areas						
		Council lands						
		Tenterfield Streets						
		Tenterfield Sale Yards						
		Inspections						
		Private Property Inspections – 35 Property inspections for April						
		High-risk pathway inspections – Mt Lindsey Hwy Tenterfield to Woodenbong, New England Highway Deepwater to Jennings, Bruxner Way and Tooloom Rd.						
		High Risk Waterways - Tooloom River						
		Workforce Training						
		2 day Prohibited Matter Course in Armidale						

ENVIRONMENTAL MANGEMENT

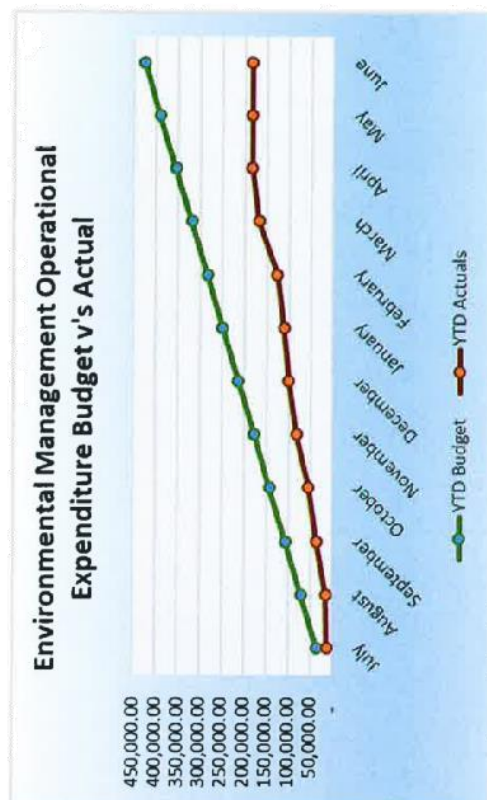
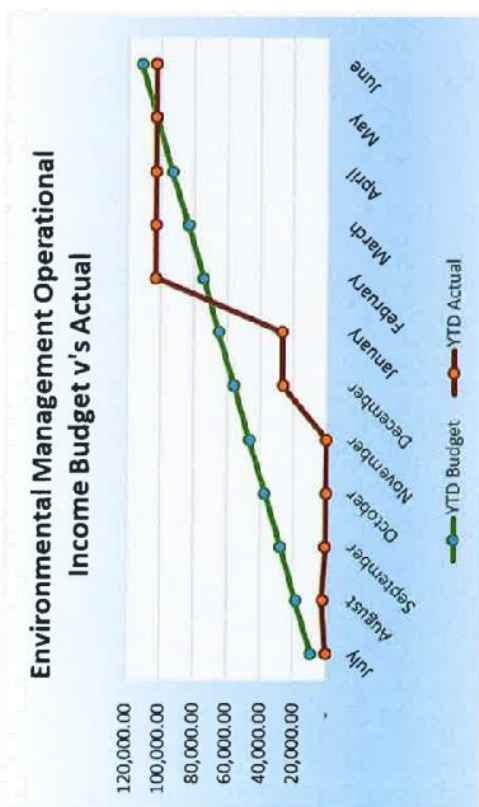
Tenterfield Shire Council

Monthly Operational Report - April 2022

Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
3.2.2.3 Manage the Environment Service of Council in a financially responsible manner in line with budget allocations.	Mark Cooper - Manager Open Space, Regulatory & Utilities	All works are carried out within Budget allocations.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
3.2.3.1 Develop, manage and deliver community weed and pest management reduction programs.	Mark Cooper - Manager Open Space, Regulatory & Utilities	Weeds officer attends local agricultural shows, field days and includes a weed of the month in the council newsletter. Weed information and books are handed out to landholders during inspections. Parthenium weed signs are installed roadside in high risk areas throughout the shire. Weed Officer attended a 2 day Prohibited Matter course in Armidale to further skills in identifying NSW's most serious weeds	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	Council has received concerns about the rabbit population within town 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 April. Complaint lodged with Council regarding an overgrown block Letter has been sent to the owner, which has now been slashed. One complaint received in relation to livestock on public roads at Legume, Matter still ongoing. No further complaints received in relation to horses out in the area of Leslie Creek / Bruxner Way. Dealing with goats wandering on Long Gully Rd.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

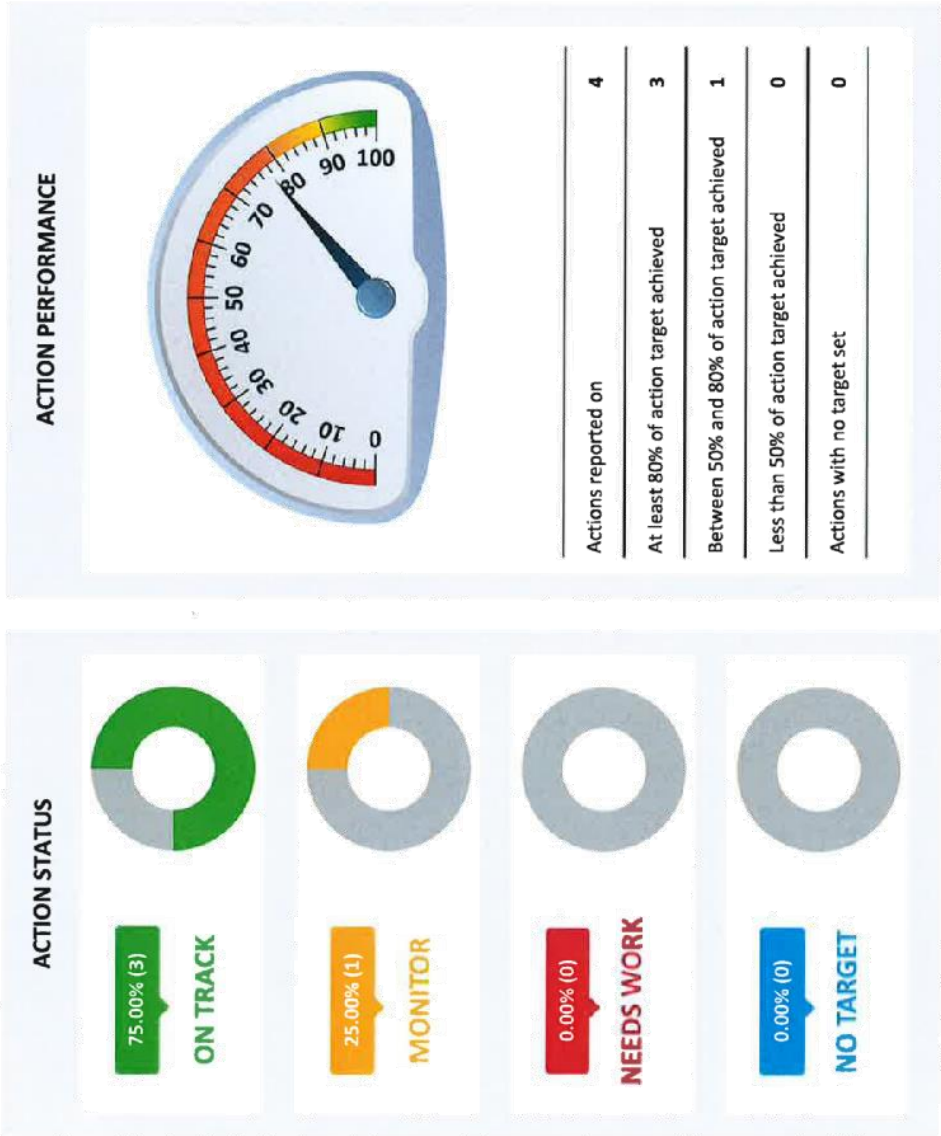
ENVIRONMENTAL MANAGEMENT

11. Environmental Management





COA	21/22 Review 2 Budget	21/22 YTD Actuals April	21/22 Percentage Spent
Environmental Management	316,667	80,419	25.40%
1. Operating Income	(111,600)	(103,651)	92.88%
2. Operating Expenditure	426,204	184,071	43.19%
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 April 2022</p> <p>Prime Sale - 0 Head - No Cattle Sales due to short weeks.</p> <p>Feature Weaner Sale - 0 Head</p> <p>Private Weighing - 42 Head - \$115,347.60</p> <p>Total - 42 Head - \$115,347.60</p> <p>Financial Year 2021/2022 8,635 Head - \$14,806,288.51</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

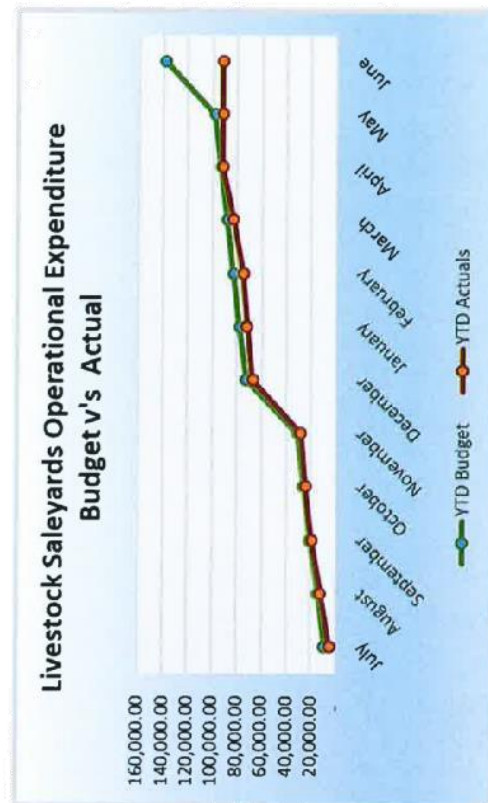
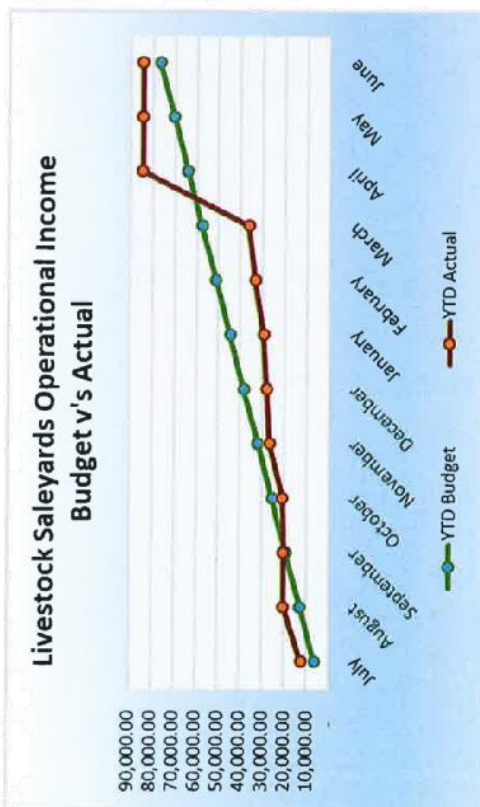
Tenterfield Shire Council

Monthly Operational Report - April 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 to proceed after recent Saleyard meeting. Truckwash no longer to proceed. After discussion at the saleyard meeting a decision was made to no longer proceed and return the grant fund dollars. Funding sign has been removed. 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

LIVESTOCK SALEYARDS

12. Livestock Saleyards



COA	21/22 Review 2 Budget	21/22 YTD Actuals April	21/22 Percentage Spent
Livestock Saleyards	242,942	7,745	3.19%
1. Operating Income	(76,594)	(84,550)	110.39%
2. Operating Expenditure	138,753	92,294	66.52%
4. Capital Expenditure	180,783	0	0.00%
4220504. Improvements to Loading Ramps & Traffic Facilities	180,783	0	0.00%

13. PLANNING & REGULATION

ACTION STATUS



ACTION PERFORMANCE





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

ACTION SUMMARY


Business Unit: Planning & Regulation

Service Profile: Planning & Regulation

Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
1.3.3.1 Monitor and assess application of Tenterfield Local Environmental Plan 2013 and Development Control Plan 2014 (as amended).	Tamai Davidson - Manager Planning & Development Services	April 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. Twelve (12) DA's lodged, six (6) determined.	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	April 2022 - Heritage Committee held 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	April 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	April 2022 - Increase in subdivision applications in Tenterfield due to impending cessation of development stimulus package and discounts offered for water and sewer headworks charges. All applications assessed and determined in accordance with legislative requirements.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

Tenterfield Shire Council

Monthly Operational Report - April 2022

Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
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	April 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
3.1.3.2 Deliver business improvements, recognising emerging risks and opportunities.	Tamai Davidson - Manager Planning & Development Services	April 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	April 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	April 22 - Cross department communications continue during assessment of DA's.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

PLANNING & REGULATION

APPLICATIONS FOR DEVELOPMENT LODGED WITH COUNCIL – APRIL 2022					
App No.	Lodged	Applicant	Lot/Sec/DP	Location	Development
DA 2022.042	05-Apr-22	RYAN Kieran	12/1173238	45 Barlows Gate Road, Lower Acacia Creek	Alterations/Extension to Existing Dwelling
DA 2022.043	8-Apr-22	Tenterfield Surveys (Taylor)	4/595068	60 Derby Street, Tenterfield	Five (5) Lot Urban Subdivision
DA 2022.044	12-Apr-21	HEART Joseph Frank	251/1261645	5475 Mt Lindesay Road, Liston	Shipping Container
DA 2022.045	12-Apr-21	SCHWOTTOVA Katrina	2/6/5585	12 Welch Street, Urbenville	Shed
DA 2022.046	19-Apr-22	CLARKE Kevin Andrew & Heather Dorothy	7/84/758959	148 Wood Street, Tenterfield	Use of Existing Building as a Detached Studio
DA 2022.047	21-Apr-22	Tenterfield Surveys (Kirby-Stanley)	13 & 14/1068028	14 Railway Street, Tenterfield	Two (2) Lot Boundary Adjustment
DA 2022.048	26-Apr-22	Tenterfield Surveys (Uhrig)	1/999209	17 Naas Street, Tenterfield	Eleven (11) Lot Urban Staged Subdivision
DA 2022.049	28-Apr-22	SOER Richard & Sharon (George Inn Custodian Pty Ltd)	2 & 3/1078142	130 High Street, Tenterfield	Alterations/Extension to Existing Hotel
DA 2022.050	28-Apr-22	Uniplan Group Pty Ltd (Rudge)	4/17/758959	230 Logan Street, Tenterfield	Manufactured Dwelling
DA 2022.051	28-Apr-22	GALVIN Douglas John	1/1037068	8986 New England Highway, Tenterfield	Manufactured Dwelling
DA 2022.052	28-Apr-22	Tenterfield Surveys (Spark)	2/17/758959 & 12/865242	439 Rouse Street, Tenterfield	Three (3) Lot Urban Subdivision
DA 2022.053	28-Apr-22	Tenterfield Surveys (Venet & Ho)	3/835915	2 - 4 Aldershot Road, Tenterfield	Four (4) Lot Urban Subdivision

DETERMINATIONS ISSUED – APRIL 2022							
App No.	Lodged	Date of Approval	No. of Days	Applicant	Lot/Sec/DP	Location	Description of Development
DA 2022.015	4-Feb-22	5-Apr-22	61 Days	Tenterfield Surveys (Scott & Staal)	14/1238030.1 / 800446 & 4/818762	89 & 163 Geyers Road, Tenterfield	Nine (9) Lot Staged Rural Subdivision
DA 2022.033	25-Mar-22	19-Apr-22	26 Days	HUGHES Keith Walker	352/753323	1874 Torrington Road, Stannum	Installation of a Previously Used Residence
DA 2022.036	25-Mar-22	21-Apr-22	28 Days	HOLLEY Bradley (Daley)	31/1217890	52 Sunnyside Hall Road, Tenterfield	Shed

CDC	28-Mar-22	19-Apr-22	23 Days	WHARMBY John (Williams)	2/596387	49 Clive Street, Tenterfield	Shed & Extension/Alteration to Existing Dwelling
DA 2022.044	12-Apr-21	21-Apr-22	10 Days	HEART Joseph Frank	251/1261645	5475 Mt Lindesay Road, Liston	Shipping Container
DA 2022.046	19-Apr-22	21-Apr-22	2 Days	CLARKE Kevin Andrew & Heather Dorothy	7/84/758959	148 Wood Street, Tenterfield	Use of Existing Building as a Detached Studio

s4.55 Modifications of Consent

Application No.	Applicant	Lot/DP	Location	Description of Development
CDC 2018.015/1	MEEKIN Anthony	2/65/DP758959	113 Wood Street, Tenterfield	Alterations to Existing Dwelling

OUTSTANDING APPLICATIONS

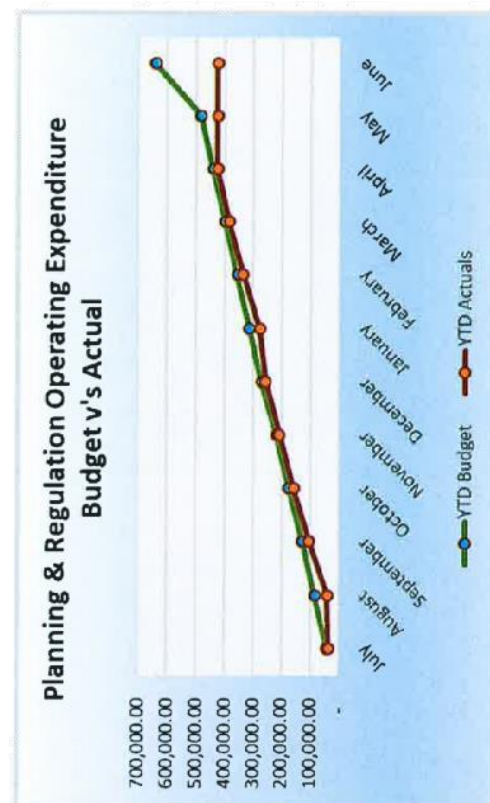
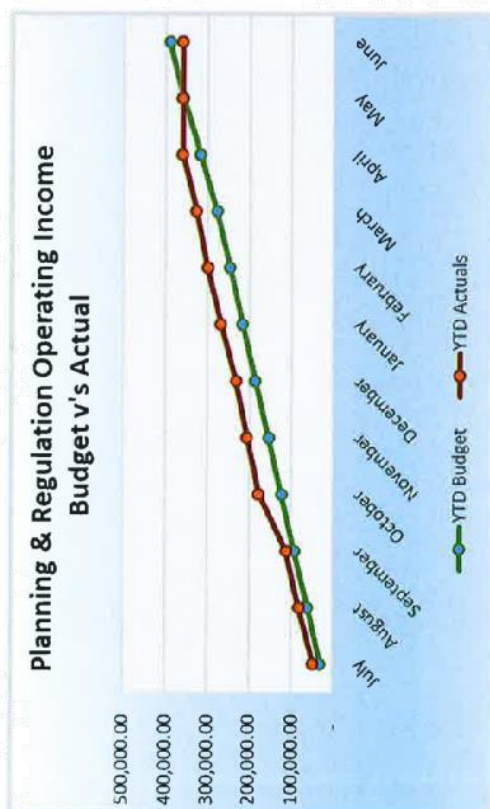
Application No.	Lodged	Status of Application/Comment	Applicant	Location	Proposed Development
DA 2018.072	6-Aug-18	Information Required from Applicant Insufficient Information provided to complete assessment	Tenterfield Shire Council	66-80 Boundary Road, Tenterfield	Truck Wash Facility
DA 2019.055	17-May-19	Refusal from NSW RFS Insufficient Information provided to complete assessment	RAWNSLEY Derek & PAINE Janine	632 Sugarbag Road, Drake	Tourist & Visitor Accommodation (Backpackers Accommodation)
DA 2019.104	15-Oct-19	Information Required from Applicant Insufficient Information provided to complete assessment	Wilshire & Co Superannuation Fund (Todd Wilshire)	1-9 Manners Street, Tenterfield	New Shed & Extension to Existing Shed (Awning)
DA 2020.033	21-Apr-20	Information Required from Applicant Insufficient Information provided to complete assessment	MOSER Eric (Marian Hansson)	332B Mount Lindesay Road, Tenterfield	Manufactured Building
DA 2021.012	01-Feb-21	Information Required from Applicant Insufficient Information provided to complete assessment	CORBETT Arran	Bluff River Road, Tenterfield	Primitive Camp Ground

DA 2021.080	29-Jun-21	Information Required from Applicant Insufficient Information provided to complete assessment	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	Stephen P McElroy & Associates (Burtenshaw)	7841 Bruxner Highway, Drake	Tourist & Visitor Accommodation
DA 2021.158	15-Dec-21	Information Required from Applicant Insufficient Information provided to complete assessment	SACCON Giana	49 Duncan Street, Tenterfield	Dual Occupancy, Detached Garage & Studio
DA 2022.021	18-Feb-22	Awaiting NSW RFS Recommendations Under Assessment	Tenterfield Surveys (Sherry)	305 Washpool Creek Road, Tenterfield	Four (4) Lot Rural Subdivision
DA 2022.038	28-Mar-22	Awaiting NSW RFS Recommendations Under Assessment	Tenterfield Surveys (Attard)	8196 Mt Lindesay Road, Lower Acacia Creek	Two (2) Lot Rural Subdivision
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	Awaiting NSW RFS Recommendations Under Assessment	MURPHY James Steven	151 Bulwer Street, Tenterfield	Two (2) Lot Urban Subdivision
DA 2022.042	05-Apr-22	Under Assessment	RYAN Kieran	Barlows Gate Road, Lower Acacia Creek	Alterations/Extension to Existing Dwelling
DA 2022.043	08-Apr-22	Under Assessment	Tenterfield Surveys (Taylor)	60 Derby Street, Tenterfield	Five (5) Lot Staged Urban Subdivision

DA 2022.045	12-Apr-22	Under Assessment	SCHWOTTOVA Katarina	12 Welch Street, Urbenville	Shed
DA 2022.048	26-Apr-22	Under Assessment	Tenterfield Surveys (Uhrig)	17 Naas Street, Tenterfield	Eleven (11) Lots Staged Urban Subdivision
DA 2022.049	28-Apr-22	Information Required from Applicant Insufficient Information provided to complete assessment	SOER Richard & Sharon (George Inn Custodian Pty Ltd)	130 High Street, Tenterfield	Alterations/Extension to Existing Hotel
DA 2022.050	28-Apr-22	Under Assessment	Uniplan Group Pty Ltd (Rudge)	230 Logan Street, Tenterfield	Manufactured Dwelling
DA 2022.051	28-Apr-22	Under Assessment	GALVIN Douglas John	8986 New England Highway, Tenterfield	Manufactured Dwelling
DA 2022.052	28-Apr-22	Under Assessment	Tenterfield Surveys (Spark)	439 Rouse Street, Tenterfield	Three (3) Lot Urban Subdivision
DA 2022.053	28-Apr-22	Under Assessment	Tenterfield Surveys (Venes & Ho)	2-4 Aldershot Road, Tenterfield	Four (4) Lot Urban Subdivision

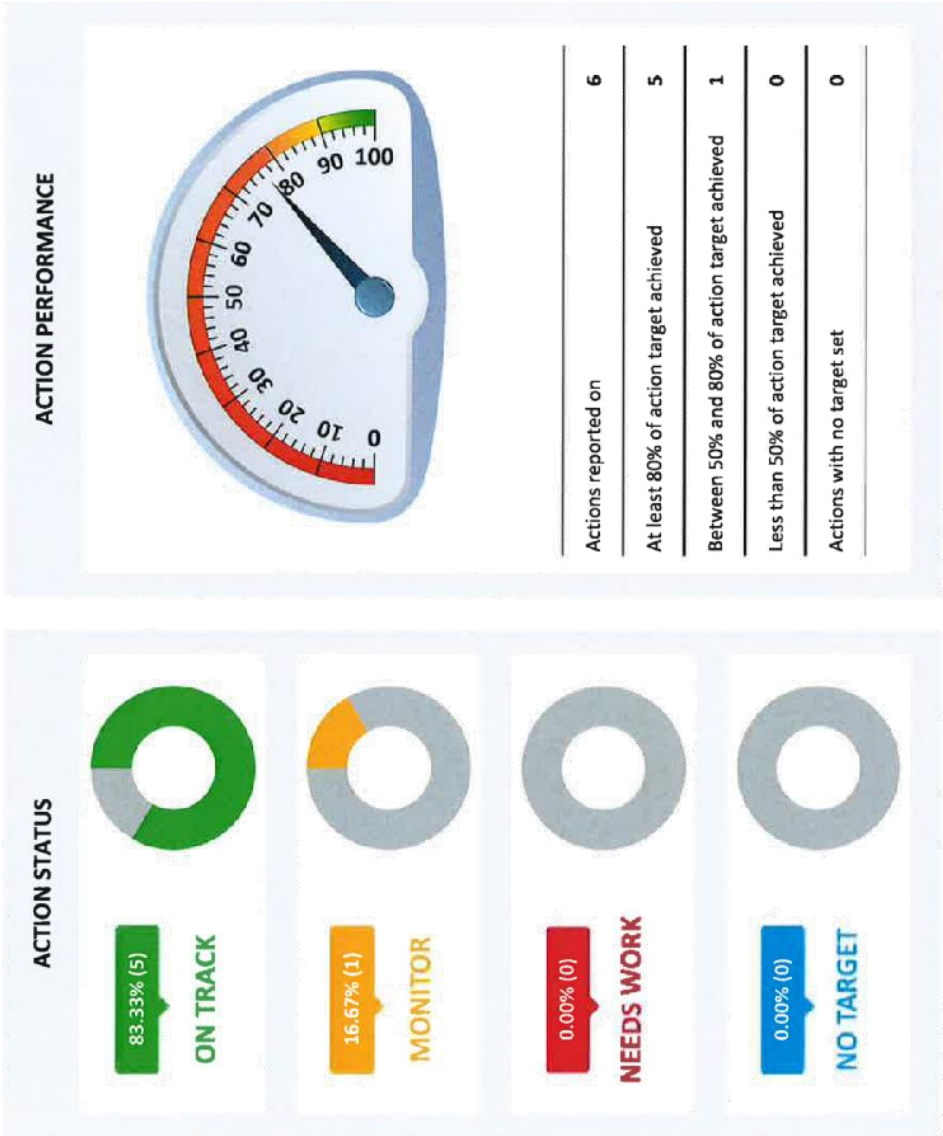
FY 21/22 Development Statistics									
	Dwellings	Additions/ Renovations to Existing Dwellings	Garages, Carports & Sheds	Commercial or Industrial Works	Subdivision	Recreation/ Tourism	FY 21/22 Monthly Total	FY 20/21 Monthly Total	
Jul-21	No. 4 Value \$1,227,501.00	0 \$0.00	1 \$14,000.00	0 \$0.00	3 \$0.00	1 \$70,000.00	9 \$1,311,501.00	10 \$1,168,890.00	
Aug-21	No. 3 Value \$484,537.00	0 \$0.00	10 \$360,994.00	1 \$90,000.00	2 \$0.00	0 \$0.00	16 \$935,531.00	17 \$3,132,224.00	
Sep-21	No. 8 Value \$1,736,219.00	2 \$0.00	5 \$204,131.00	1 \$2,000.00	3 \$0.00	0 \$0.00	19 \$1,992,350.00	6 \$1,171,443.00	
Oct-21	No. 6 Value \$1,053,180.00	3 \$215,000.00	2 \$115,000.00	1 \$6,251,581.00	0 \$0.00	0 \$0.00	12 \$7,634,761.00	19 \$2,262,845.00	
Nov-21	No. 3 Value \$775,944.00	0 \$0.00	4 \$72,015.00	1 \$5,000.00	8 \$0.00	0 \$0.00	16 \$852,959.00	15 \$1,626,754.00	
Dec-21	No. 3 Value \$834,500.00	1 \$480,000.00	3 \$308,072.00	0 \$0.00	0 \$0.00	1 \$300,000.00	8 \$1,922,572.00	5 \$654,000.00	
Jan-22	No. 7 Value \$1,940,797.00	0 \$0.00	1 \$9,900.00	2 \$316,000.00	3 \$0.00	0 \$0.00	13 \$2,266,697.00	11 \$1,042,460.00	
Feb-22	No. 6 Value \$1,426,232.00	0 \$0.00	6 \$199,800.00	1 \$120,000.00	2 \$0.00	0 \$0.00	15 \$1,746,032.00	12 \$1,689,869.00	
Mar-22	No. 3 Value \$640,000.00	2 \$41,000.00	5 \$159,500.00	0 \$0.00	7 \$0.00	0 \$0.00	17 \$840,500.00	19 \$1,222,217.00	
Apr-22	No. 3 Value \$828,435.00	1 \$75,000.00	2 \$39,000.00	1 \$450,000.00	5 \$0.00	0 \$0.00	12 \$1,392,435.00	13 \$2,315,779.00	
May-22	No. Value						0 \$0.00	14 \$1,646,918.00	
Jun-22	No. Value						0 \$0.00	13 \$1,711,617.00	
(No. (Year to Date)	46	9	39	8	33	2	137	154	
FY 21/22 Total Value (Year to Date)	\$10,947,345.00	\$861,000.00	\$1,482,412.00	\$7,234,581.00	\$0.00	\$370,000.00	\$20,895,338.00		
FY 20/21 Total Value	\$16,394,602.00	\$972,180.00	\$1,057,534.00	\$944,200.00	\$0.00	\$276,500.00		\$19,645,016.00	

13. Planning and Regulation



COA	21/22 Review 2 Budget	21/22 YTD Actuals April	21/22 Percentage Spent
Planning & Regulation	119,572	(35,758)	-29.90%
1. Operating Income	(390,405)	(361,048)	92.48%
2. Operating Expenditure	643,600	426,518	66.27%
3. Capital Income	(136,771)	(104,512)	76.41%
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. BUILDING & 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 Condric - Administration Officer	<p>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.</p> <ul style="list-style-type: none"> 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 in April a response was provided to the Department of Industry, Science, Energy and Resources and have been advised that due to the Federal Election any decision on the variation may not be available to Council till after due to the department being in caretaker period. The replacement of 5 broken windows and install handles on the ladies toilets at the Drake Hall has been completed in April 2022. The scaffolding work and contractor has now completed the towers and replacement of the bolts and struts in the Memorial Hall ready for Anzac day 2022. Work is still being completed to finalise the upgrades to the Drake Resource Centre and through the Drought Community Programme Extension during the month of April 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

- 1/37/DP758959 and has been provided to BackTrack. Backtrack legal advisors yet to respond to the draft provided.
- Continuing to negotiate new licence agreement with Optus. Optus has provided a draft copy of the licence which is being reviewed.
 - Urbenville Medical Centre lease expired from 01 April 2022. The tenants have advised in writing that they wish to continue occupancy on a 3 month basis.
 - A plumber has inspected the Urbenville Medical Centre regarding internal flooding issues. The plumber completed some works to gutters, downpipes, ducting etc. No heavy rain since to test the works. There is still a potential issue of water entering via Telstra ducting into the building.
 - Dealing with reissuing a lease to Transport Museum excluding Lot 4.
 - 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 have engaged a consultancy firm to assist. It appears to be a replacement of exiting equipment on the tower
 - Investigating past dealings with property at 45 Martin Street occupied by Granite Borders Landcare. Council report will be prepared to determine future direction in regard to the property and support for Granite Borders Landcare.
 - Tenterfield Preschool & Kindergarten lease land from Council. No invoices were sent and no rent paid for approx. 8 years. An invoice for back rent was sent to the tenant in late 2021. The tenant has requested that past rent be waived due to financial constraints. A Council report will be prepared for consideration of the matter.

Tenterfield Shire Council



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1.4.4.2 Deliver business improvements, recognising emerging risks and opportunities.	Jodie Condric - Administration Officer	Seeking to manage Council property in April 2022 to reduce ongoing maintenance and depreciation costs. Regular discussion during the month of April 2022 with builders and contractors delivering projects to ensure delays are kept to a minimum or alternative solutions are identified. Quotes have been received for Sunnyside hall BBQ cover as part of the Stronger Country Communities Project and are yet to be selected. Investigations are commencing in relation to the location of the Basketball hoops to the retractable seating at the Memorial Hall, the original hoop location is compliant with distance, however if the court is able to be centred allowing more space on each side wall can be achieved this will be done.	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 Condric - Administration Officer	A number of projects are currently being organised with quotes and plans being revised in accordance with the 21/22 financial budget. Audit was completed for Memorial Hall projects for April 2022. Issues with insufficient budgeted allocations to properly maintain the commercial buildings in accordance with Council obligations as landlord under lease agreements. Focus on reducing Councils maintenance and replacement obligations in new lease negotiations.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK
1.4.4.4 Develop a Property Strategy for adoption by Council to guide property related transactions.	Jodie Condric - Administration Officer	Property Strategy - Under review investigations into seeking copies of similar size Councils property strategy during the month of April 2022.	In Progress	24/11/21	30/06/22	60.00	100.00	 MONITOR

BUILDING & AMENITIES

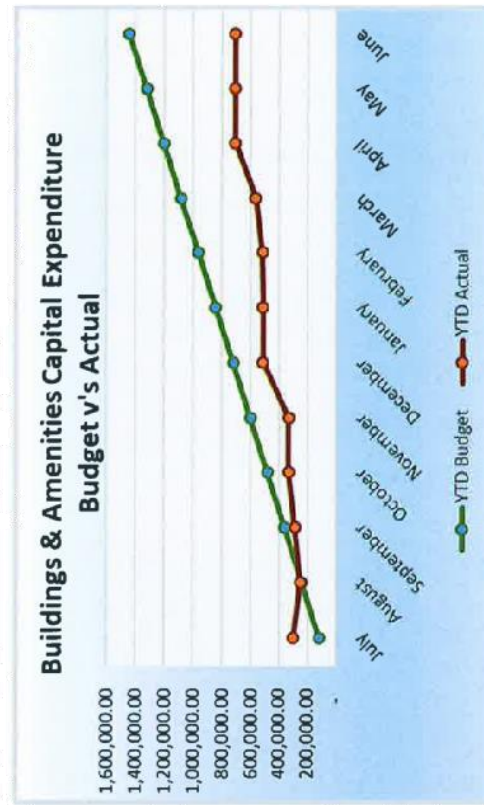
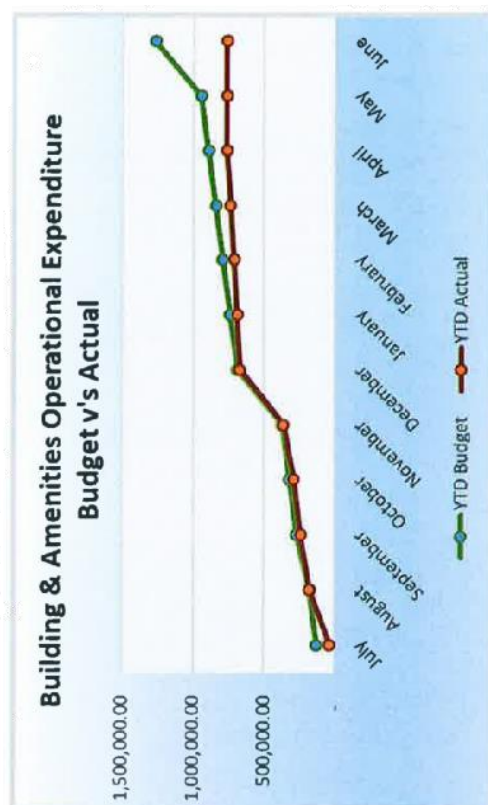
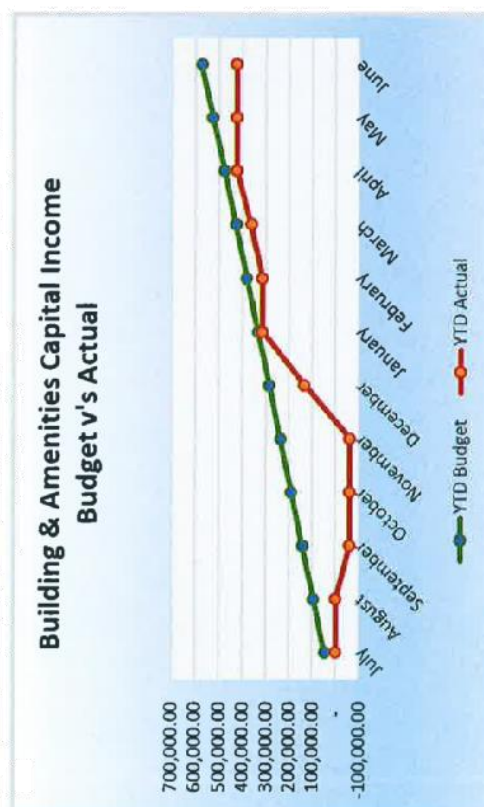
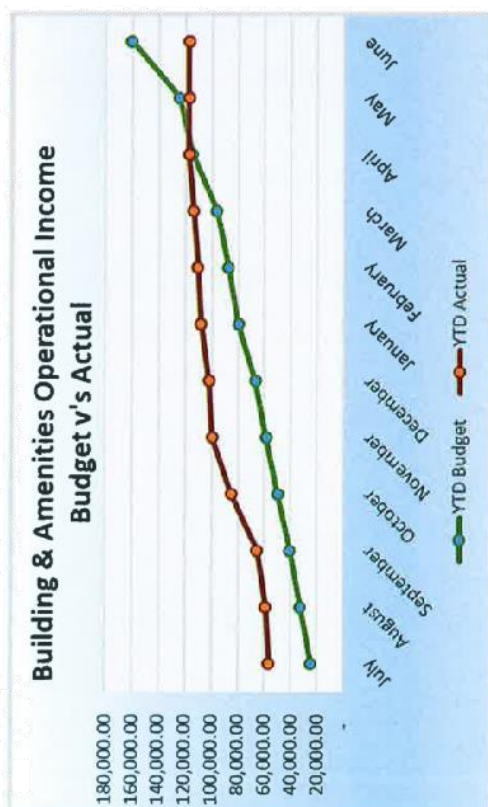
Tenterfield Shire Council

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Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
1.4.5 Manage Land and Property Register and actions.	Jodie Condric - 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	
3.1.2.1 Development and delivery of the Building and Amenities Asset Management plan.	Jodie Condric - Administration Officer	QBR has been updated in April 2022 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 have now been completed, the hoop are to be installed towards the end of May and finalising the installation in June 2022 after the long weekend. 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 as part of DA process. 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	

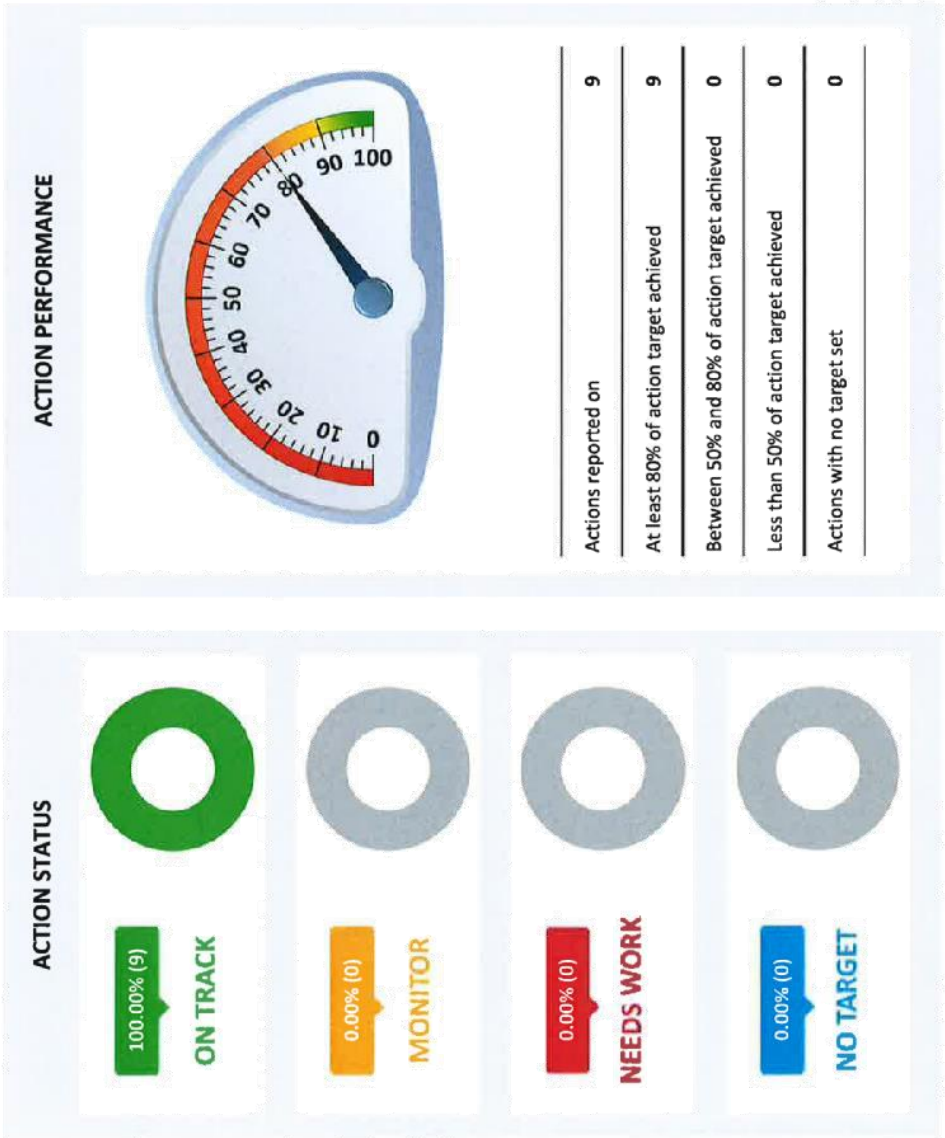
BUILDING & AMENITIES

14. Building and Amenities



COA	21/22 Review 2 Budget	21/22 YTD Actuals April	21/22 Percentage Spent
Buildings & Amenities	1,978,107	931,068	47.07%
1. Operating Income	(160,599)	(117,393)	73.10%
2. Operating Expenditure	1,266,420	765,809	60.47%
3. Capital Income	(572,603)	(426,578)	74.50%
4. Capital Expenditure	1,444,889	709,230	49.09%
4200501. Admin Building -- Refurbishment	152,285	221,552	145.49%
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	158,675	105.78%
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 laid on a section of the garden to reduce maintenance.</p> <p>Staff have been pruning and mulching street trees.</p> <p>Petunias removed in gardens along Rouse street, new flowers to be planted.</p> <p>12 x new pinoaks to be planted along the Casino Rd replacing trees removed.</p> <p>Storm damaged Pinoak cleaned up along the Casino Rd.</p> <p>Three pin oaks are still to be removed in Logan Street. Winter job.</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>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 has now been turfed.</p> <p>Damage to public toilets in Tenterfield and villages still a concern.</p> <p>Playground maintenance under taken.</p> <p>One staff member consistently working at the cemetery.</p> <p>Trees to be pruned in Rouse street prior to the maintenance of the fairy lights.</p> <p>Repairs to lighting at Federation park.</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
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. Shade structure ready to be installed over the exercise equipment at the Hockey field, weather permitting.	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. Further slabs at the cemetery are being quoted. Larger trees throughout the town and along Cowper Street are becoming a major concern due to ageing and structural problems.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

PARKS, GARDENS & OPEN SPACE

Tenterfield Shire Council


Monthly Operational Report - April 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	Budget allocations are monitored and adhered to. Stronger Country Communities Program – Round 3 acquittal was completed in January for the Rotary Park Shade cover and Fencing Further Grant funding for dead tree removal Completed the Acquittal for the Stronger Country Communities Funding – Round 3 for the Cricket nets. Seeking companies to quote on the upgrade to the netball courts.	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	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. Park bookings being received for the start of sporting organization's pre Covid. No Junior soccer, unable to form a committee.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

PARKS, GARDENS & OPEN SPACE

Tenterfield Shire Council



Monthly Operational Report - April 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	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. Several toilets have had graffiti painted on the inside walls - ongoing concern Completed installation of the exercise equipment for Hockey park near completed, with shade structure awaiting to be installed. Work undertaken in Bruxner Park to have the area around the toilet block turfed to increase visibility within the park. 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 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	In Progress	01/07/21	30/06/22	80.00	100.00	

PARKS, GARDENS & OPEN SPACE

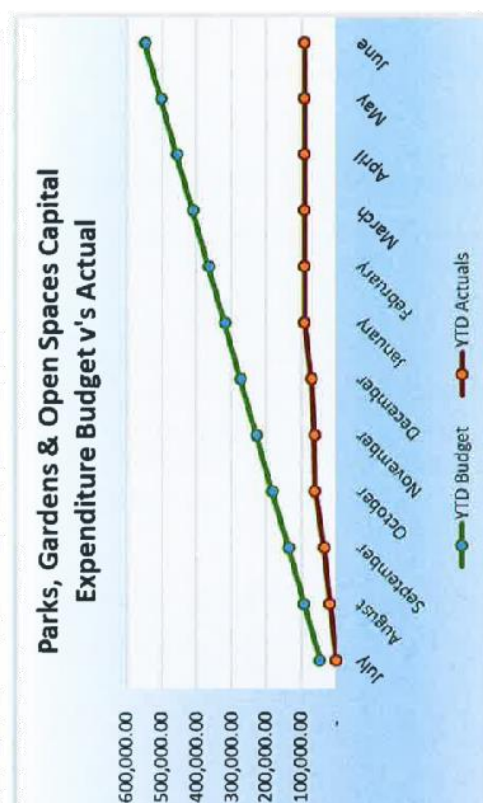
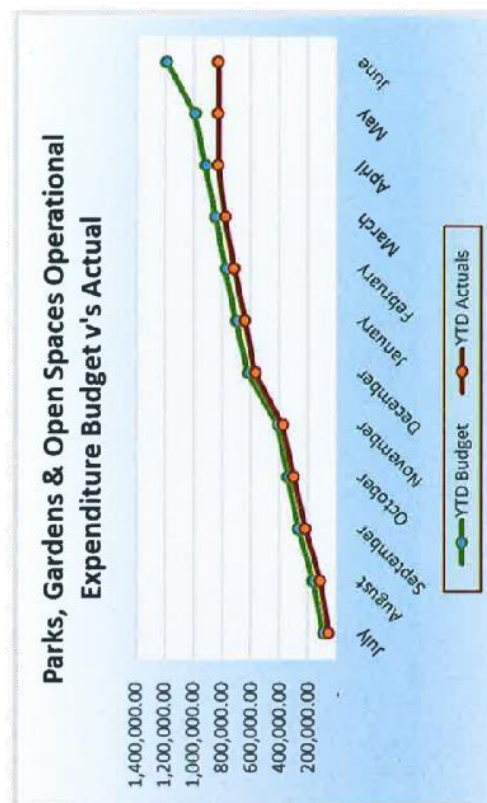
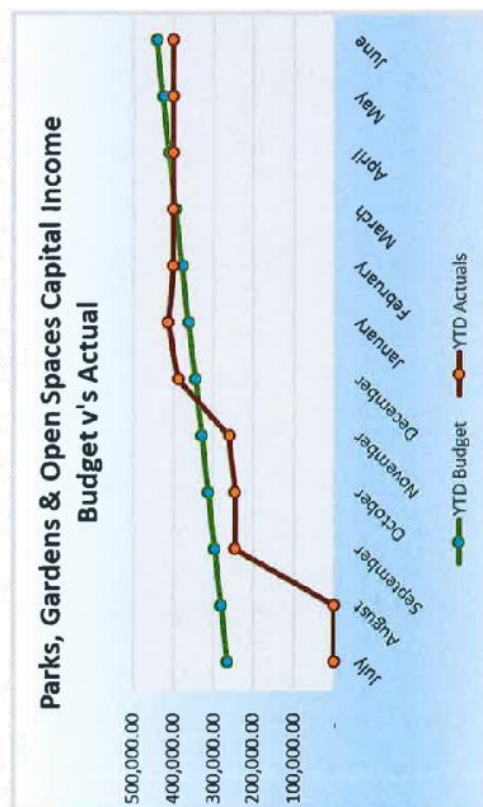
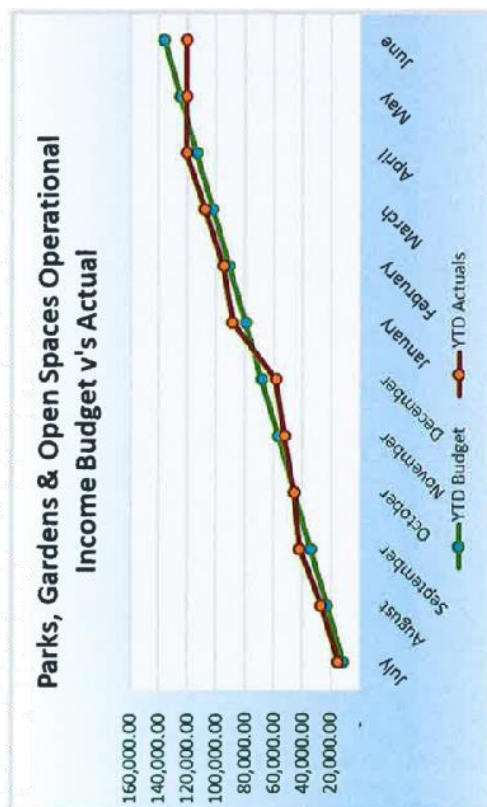
Tenterfield Shire Council

Monthly Operational Report - April 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

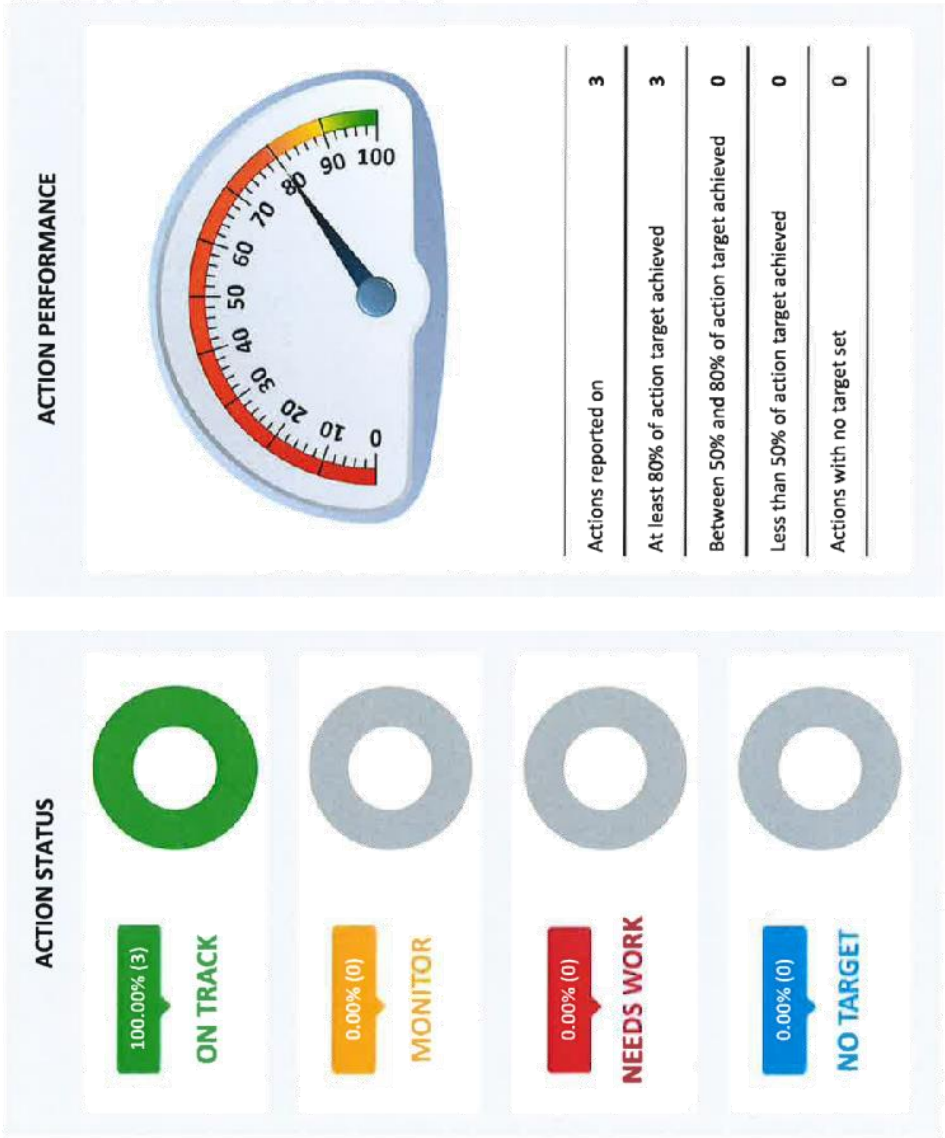
PARKS, GARDENS & OPEN SPACE

15. Parks, Gardens and Open Space



COA	21/22 Review 2 Budget	21/22 YTD Actuals April	21/22 Percentage Spent
Parks, Gardens and Open Space	1,160,066	403,280	34.76%
1. Operating Income	(136,500)	(121,204)	88.79%
2. Operating Expenditure	1,189,993	833,684	70.06%
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 2022/2023 summer season. Action being taken to improve entry and exit to facility and increase patronage for the 2022/2023 season.</p> <p>Meetings will be conducted with pool contractors prior to the next season commencing.</p> <p>All plant room equipment will need to be serviced prior to new season commencing. 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. The chlorine/acid doser control panel still needs replacing prior to the new season commencing</p> <p>Concrete grinding proves on the pool deck and throughout the change rooms needs to be completed prior to the season commencing, as it is in very poor condition and is slippery and a major hazard.</p> <p>Contract renewed between Just Sports n Fitness and Council and has been extended for another four (4) years 17 September 2024.</p>	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

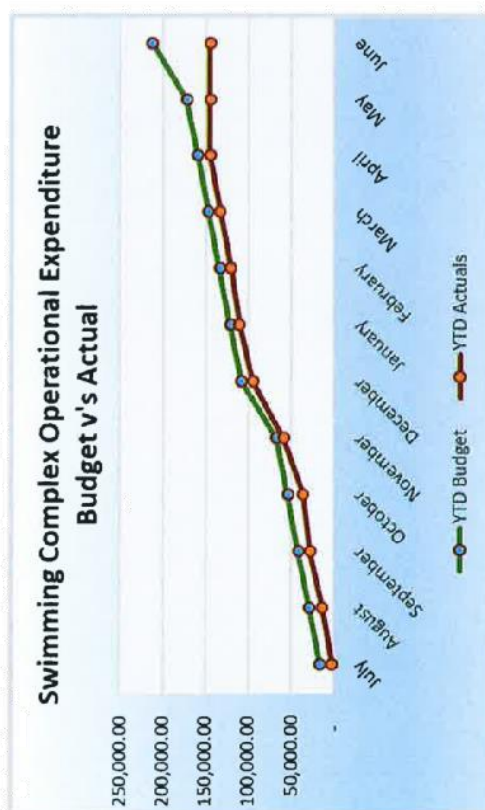
Tenterfield Shire Council

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Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
1.2.3.2 Manage the Swimming Complex Service of Council in a financially responsible manner in line with budget allocations.	Jodie Condric - Administration Officer	Total Attendances YTD • 2018/19 – 14756 • 2019/20 – 14530 • 2020-21 – 16377 • 2021/22 – 13406	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 Condric - Administration Officer	Current plan to be implemented in the 2023 summer season. This plan has not been reviewed since the original contract was issued. Pool contract has been extended for a 4 year period from 18 September 2020 to 17 September 2024 has been endorsed by both the pool contractors and Council.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

SWIMMING COMPLEX

16. Swimming Complex



COA	21/22 Review 2 Budget	21/22 YTD Actuals April	21/22 Percentage Spent
Swimming Complex	418,043	149,766	35.83%
2. Operating Expenditure	213,083	144,806	67.96%
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 STATUS



ACTION PERFORMANCE



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

Tenterfield Shire Council

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ACTION SUMMARY

Business Unit: Asset Management & Resourcing						
Service Profile: Asset Management & Resourcing						
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	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	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	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	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	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	ON TRACK
5.1.4.1 Undertake annual inspections (or as deemed appropriate) for condition assessment of Council infrastructure and assets.	David Counsell - Manager Asset & Program Planning	Drainage culvert structures are being assessed on individual specific site basis for renewals a focus to improve efficiency of storm water drainage flows and safety in public areas.	In Progress	01/07/21	30/06/22	MONITOR

ASSET MANAGEMENT & RESOURCING

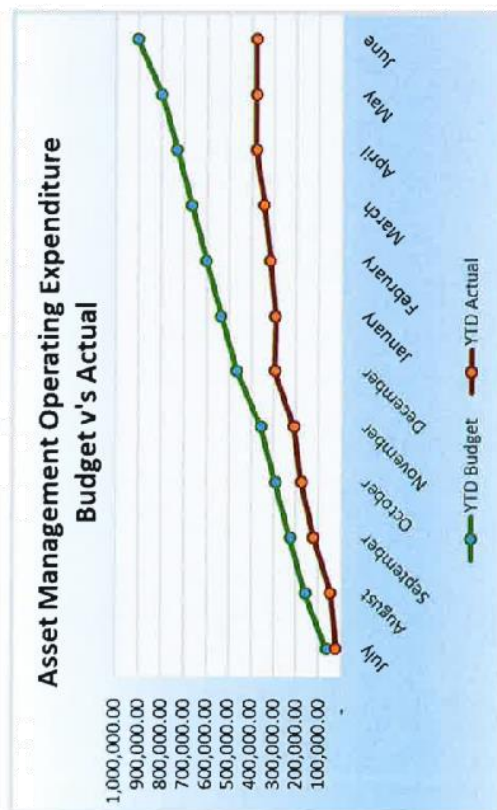
Tenterfield Shire Council

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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	

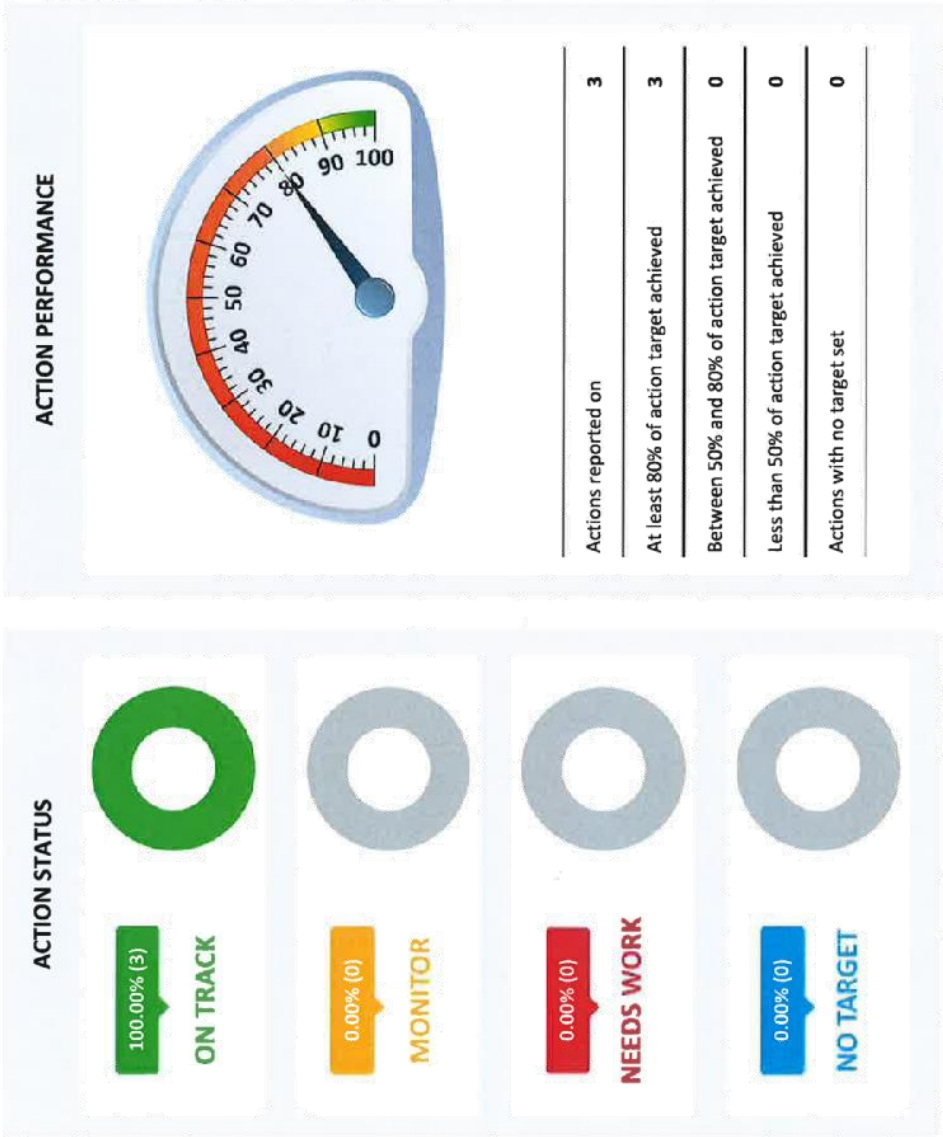
ASSET MANAGEMENT & RESOURCING

17. Asset Management and Resourcing



COA	21/22 Review 2 Budget	21/22 YTD Actuals April	21/22 Percentage Spent
Asset Management & Resourcing	1,263,081	395,991	31.35%
1. Operating Income	(3,000)	(1,657)	55.25%
2. Operating Expenditure	906,613	381,243	42.05%
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	6,626	76.47%

18. COMMERCIAL WORKS



Tenterfield Shire Council

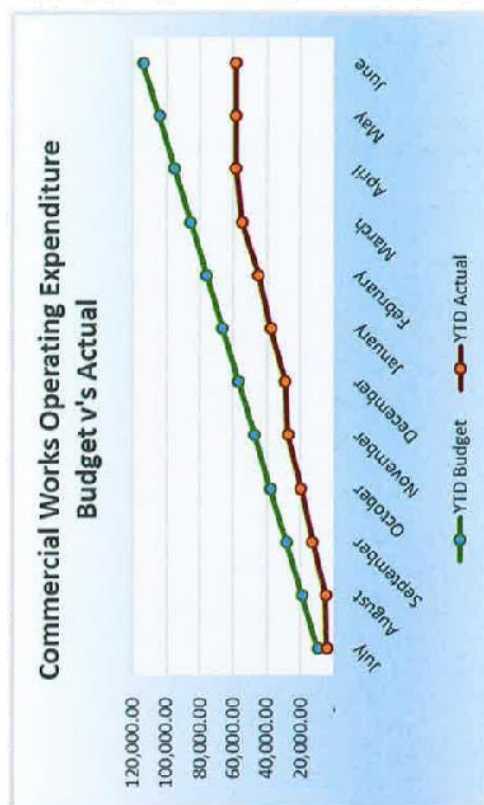
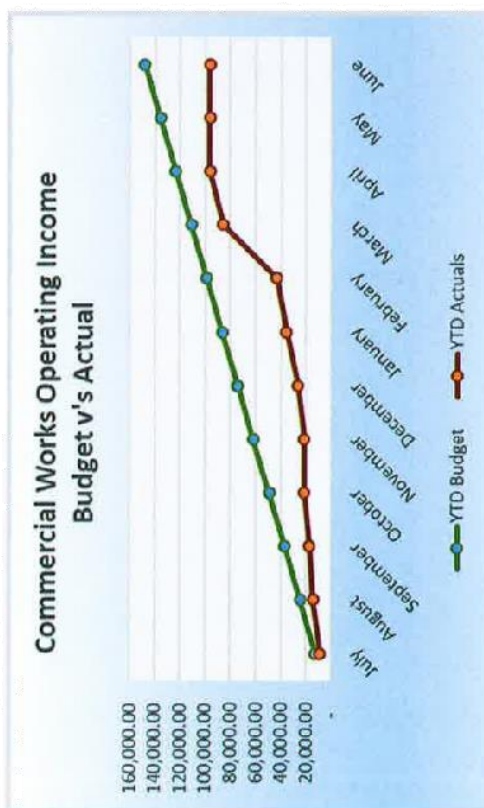
Monthly Operational Report - April 2022

ACTION SUMMARY

Business Unit: Commercial Works						
Service Profile: Commercial Works						
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	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. May 2022 - Council continues to demonstrate commercial sustainability when completing Commercial works.	In Progress	01/07/21	30/06/22	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	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	ON TRACK

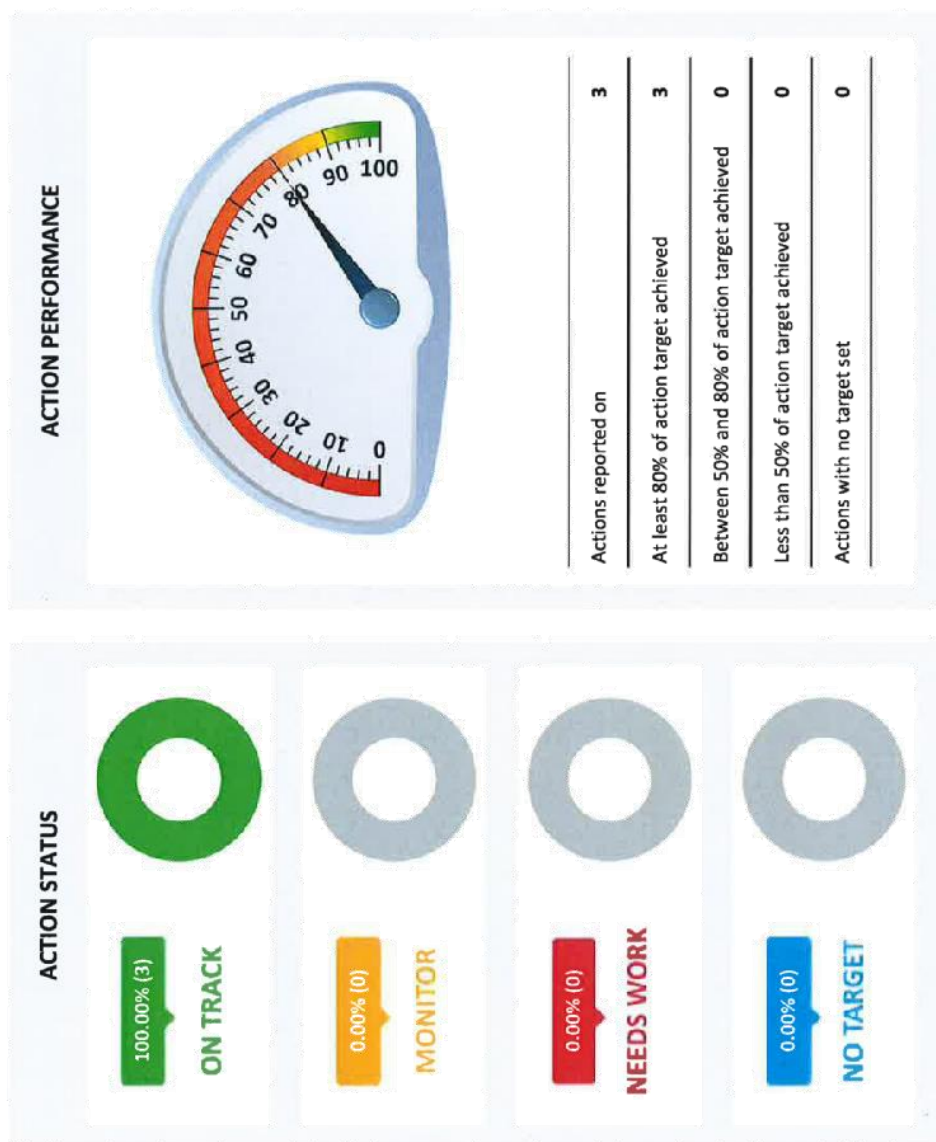
COMMERCIAL WORKS

18. Commercial Works



COA	21/22 Review 2 Budget	21/22 YTD Actuals April	21/22 Percentage Spent
Commercial Works	(34,071)	(37,781)	110.89%
1. Operating Income	(148,138)	(96,741)	65.30%
2. Operating Expenditure	114,067	58,960	51.69%




19. STORMWATER DRAINAGE



Tenterfield Shire Council

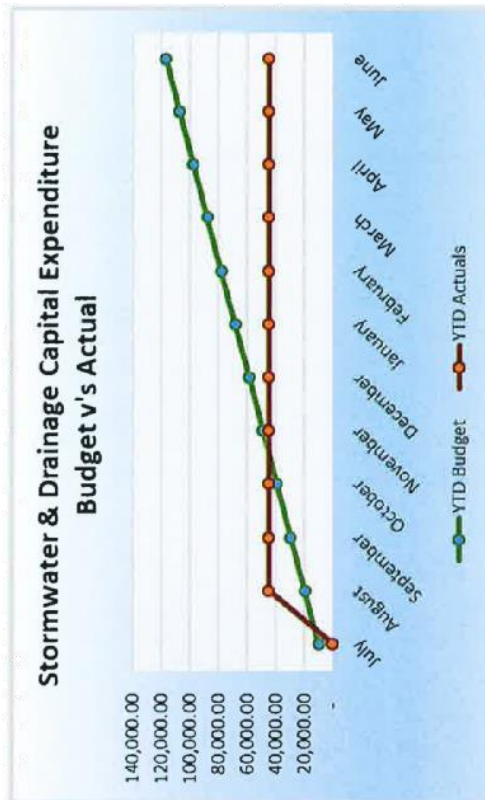
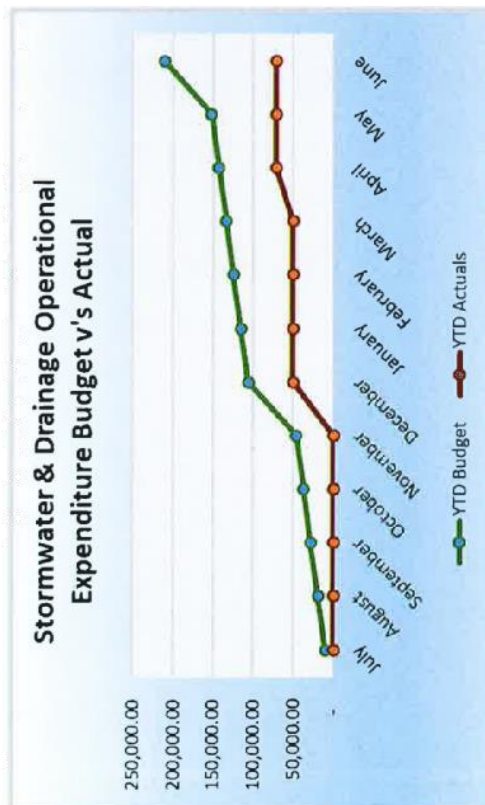
Monthly Operational Report - April 2022

ACTION SUMMARY

Business Unit: Stormwater Drainage						
Service Profile: Stormwater Drainage						
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	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 
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 
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 

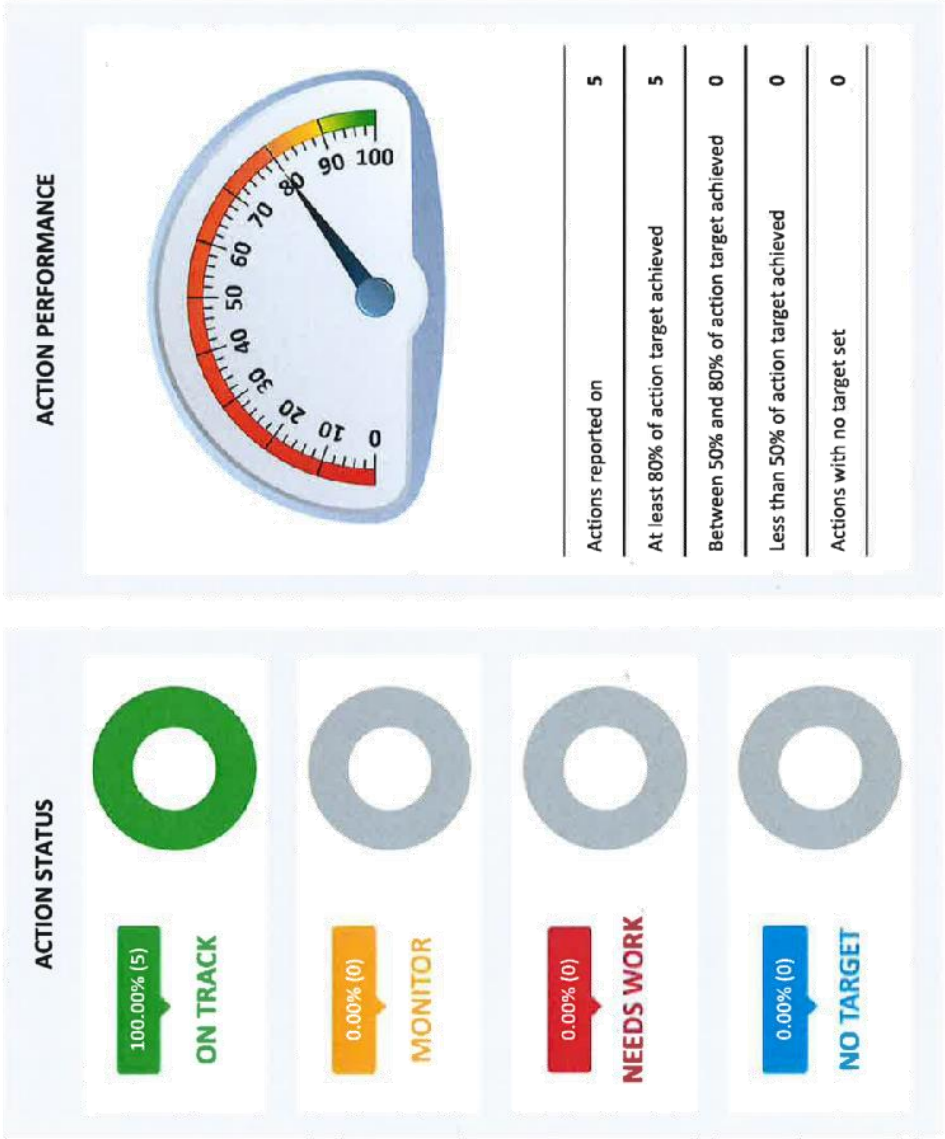
STORMWATER DRAINAGE

19. Stormwater and Drainage



COA	21/22 Review 2 Budget	21/22 YTD Actuals April	21/22 Percentage Spent
Stormwater & Drainage	257,550	43,299	16.81%
1. Operating Income	(70,921)	(71,373)	100.64%
2. Operating Expenditure	211,271	71,795	33.98%
3. Capital Income	0	(2,154)	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 - April 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 May 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

TRANSPORT NETWORK

May Grading Report

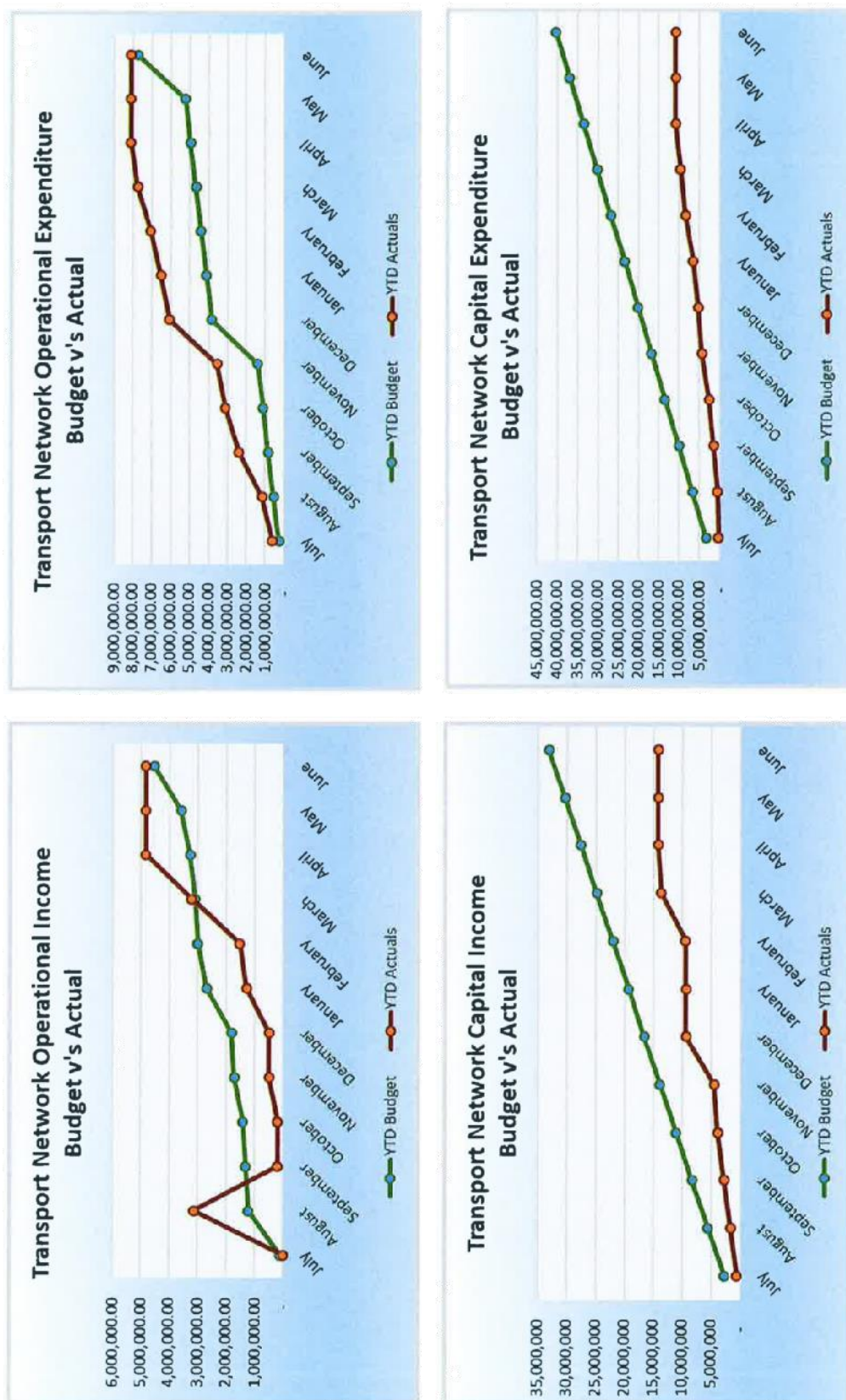
Council is responding to the ongoing February and now May rain events. Council will respond to most roads over the next two to three months to keep roads safe. This will include each crew (North, East, West and Central) having a drainage item of plant with them to conduct drainage repairs and tidy up 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 have worked through Billirimba, Rocky River, Long Gully, Bruxner Road and Lower Rocky. The grader has attended to Paddy's Flat Rd South, Bruxner Road (full grade), Tabulam Loop Rd (full grade), Ogilvie Rd and Cyril Smith Ct. (full grade). Council grader will patrol grade Gap Rd, Chauvel Rd, Dougherty's Rd, Paddy's Flat Rd and tributaries.
- o Northern Grader –This grader has repaired Wylie Ck Rd, Kia-Ora Rd, Border Gate Rd and Faggs Rd. This grader will now go to Vinegar Hill Rd, Paterson's Rd, aiming to be at Beaury Ck Rd, Paddy's Flat North and other tributary roads.
- o Western Grader –This crew has graded and repaired and Reedy Ck Rd, Catarh Ck Rd and Torrington Streets. This crew is now conducting repairs to Silent Grove Rd and Binghi Rd and other roads as required due to the current event.
- o Central Grader –This crew have graded and conducted flood damage repairs to Washpool Rd, Gevers Rd, Tarban Rd, Brushabers Rd (needs to be repaired again), Koch's Rd, Quarry Rd, Mt Mckenzie Rd, Dam Lane and completed Tenterfield street drainage. Expect to commence Torrington area LRCI works, weather depending. A drainage crew will continue to monitor the Central District in the coming month.
- o Plains Stn Rd at Frasers Cutting continues to allow traffic access under lights.

20. Transport Network



COA	21/22 Review 2 Budget	21/22 YTD Actuals April	21/22 Percentage Spent
Transport Network	10,642,168	175,342	1.65%
1. Operating Income	(4,547,917)	(4,850,837)	106.66%
2. Operating Expenditure	7,746,979	8,128,814	104.93%
3. Capital Income	(33,108,851)	(14,259,768)	43.07%
4. Capital Expenditure	40,270,604	10,875,781	27.01%
4210500. Mt McKenzie Tower Construct Access Road (SRV)	70,000	0	0.00%
6215110. Regional & Local Roads Traffic Facilities	66,000	59,036	89.45%
6215510. Regional Roads Block Grant - Reseals Program.	556,388	524,080	94.19%
6215531. Special Grant Mt Lindesay Road (RMS/Fed)	14,124,630	5,487,336	38.85%
6215543. Repair Program 2021/22	565,572	53,413	9.44%
6215544. BLERF - 0737 - Improve Mt Lindesay Road	5,746,545	93,062	1.62%
6215550. Footpaths Capital Works	100,000	164	0.16%
6215552. Roads to Recovery 2019-24	1,044,335	173,968	16.66%
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	204,101	58.31%
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 April	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	400,128	11.91%
6215570. DRFA AGRN960 EPAR Bruxner Way - Bridge 7325 Dumaresq River Overflow Channel	0	11,264	0.00%
6215572. FLR300128 - Tooloom Road West Rehabilitation	2,999,566	2,836	0.09%
6215575. ROSI - Sunnyside Platform Road Upgrade	0	21,374	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	666,985	57.69%
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	61,483	9.92%
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	67,033	18.15%
6220500. Urban Streets - Reseal Program	122,000	101,883	83.51%
6220501. Road Renewal - Gravel Roads	635,628	253,326	39.85%
6220503. Gravel Resheets	632,452	564,842	89.31%

COA	21/22 Review 2 Budget	21/22 YTD Actuals April	21/22 Percentage Spent
6220506. Bridges / Causeways (SRV to 2023/24)	550,000	72,061	13.10%
6220507. Rural Roads - Reseal Program	266,146	204,496	76.84%
6220512. Rural Culverts & Pipes	100,000	83,652	83.65%
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 STATUS



ACTION PERFORMANCE

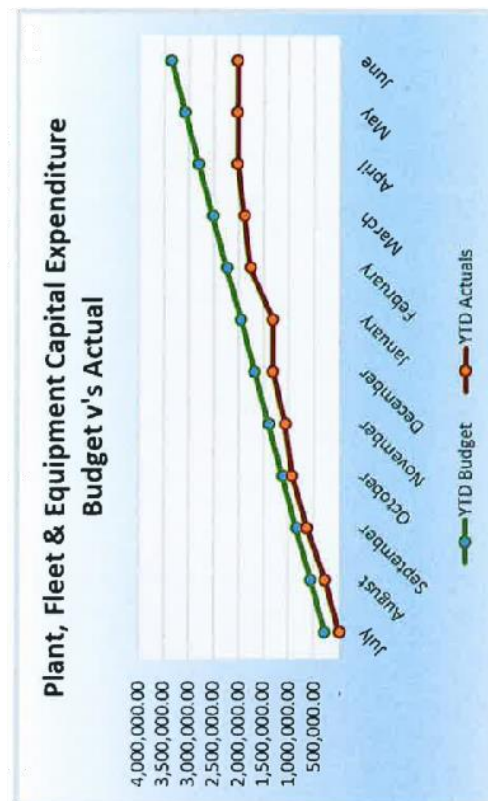
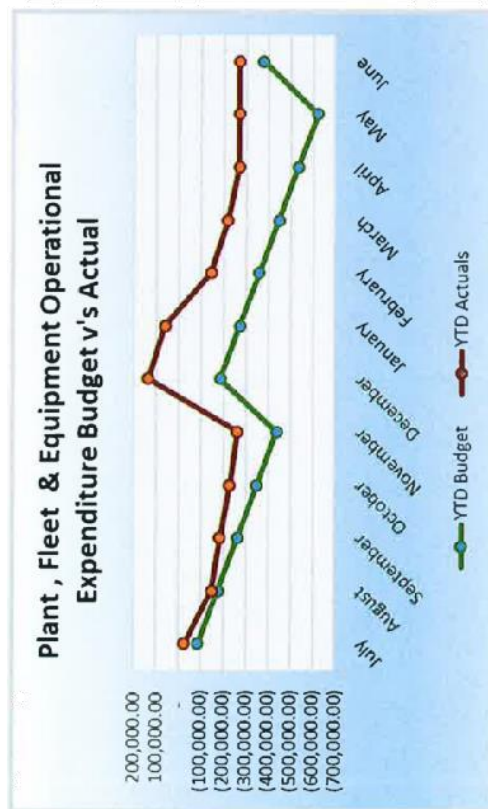


Actions reported on	4
At least 80% of action target achieved	4
Between 50% and 80% of action target achieved	0
Less than 50% of action target achieved	0
Actions with no target set	0

ACTION SUMMARY

Business Unit: Plant, Fleet & Equipment						
Service Profile: Plant, Fleet & Equipment						
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	Status
5.1.3.4 Implementation and delivery of the Fleet Asset Management Plan and the Plant Replacement Program.	James Paynter - Manager Works	Review of Fleet Asset Management Plan is complete, including LTFP and hire rate review. Integration into the new format a working progress with Manager Assets and Projects. Council awaits the delivery of three Medium Rigid Tradesman Trucks.	In Progress	01/07/21	30/06/22	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 bowers 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	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 down at 9.56% under target with staff leave and poor weather both impacting this to some degree.	In Progress	01/07/21	30/06/22	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	ON TRACK

21. Plant, Fleet and Equipment



COA	21/22 Review 2 Budget	21/22 YTD Actuals April	21/22 Percentage Spent
Plant, Fleet & Equipment	492,887	2,201	0.45%
1. Operating Income	(74,500)	(56,927)	76.41%
2. Operating Expenditure	(379,056)	(265,993)	70.17%
4. Capital Expenditure	3,364,406	2,048,465	60.89%
6210500. Public Works Plant - Purchases	3,296,617	1,980,676	60.08%
6210502. Minor Plant Purchases	67,789	67,789	100.00%
8. WDB of Asset Disposals	(2,417,963)	(1,723,344)	71.27%

22. WASTE MANAGEMENT


ACTION STATUS



ACTION PERFORMANCE




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

Action	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. April 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 have been undertaken which are required for masterplan update delayed due weather conditions. Rainfall in April as for last month where higher than average at 124mm for this year the total rainfall for 4 months has been 838mm, this has lead to some seepage in the wall of the pit that where emergency repairs from fire damage. To repair the seepage, 1.5 ton of bentonite was deployed inside the pit to stem the seepage problem.	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

Tenterfield Shire Council


Monthly Operational Report - April 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>April 2022 Opportunity to apply for green waste processing grant, with application completed and sent, unsuccessful notification received.</p> <p>Risks have emerged for incorrect disposal of asbestos in recycling collections, advertising has commenced with correct disposal requirements. When contaminated recycling is then rejected and disposed of at asbestos prices costing Council and ratepayers. To try to reduce the contamination an advertising campaign was undertaken as well as staff have conducted audits and continue to audit recycling bins for contamination with over 55 initial contaminated bins identified, letters where sent to residents, subsequent inspections reduced the number of contaminated bins to 10. These continued offenders will be charged the audit will continue. A revision of recycling policy is in final version with research included from other Councils.</p> <p>Risk for transfer stations with flares disposed to Tenterfield, notably these need to adequately disposed of and Northern Inland regional Waste (NIRW) group is assisting as, generally an issue for coastal regions with water craft as safety regulations</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

WASTE MANGEMENT

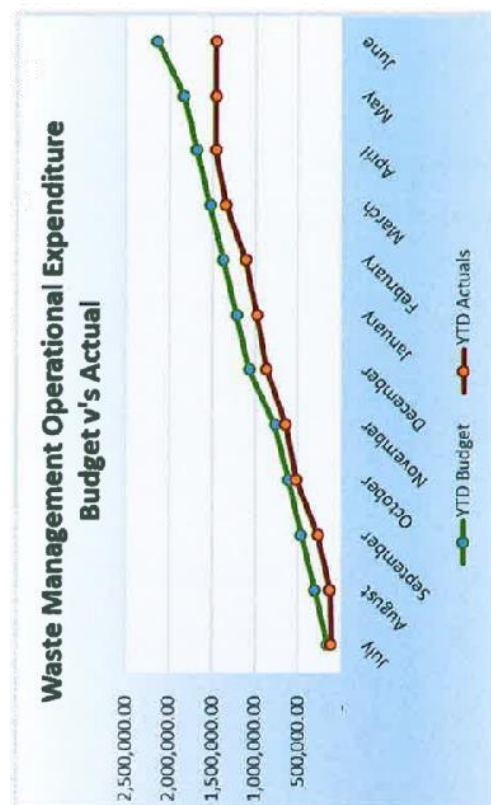
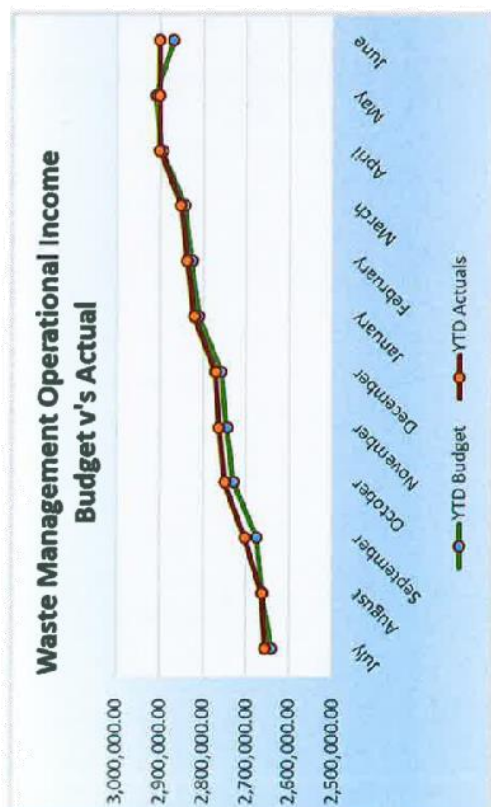
Tenterfield Shire Council

Monthly Operational Report - April 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>April 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 smart 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, works have commenced onsite for office deployment and 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, offices installed.</p> <p>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

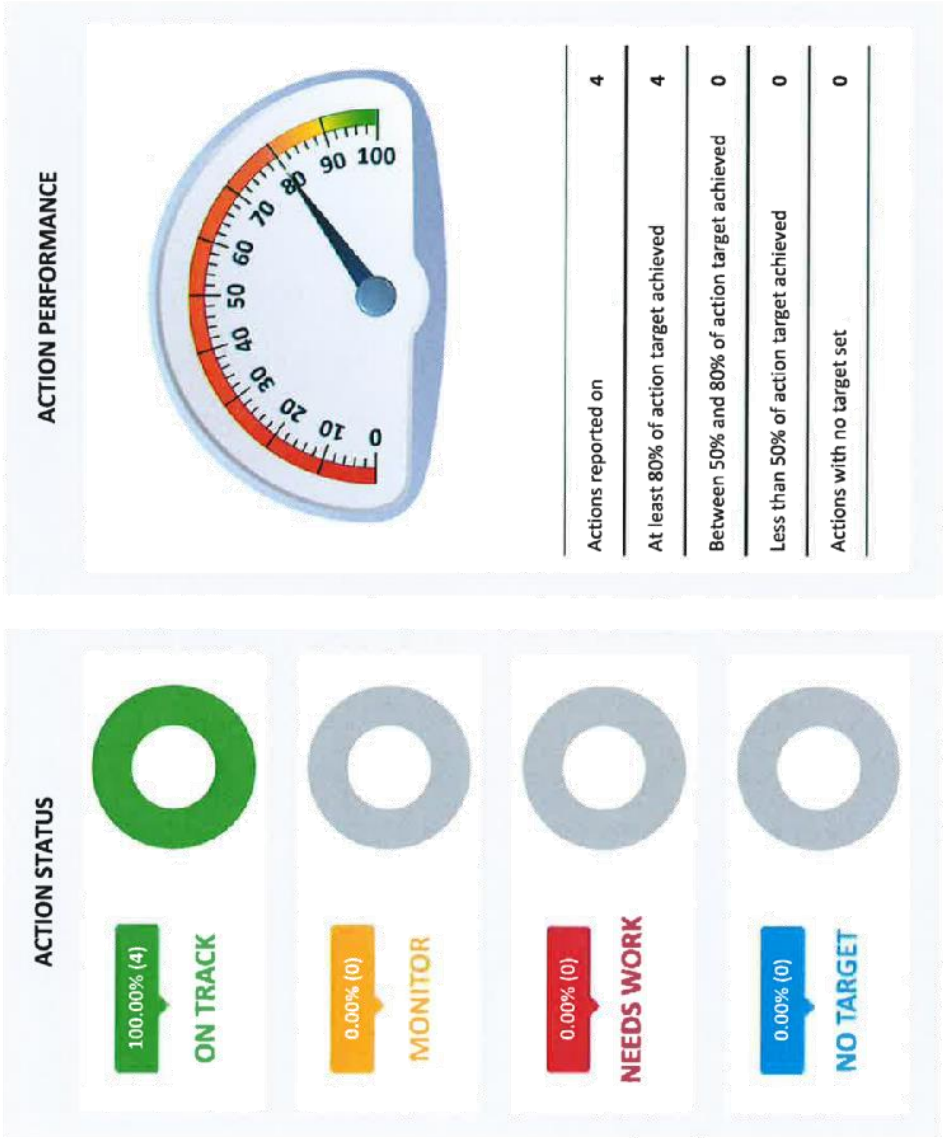
WASTE MANAGEMENT

22. Waste Management



COA	21/22 Review 2 Budget	21/22 YTD Actuals April	21/22 Percentage Spent
Waste Management	3,191,823	(1,141,719)	-35.77%
1. Operating Income	(2,870,251)	(2,902,851)	101.14%
2. Operating Expenditure	2,140,880	1,467,233	68.53%
3. Capital Income	(781,012)	(77,144)	9.88%
4. Capital Expenditure	4,548,826	256,779	5.64%
7080500. 240L Wheelie Bins	10,000	5,811	58.11%
7080503. Industrial Bins	6,150	1,054	17.14%
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	76,004	2.30%
7080568. Boonoo Boonoo - WHS Facilities & Amenities Upgrade	91,006	69,748	76.64%
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	12,464	41.55%
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



ACTION SUMMARY

Business Unit: Water Supply									
Service Profile: Water Supply									
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status	

Tenterfield Shire Council

Monthly Operational Report - April 2022

1.1.4.1 Implementation of Water Service Strategic Plan in accordance with NSW Office of Water Guidelines.

Gillian Marchant - Manager Water & Waste

Ongoing operations with implementation in-line with Water Service Strategic plan as provided by NSW Office of Water Guidelines.

April 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.

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 Major 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. Filling the site commenced in April 2022 (Figure 1).

NSW Dam Safety regulation changes have ensured a sweet of additional works including undertaking and implementing the new Dam Safety Management System (DSMS), completed in August 2021. Additional requirements to complete an Annual Dams Safety Standards Report for Tenterfield Creek Dam completed March 2022. RFQ underway to undertake compulsory risk assessment for the dam under NSW Dam Safety requirements.



100.00

80.00

30/06/22


01/07/21

In Progress

WATER SUPPLY

Tenterfield Shire Council

Monthly Operational Report - April 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	<p>April 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 (awarded), RFQ for drilling underway.</p>	In Progress	01/07/21	30/06/22	80.00	100.00	 ON TRACK

WATER SUPPLY

Tenterfield Shire Council

Monthly Operational Report - April 2022

Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
3.3.2.2 Deliver business improvements, recognising emerging risks and opportunities.	Gillian Marchant - Manager Water & Waste	<p>April 2022 A Grant has been submitted to aid in improvements to the dam, as a disabled fishing platform October 2020, grant successful and awarded, planning underway for delivery of the floating platform to be located inside the Dam compound at Otterburn park. Quotations for the fishing platform have been received and reviewed with award imminent for the end of January 2022. A walkway for the platform and fencing are under investigation, plans have been undertaken quotations for concrete paths received and provided to Fisheries for approval, awaiting decision.</p> <p>Mobile booster platform installation at Urbenville WTP, and Compressor services including replacement of air dryer have been installed.</p> <p>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, deeds sent 29/04/2022 for signing.</p> <p>The Integrated water catchment management grant (IWC/M) deeds have been signed February 2022, has progressed with secure yield studies awarded, with draft reports received.</p>	In Progress	01/07/21	30/06/22	80.00	100.00	ON TRACK
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	<p>April 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</p>	In Progress	01/07/21	30/06/22	80.00	100.00	ON TRACK

WATER SUPPLY

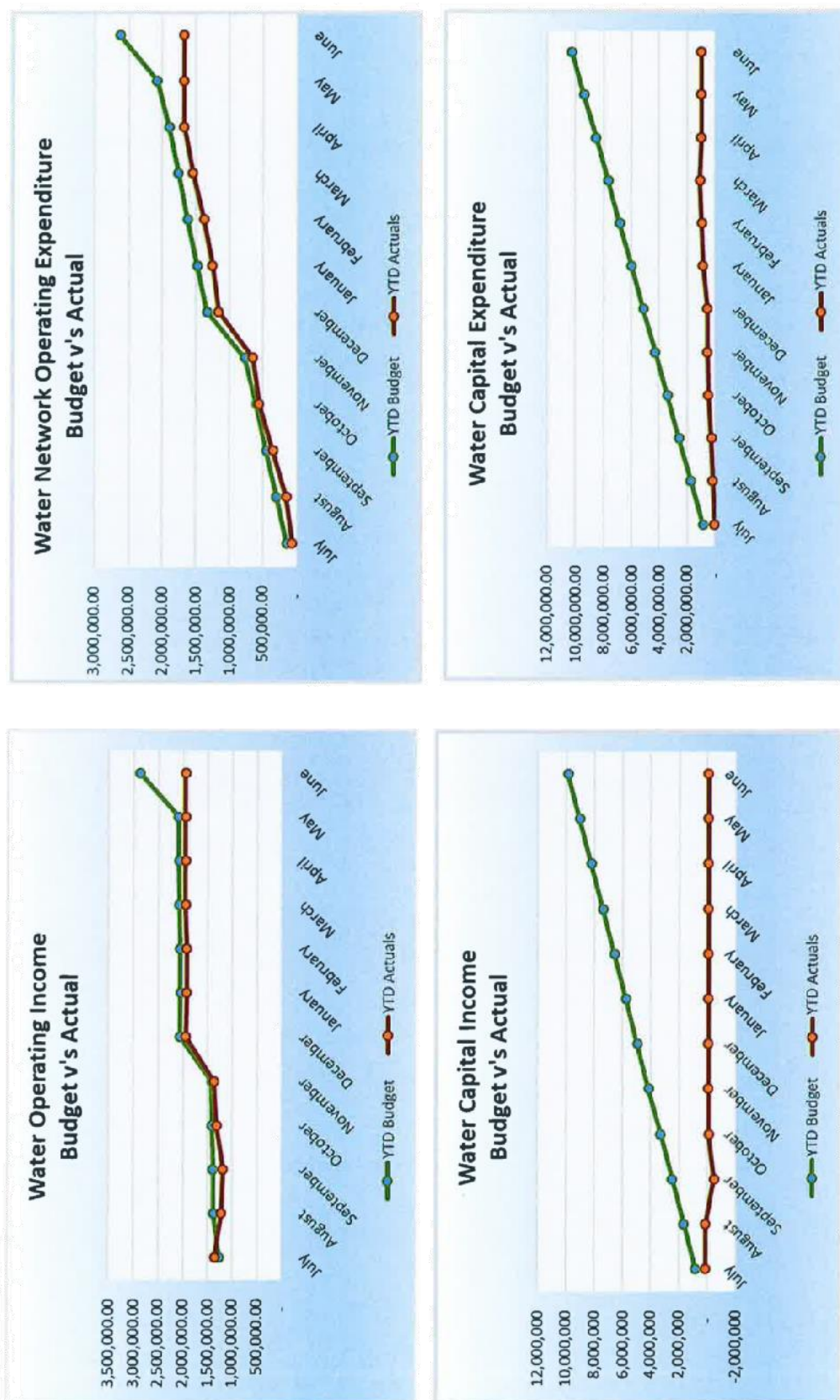
water and Sewer crew thanks the Works, Bridging crew for assisting with installation as well as Council's contractors MB Industries and Mini Earthworx. Testing of the main controller at Museum/RFS is complete with electrical and electronic components working efficiently. Bore for the Rugby club has progressed 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, 4 runs completed in April 2022. Flooding in Lismore have delayed sample transport, additionally bore sampling program is complete awaiting analysis results.

Tenterfield Dam Level is 100%-new data loggers place level at 100%; Urbenville Tooloom Creek Level is 100% receiving 279mm for the month.
Meter Reading to commence in May/June water meter readings commenced November/December.

- Tenterfield 0 major main; 2 new meter; 2 new service connections; 3 water limiters installed; 6 broken services repaired; 0 valve replacements and 0 hydrant replacements. Note Tenterfield WTP repairs including 20m poly pipe installed. 2 section 67 private works jobs completed.
- Jennings 0 including meter; 0 meter replacements;
- Urbenville had 0 major main broken main repairs, mains flushing occurred in 5 location, 0 new meter, 0 meter

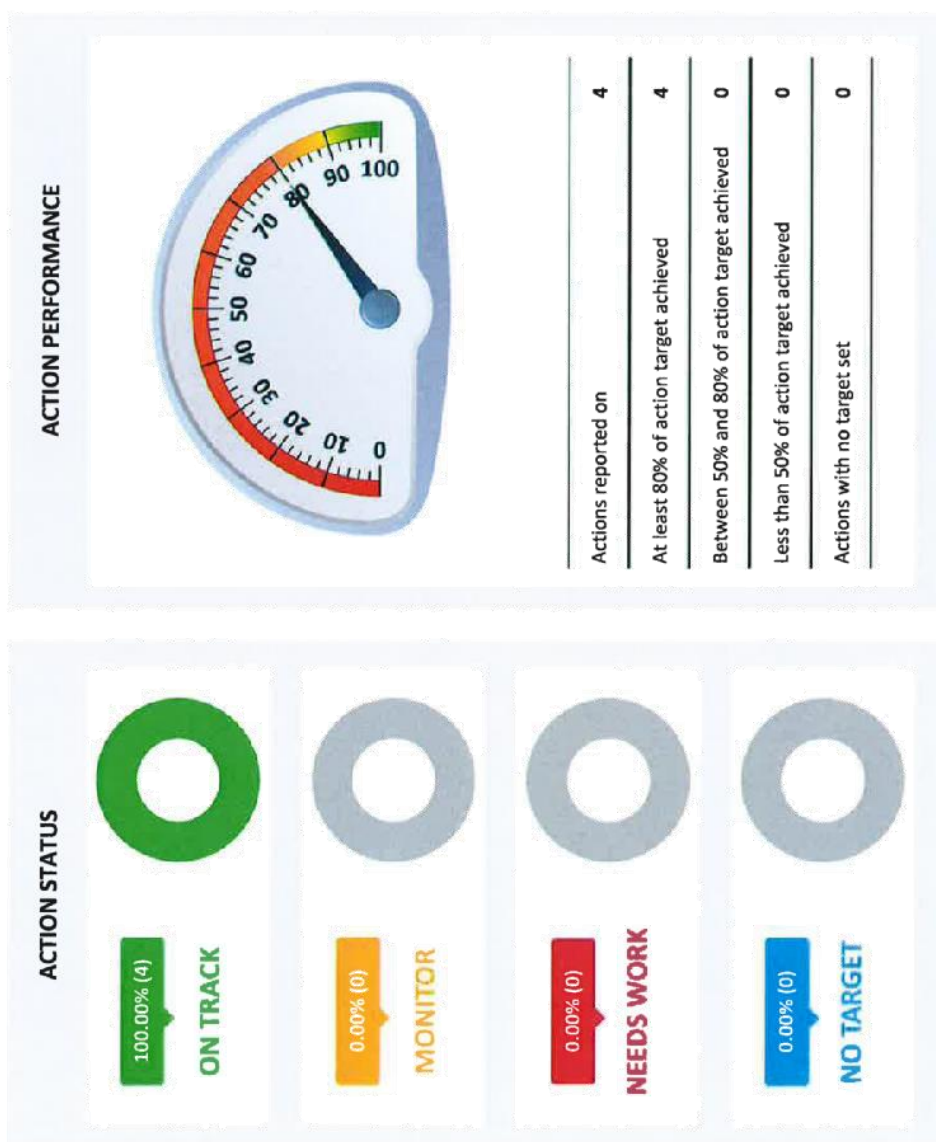
replacements, 0 water limiters installed and
1 broken service repaired 0 hydrant
replacement from damage. Valve testing and
hydrant cleaning and checking continues.
Urbenville pressure testing for fire
suppression system at hospital, Repairs to
DAFF system.

23. Water Supply



COA	21/22 Review 2 Budget	21/22 YTD Actuals April	21/22 Percentage Spent
Water Supply	310,453	924,697	297.85%
1. Operating Income	(2,879,897)	(1,960,177)	68.06%
2. Operating Expenditure	2,627,126	1,682,537	64.04%
3. Capital Income	(9,879,500)	48,678	-0.49%
4. Capital Expenditure	10,244,792	1,018,740	9.94%
7484502. Tenterfield Valve Renewal	5,000	4,582	91.64%
7484505. Tenterfield Mains Replacement	276,000	195,001	70.65%
7484506. Tenterfield Meter Replacement	22,000	1,221	5.55%
7484522. Tenterfield Water Treatment Plant Construction	8,878,242	749,826	8.45%
7484532. Tenterfield Water Supply - Drought Augmentation	0	35,600	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	3,732	18.66%
7484812. Scada Renewal	8,550	8,550	100.00%
7484950. Legume Catchment - Water Supply Options Study	5,000	18,000	360.00%
6. Liabilities	197,932	134,920	68.16%


24. SEWERAGE SERVICES



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>April 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

Tenterfield Shire Council

Monthly Operational Report - April 2022

Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
3.3.3.2 Deliver business improvements, recognising emerging risks and opportunities.	Gillian Marchant - Manager Water & Waste	<p>April 2022 - Sewer connections 2 at Tenterfield 0 Urbenville; Major pump station clearing 1 at Tenterfield 0 Urbenville;</p> <p>Blockages where reported and cleared at 4 locations in Tenterfield and 1 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 major pump station lid replacement (PS1) in Urbenville and 2 section 67 private works jobs completed in Tenterfield, in this reporting period.</p>	In Progress	01/07/21	30/06/22	80.00	100.00	
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>April 2022- Manhole refurbishment quotations received and under review. RFQ under development, additional manhole assessment has commenced with council's contractor FITT undertaking a review of 400 inspections. Manhole inspections completed, with some high risk replacement manholes identified, these will be added to the RFQ. Molesworth/Miles Street pumping station review and design amendment under development.</p> <p>RFQ for manhole refurbishment released assessed and reviewed for budgetary constraints; re-released finalisation occurred in June with Council Contractors Fitt commenced works in July 2021 with completion in August 2021. Example of manhole re-lining report provided below</p> <p>Manhole asset inspections and assessment for 300 manholes has been awarded with work commencing in completed in October 2021.</p> <p>Planning has commenced to extend the sewer system to the new water filtration</p>	In Progress	01/07/21	30/06/22	80.00	100.00	

SEWERAGE SERVICES

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 have been finalised..

Reporting for Sewerage Treatment Plant (STP) licences are now completed and forwarded to EPA. Additional performance reporting, and infrastructure reporting are also completed.

4.3.6.3 Council sewerage network upgrades and maintenance conducted in accordance with demand and affordability constraints.

Gillian Marchant - Manager Water & Waste

April 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, awaiting delivery April.

In Progress

01/07/21

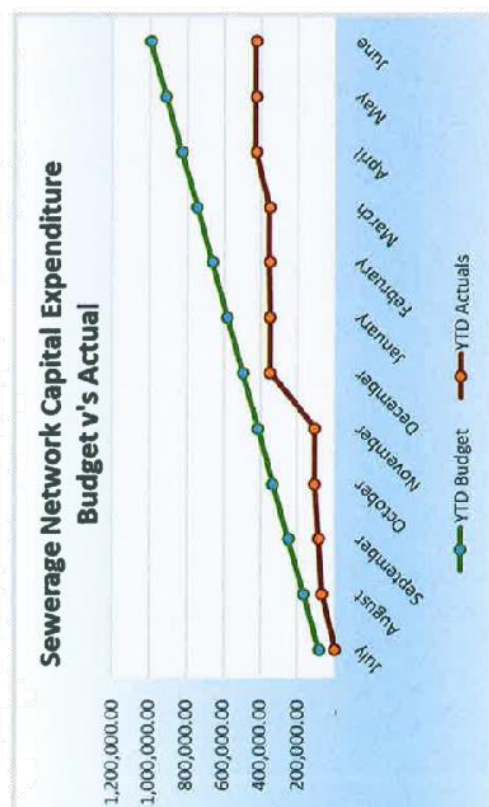
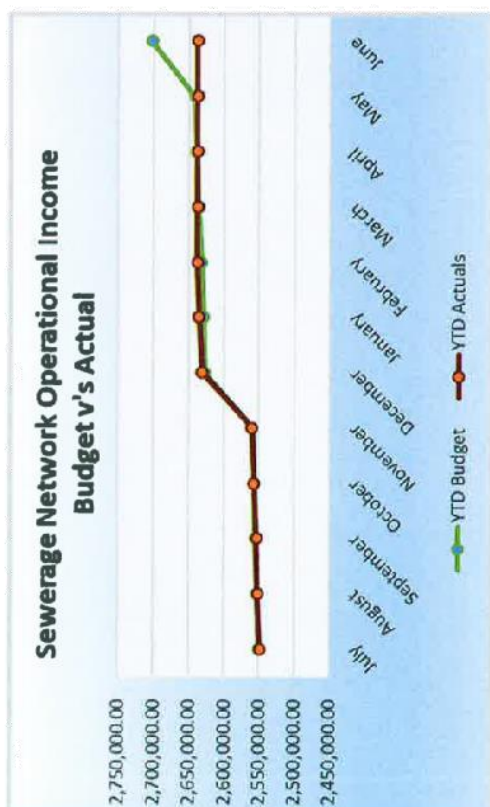
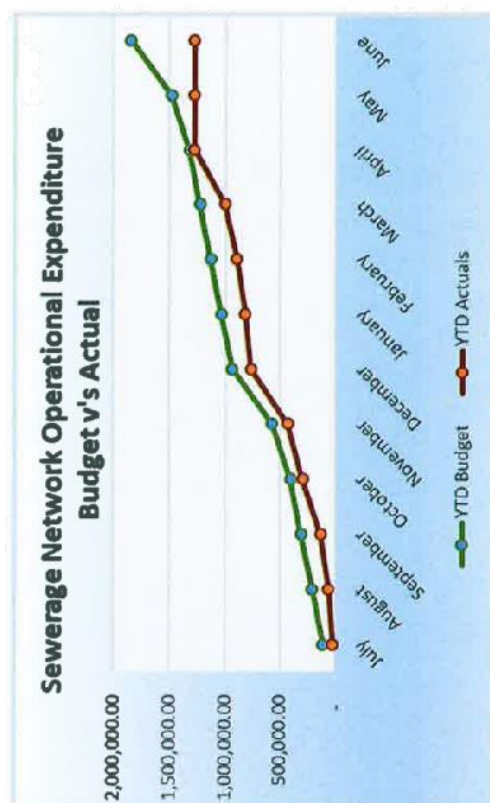
30/06/22

80.00

100.00



24. Sewerage Service



COA	21/22 Review 2 Budget	21/22 YTD Actuals April	21/22 Percentage Spent
Sewerage Service	220,877	(914,057)	-413.83%
1. Operating Income	(2,701,982)	(2,642,739)	97.81%
2. Operating Expenditure	1,844,896	1,279,269	69.34%
3. Capital Income	(10,000)	(25,122)	251.22%
4. Capital Expenditure	994,793	427,950	43.02%
7872502. Tenterfield Mains Relining (1km Year)	291,000	140,733	48.36%
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%
7872531. Brine Disposal Infrastructure	0	49,354	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%
7872810. Surface Aerator/Mixer sized for Urbenville	0	6,280	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 Executive
Submitted by:	Executive Assistant & Media
Reference:	ITEM GOV42/22
Subject:	CALL FOR EXPRESSION OF INTEREST IN TENTERFIELD HEAVY VEHICLE BYPASS ECONOMIC ENHANCEMENT ADVISORY GROUP

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:	Maintain strong relationships with all levels of Government and proactively seek involvement in decision making impacting our Shire and the New England Northwest Region.
Delivery Plan	Provide sound and inclusive decisions using the Community
Action:	Engagement Strategy to guide our interactions.
Plan Action:	Comply with the regulatory and legislative requirements of Councils as outlined by the Office of Local Government and other bodies.

SUMMARY

The purpose of this report is for Council to consider membership to a Specific Purpose Advisory Group named the Tenterfield Heavy Vehicle Bypass Economic Enhancement Advisory Group. With the Groups purpose being to develop advice and strategies to ensure a vibrant economic future for the town and community of Tenterfield. This Group will be limited to the timeframe for Community collaboration on the project and in accordance with the Community Engagement Strategy.

OFFICER'S RECOMMENDATION:

That Council:

- (1) Endorses the two (2) Representatives from the Tenterfield Chamber of Tourism, Industry and Business, being Kristen Lovett and Peter Hay;**
- (2) Appoints two (2) Community Representative from the Expression of Interest received: either/or**
 - a) Tim Moon**
 - b) Beate Sommer**
 - c) Peter Forde**

BACKGROUND

The Tenterfield Heavy Vehicle Bypass Project - Planning & Design Phase commenced in January 2018. Funding for this is provided by the Australian Federal Government, who committed \$10 million. Arcadis Australia Pacific Pty Ltd was engaged to carry out planning work which involved a review of environmental factors, as well as the concept and detailed design for the project.

Our Governance No. 42 Cont...

The Heavy vehicle bypass includes about 4.5km of new road that starts just north of Tenterfield Creek Bridge on the southern edge of town, runs west of the railway corridor and rejoins the existing New England Highway near Cowper Street, north of Tenterfield.

The Tenterfield Heavy Vehicle Bypass is expected to reduce overall travel times, improve efficiency of freight, improve safety, and facilitate oversize heavy vehicle movements. Once complete, the project is also expected to have cumulative benefits in relation to other projects being developed and delivered as part of the draft NSW New England Highway Strategy (October 2016).

Council at its 8 February 2022 Workshop discussed the various Committees that Council representatives participate in as a member. It was determined at the time that Council wished to be pro-active in relation to the up-coming commencement of the long awaited Tenterfield Heavy Vehicle By-Pass.

31/22 Resolved

- (1) That Council note the report; and
- (2) Resolve the following amendments;
 - (a) Amalgamation of Parks, Gardens and Open Spaces Advisory Committee" and "Arts and Culture Advisory Committee" to make the "Parks, Gardens and Cultural Advisory Committee";
 - (b) Remove "Legume to Woodenbong Road – Key Stakeholder Group";
 - (c) Remove "Arts North West" Committee Representation;
 - (d) Remove "Australian Rural Roads Group";
 - (e) Remove "Southern Downs Regional Council Highway Taskforce Alliance";
 - (f) Include "Tenterfield Heavy Vehicle Bypass Economic Enhancement Advisory Group" and resolve representation by Councilors on the Committee.

(Peter Petty/John Macnish)

Motion Carried

REPORT:

As per Council's original adoption of the Committee Structure, *Resolution 7/21*, the terms of reference for any future community engagement should be able to be aligned with a Community Strategic Plan goal area and clearly linked to the objective identified for this area of Council's Delivery Program.

Council's Community Engagement Strategy (*16 December 2020 (Res No. 283/20)*) outlines the process for involving the Tenterfield Shire community in Council's strategic planning and decision-making processes, ranging from the development of Council's Ten (10) Year Community Strategic Plan and policy positions to the annual Operational Plan.

This Strategy sets guidelines for engagement on matters and the Tenterfield Heavy Vehicle Bypass is categorized as –

Locality Based / High Impact: Locality improvement and site-specific matters and events. For example, development applications in accordance with statutory requirements, construction of Council facilities, and works in central business districts.

Our Governance No. 42 Cont...

In line with our existing framework a Council Committee / advisory group may be utilised on specific occasions where the Project is categorised - Locality Based / High Impact.

A specific purpose community engagement stakeholder advisory group / committee has been formed to bring together Councillor/(s) and Council staff, representatives of stakeholder groups and community individuals with relevant expertise and knowledge to provide input and feedback to support the planning for any opportunity and consequence of the new project.

The group will provide an engagement forum for discussions with the community (and feedback) on the development of desirable outcomes of the Project.

Representation has already been adopted by Council for this Group to include –

- Councillor (x10)
- Council's Chief Executive or Nominee
- Council Officers as required and relevant to the Project (ie Director Infrastructure; Chief Corporate Officer; Manager Economic Development & Special Projects etc)
- Community Representatives (x 2)
- Tenterfield Chamber of Tourism, Industry & Business (x 2)
- Representative from Transport for NSW (1)

We have also written to the Chamber of Tourism, Industry & Business, requesting two (2) Committee Representatives. Response below:

Hi Libby

I hope you are having a great week.

Can we put forward Peter Hay and myself for this. Are these positions interchangeable with Chamber board, so if someone cannot attend, we can send another??

Thanks Libby

Council has advertised for two (2) Community Members via Expression of Interest as advertised in the Tenterfield Star Newspaper 14.4.2022 & 28.4.2022; Your Local News 14.4.2022 and Council's Website from 11.4.2022.

Expressions of interest received from three Community members, in no particular order, as follows:-

Expression of Interest Received from Mr Peter Forde.

Greetings Ms. Melling and Others at TSC who attend the matter of The Proposed Bypass and TF Economic Development,

Herewith my Expression of Interest and brief C.V. for your consideration.

I am 75 years of maturity with some 50 years of business-development and management of my own self-developed industrial chemical manufacturing companies.

Our Governance No. 42 Cont...

The experience includes having developed from start six vertically-integrated businesses as well as having mentored and assisted a number of promising young people in starting their own businesses, all of which became successful enterprises.

In 1980 - at the ripe young age of 33 - I was accepted as a migrant into Australia based on the evaluation by and apparently enthusiastic approval of Economics Professors at Monash University of a business-plan I had proposed.

Two of the businesses I developed - one of which was in Townsville in the 1980's - were both started in regions that 'experts' had deemed 'impossible' for that kind of business to succeed.

Yet both, conducted in accordance with my strict personal moral principles, were highly successful.

The Townsville business was, within four years, so successful that it produced what even today would be described as 'eye-watering' profit - and also allowing for some 50% above average wages for its employees.

A fundamental reason for the success of my businesses was an innate ability to think 'outside the square' and produce cost-effective solutions for difficult or challenging problems.

*Please know that, with regard to valid concerns that many business owners in Tenterfield have expressed regarding loss of business due to the proposed bypass, some years ago I thought-through a **cost-effective** solution.*

Having 'casually' mentioned this solution to a few people in town, you may, via word-of-mouth, have already heard of it.

Worth knowing is that the invariable response has been, "Oh, wow, I never thought of it that way!"

Most people can, understandably, only think 'inside the box' of their education, assumptions and opinions. It apparently takes the odd 'wierdo' - like myself - to think differently.

Worth considering is that similar concerns regarding loss of business would have been experienced by countless business-owners in smaller Australian towns and cities where bypasses were proposed and/or constructed.

*Having travelled widely within Australia, NOWHERE have I seen any evidence of this relatively simple and highly cost-effective - in fact, potentially **profitable** - solution being applied.*

This unique solution which I can offer is, however, not the only experienced-based contribution I can make as a member of the Bypass Project Group.

*With regard to any potential expert in this type of project whom you may be hoping to have within the group, I certainly would **not** 'broad-brush' discount the probable contribution of any such genuinely qualified person.*

Many genuine experts are - obviously - vitally important within almost every walk of life.

However, if you have not, then were you to read a book written by a Professor at The University of Chicago, you would become aware of a very real problem with many highly-educated 'experts' who might even be described as so-called experts.

Much "expert" advice has too often been proved to have been more destructive than constructive.

Our Governance No. 42 Cont...

*Dr. Bloom's book, published in the 1980's with American education in mind - but definitely applicable across the world - is entitled "**The Closing Of The American Mind**" - a title that could appropriately be changed to "The Closing of The Highly Educated Mind."*

*The essence of his greatly-applauded thesis is that highly-educated - **not all** - minds can too often become trapped in a 'box' of beliefs, perspectives and paradigms that literally "close down" their intelligence and thus block them from envisioning outside that box and thereby arriving at more practical solutions to "real world" challenges.*

One hundred and nineteen years ago, the 'flying machine' was invented by two barely-educated bicycle mechanics.

At the same time, 'expert' engineers at an American university, working with a \$500k grant from the US government failed. Hopelessly.*

*(*Today the equivalent would be many millions of dollars.)*

Enough said?

As evidence of my admittedly "unusual" way of thinking, please find attached a letter written by a forensic psychologist in which he confirms that I had developed new understanding of a previously unknown - or unrealised and yet important - psychological dynamic.

Strangely, I am not a university-educated psychologist. That thesis was developed as a result of what Leonardo da Vinci described as "The mother of all science": my many decades of 'scientific' observations and analysis being experience, the mother of all science.

To state all of this succinctly, I bring to the table some 50 years of real-world education that has produced, among not a few others, experience-based knowledge in business project-development - as opposed to merely some years of 'classroom' learning that, as Professor Bloom points out, might well result in limiting a lifetime's accumulation of essential 'real-world' experience.

To ensure effective communication, a 'message received' acknowledgment from each recipient would be respectfully appreciated.

Sincerely,



Copy Rossiter Intro Letter Original – at end of Council Report

Expression of Interest received from Mr Chris Moon:-

To the Chief Executive Officer and Councilor's of Tenterfield Council I hereby submit an expression of interest as a Community Representative to the above named group.

To support my expression of interest I provide the following brief information.

- 1. Currently a ratepayer of Tenterfield (108 Millers Lane, Tenterfield).*
- 2. Retired and therefore whilst busy, have time available to contribute.*
- 3. Extensive history of business management and community development.*

Our Governance No. 42 Cont...

- 4. Previous careers in Accounting, Business Management, Agricultural and community management/development.*
- 5. Have developed tourism plans for remote communities in Australia to reduce dependency in welfare and to maximize tourism expenditure.*
- 6. Was involved in delivering tourism product to tourists in remote locations of Australia.*
- 7. Currently involved in the Tenterfield tourism industry through Tenterfield and Districts Historical Society (Centenary Cottage museum).*
- 8. Volunteered to be part of the Tenterfield Dam precinct recreational planning.*
- 9. Previous employment in State and Federal governments plus for myself and within private enterprise.*
- 10. Passionate about the community I live in and wanting to see it thrive, survive and be sustainable.*
- 11. Have lived in Communities where By-Pass issues and opportunities have been raised and managed to create positive outcomes.*
- 12. Have been involved in Local Council committees plus service clubs supporting local and regional initiatives.*

I am known as a positive person who is practical and pragmatic with my actions and thinking. I know that my history, enthusiasm, knowledge and potential contributions towards the advisory group would be beneficial and if selected will look forward to being part of an important forward thinking group to represent the Tenterfield council ratepayers and business's.

I would be happy to provide additional information to support my expression of interest.

Yours Sincerely

Chris Moon

Expression of Interest Received from Ms Beate Sommer:-

Dear Elizabeth,

lovely to talk with you this morning.

I would like to be on the Heavy Vehicle By-Pass Economic Enhancement Advisory Group.

As a resident, ratepayer and business woman in this town I have followed the Bypass discussion for the past few years and am informed about its location, timeline, people's thoughts and feelings about it, etc.

I love living here and care for our community as well as for the economic future of Tenterfield.

Please consider me for a seat on this Group.

Kind regards,

Our Governance No. 42 Cont...

Beate Sommer

Business:
Tenterfield Cottage
[REDACTED]

Residential:
[REDACTED]

Expression of Interest Received from OSOCI:-

From: Christian Uhrig
Date: Fri May 06 08:32:03 AM AEST 2022

Good Day

On behalf of the OSOCI I hereby request that Council add 2 more seats to EAG which the OSOCI would like to occupy those two seats.

Thanks

Kind Regards

Christian Uhrig
info@osoci.org

[REDACTED]
www.osoci.org

Submission from OCOSI

This email was received prior to the closing of the advertised "Expression of Interest."

The OCOSI Group had the opportunity to submit directly an "Expression of Interest" for two individuals as community representatives from their organisation however no individual/s were nominated.

All submissions were sent an "Acknowledgement" of receipt email.

Correspondence to Transport for NSW seeking a representative has been sent. We have been advised that no action on appointing a representative will occur until after the May 21 Federal Election.

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

Our Governance No. 42 Cont...

The Committee will provide a level of engagement with the community through a direct and prescribed approach to community input within the Committee Framework.

2. Policy and Regulation

- NSW Local Government Act 1993;
- NSW Local Government (General) Regulations 2021; and
- Tenterfield Shire Council Code of Meeting Practice.

3. Financial (Annual Budget & LTFP)

Staff involvement will be a consideration, due to time availability to support another Group and any after hours meetings to enable the inclusion of all members.

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

Staff input as needed.

6. Legal and Risk Management

Nil.

7. Performance Measures

Nil.

8. Project Management

The Group will provide advice and strategies to help ensure a vibrant economic future for the town and community of Tenterfield.

Kylie Smith
Chief Corporate Officer

Prepared by staff member:	Elizabeth Melling
Approved/Reviewed by Manager:	Kylie Smith, Chief Corporate Officer
Department:	Office of the Chief Executive
Attachments:	1 Rossiter Intro Letter - Peter Forde 2 Pages

LYLE H. ROSSITER, JR., M.D.P.C.

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FAX: (630) 587-5711

July 15, 2007

Re: Peter Forde

To Whom It May Concern:

With this letter I am pleased to introduce Mr. Peter Forde and his researches into an important personality and behavioral syndrome. Over the past several months I have become acquainted with his findings regarding a subtype of narcissistic personality disorder and its associated patterns of relating to others. Having reviewed at length his detailed outline on this subject, it is my opinion that his work merits additional research with the assistance of a psychologist, psychiatrist or sociologist knowledgeable in the field.

My endorsement of his work arises from my own decades-long interest in personality disorders and my more recent work on the relevance of personality pathology for economic, social and political processes. Because he has no formal training or academic qualifications in psychology, I was at first skeptical that he would have anything new or important to offer. My skepticism was misplaced. His writings reveal him to be a careful and insightful observer of human nature, not a man inclined to empty or irrational claims.

Mr. Forde's dissertation on what he has labeled the 'Suppressor Syndrome,' or 'Suppressor-Target Syndrome,' is a surprisingly significant contribution. Based on his own wide-ranging inquiries, and drawing from his personal experience, he has described in detail a mode of interaction in which individuals with certain personality configurations establish varying degrees of dominance over susceptible 'targets.' Students of personality pathology will recognize the similarities in parts of this configuration to the arrogant-vindictive personality type described by the American psychoanalyst, Karen Horney, and to patterns found in certain narcissistic, addictive and antisocial personality types and their co-dependent partners, as described by Bradshaw, Whitfield and other writers in the American 'inner child' literature.

To Whom It May Concern:
July 15, 2007
Page Two

With his trenchant insights into the peculiar destructiveness of this syndrome, Mr. Forde's inquiries have much to offer an academician willing to collaborate with him in further research. I am confident of the importance of his work for a variety of reasons. Among them is the fact that his theory is surprisingly useful in explaining certain forms of social and political process, including certain forms of antisocial behavior. His work also suggests that the Suppressor Syndrome and its variants are far more pervasive in western culture than previously thought.

In my opinion, Peter Forde has made a significant contribution to our understanding of how a certain subcategory of human beings relate to each other. He is aware that his theory needs, but also merits, further development. I strongly recommend his work to a private or university researcher interested in extending his findings, and adding something of his own.

Sincerely,



Lyle H. Rossiter, Jr., MD

NOTE:

Dr. Rossiter passed away in 2019 (refer Google).

I am the authorised Australian distributor of the .pdf version of his book entitled ["The Liberal Mind - the psychological causes of political madness."](#)

Worth noting is that a Brisbane attorney once challenged the veracity of Dr. Rossiter's letter – and found it to be genuine.

Should it be necessary, copies of that relative correspondence (emails) are available - for a fee.

PETER FORDE

paradime@mail.com

Department:	Office of the Chief Corporate Officer
Submitted by:	Casual Administration & Customer Service Assistant
Reference:	ITEM GOV43/22
Subject:	ADOPTION OF IP&R DOCUMENTS INCLUDING THE COMMUNITY STRATEGIC PLAN, ASSET MANAGEMENT STRATEGY, WORKFORCE MANAGEMENT STRATEGY, DELIVERY PROGRAM, COMMUNITY ENGAGEMENT STRATEGY AND LONG TERM FINANCIAL PLAN

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	Council achieves excellence in corporate governance
Strategy:	Implement strategies, policies and practices to achieve excellence in corporate governance
Action:	Undertake all legislative requirements of local government

SUMMARY

The purpose of this report is for Council to adopt the Draft Integrated Planning & Reporting Documents for Tenterfield Shire Council, including; Community Strategic Plan 2022-2032, Asset Management Strategy 2022-2032, Workforce Management Strategy 2022-2032, and Long Term Financial Plan 2022-2032.

OFFICER'S RECOMMENDATION:

That Council:

- (1) Adopt the Community Engagement Strategy 2022-2032, as attached;**
- (2) Adopt the Community Strategic Plan 2022-2032**
- (3) Adopt the Asset Management Strategy 2022-2032, as attached;**
- (4) Adopt the Workforce Management Strategy 2021-2025, as attached;**
- (5) Adopt the Long Term Financial Plan 2022-2032, as attached;**
- (6) Adopt the Delivery Program 2022-2026, as attached.**

BACKGROUND

All NSW Councils are required to review and reconstruct all their Integrated Strategic Plans by the 30th of June following a full Council Election.

Over the past six (4) months a project has been underway to review and rebuild all of Council's Integrated Planning and Reporting documents in order to ensure that they are integrated, compliant with the requirements of the Local Government Act and IP&R guidelines and are structured in such a way to be more easily communicated to the community.

Accordingly, a revised Community Strategic Plan, Asset Management Strategy, Workforce Management Strategy and Long Term Financial Plan were constructed for Council's consideration and adoption at the March 2022 Ordinary Council Meeting. The revised documents were subsequently adopted as exhibition drafts and placed on public exhibition for a period of 38 days, closing on Monday 2 May 2022.

Our Governance No. 43 Cont...

**REPORT:
Submission Changes**

<i>Document</i>	<i>Change Needed</i>
Community Engagement Strategy	Updated design
	Grammatical corrections
Asset Management Strategy	Grammatical corrections
Workforce Management Strategy	Grammatical corrections
	Employment type updated
Long Term Financial Plan	Includes Modeling for next four years for SRV & No SRV
	Grammatical corrections
	Changes to budget forecast post consultation
Delivery Program	Design
	Insertion of Service areas and corresponding budgets
	Grammatical changes
	Insertion of Summary of Capital Works
Community Strategic Plan	Design and update
	Restructuring of some Strategies

Summary of Community Consultation Meetings – Round Two

Tuesday 5 April 2022	Jennings	11 people signed in
	Sunnyside	15 people signed in
Wednesday 6 April 2022	Bolivia	17 people signed in
	Torrington	17 people signed in
Thursday 7 April 2022	Tenterfield – 7.30am	5 people signed in
	Drake	12 people signed in
Friday 8 April 2022	Mingoola	14 people signed in
	Tenterfield - 4pm	42 people signed in
Saturday 9 April 2022	Urbenville	27 people signed in
	Legume	16 people signed in
	Liston	22 people signed in
	Total Registered	198 people signed in

Sign in sheets were provided however these did not capture all participants from staffs observation, particularly the afternoon/evening Tenterfield meeting where only 42 people signed in, however it was observed that it would have been closer to 100 people not including staff.

Also the high number staff to participant rate at the Tenterfield morning AM meeting was due to a general belief that more than 5 people would turn up.

Our Governance No. 43 Cont...

Community Engagement Consultations dates, places and times were communicated on the TSC website, "Your Local News" and flyers were distributed to the following with all dates and topics to be discussed:

- Thomas Rural
- Ten FM Radio
- Tenterfield Star Newspaper
- ABC Radio New England North West
- ABC Radio North Coast
- Killarney Co-op
- Norco Tenterfield
- Wilshire & Company
 - Tenterfield
 - Mingoola
 - Deepwater
 - Stanthorpe
- Facebook – via The Mayor
- All Councillors
- Tenterfield Business Chamber
- Main Street Businesses that take flyers and who were open
- Council's App – Push alert notification
- TSC website Engagement Hub
- All Progress Associations
 - Drake
 - Legume
 - Liston
 - Urbenville
 - Drake Resource Centre
 - Drake Lunatic Hotel
 - Mingoola
 - Wallangarra/Jennings
 - Steinbrook
- Hall Committees
 - Drake
 - Bolivia
 - Sunnyside
 - Torrington

Staff have collated all the submissions received directly to Council, within the exhibition period that relate to the higher-level planning framework. This may not include submissions sent directly to Councillors which Council have not received or that form part of wider conversations around service delivery now and into the future.

In summary, staff found that the second round of community engagement focused primarily on the Special Rate Variation (SRV) included in the Long-Term Financial Plan and subsequent service level requirements. This feedback will form the basis for the SRV Consultation required for the application to IPART and has been provided to staff to ensure that community ideas and concerns around Council operating processes, in the main are considered and acted upon where possible.

Our Governance No. 43 Cont...

The Community Strategic Plan and associated documents, that according to the Office of Local Government NSW, must identify the main priorities and aspirations of the area for the next ten years. Therefore, the Community Strategic Plan leans more heavily towards the first round of Community Consultation meetings.

This process identified clearly that people involved in the consultation were generally happy with the current breadth and level of Council Service except for Roads. However, at this juncture there was no consensus as to service level reductions that would have a material impact the scenario's contained in the Long-Term Financial Plan. As such the Delivery Program is a reflection of the current levels of Service and activities that will form the basis of this Term of Council.

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

Collaborate item. A multi-facet community engagement program was undertaken for the rebuild project that then culminated in the public exhibition period of the draft documents for 38 days.

2. Policy and Regulation

- NSW Local Government Act 1993 as amended;
- NSW Local Government (General) Regulations 2021;
- NSW Local Government Integrated Planning and Reporting Guidelines 2021.

3. Financial (Annual Budget & LTFP)

This report addresses the adoption of a revised Long Term Financial Plan.

4. Asset Management (AMS)

This report addresses the adoption of a revised Asset Management Strategy.

5. Workforce (WMS)

This report addresses the adoption of a revised Workforce Management Strategy.

6. Legal and Risk Management

All draft Plans have been constructed given due consideration to Council's strategic and operational risks. Controls implemented to mitigate such and minimize residual risk are outlined in each of the Plans.

7. Performance Measures

Revised performance measures are outlined for each Resourcing Strategy within the respective Plans.

8. Project Management

Nil.

Kylie Smith
Chief Corporate Officer

Our Governance No. 43 Cont...

Prepared by staff member:	Lee Sisson; Elizabeth Melling
Approved/Reviewed by Manager:	Kylie Smith, Chief Corporate Officer
Department:	Office of the Chief Corporate Officer
Attachments:	1 ATTACHMENT BOOKLET 1 - Integrated, Planning & Reporting Documents

Department:	Office of the Chief Corporate Officer
Submitted by:	Manager Customer Service, Governance & Records
Reference:	ITEM GOV44/22
Subject:	Operational Plan 2022-2023 Including Statement of Revenue Policy 2022-2023

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:	Maintain strong relationships with all levels of Government and proactively seek involvement in decision making impacting our Shire and the New England Northwest Region.
CSP Delivery Program	Provide sound and inclusive decisions using the Community Engagement Strategy to guide our interactions.

SUMMARY

The purpose of this report is for Council to adopt the Tenterfield Shire Council Operational Plan 2022/2023, following the completion of the public exhibition period which took place from 25 March 2022 to 2 May 2022 and for the Operational Plan 2022/2023 to be included within the current Tenterfield Shire Council Delivery Program 2022/2026.

OFFICER'S RECOMMENDATION:

That Council:

- (1) Adopts the Tenterfield Shire Council Operational Plan 2022/2023 as attached.**
- (2) Adopts the following documents as part of the Tenterfield Shire Council Operational Plan 2022/2023:**
 - (a) Tenterfield Shire Council Budget for 2022/2023**
 - (b) Tenterfield Shire Council Statement of Revenue Policy for 2022/2023, and**
 - (c) Tenterfield Shire Council Fees and Charges for 2022/2023.**
- (3) In accordance with the provisions of Section 355 of the Local Government Act 1993, makes, fixes and levies the rates for the year ending 30 June 2023 for the following rating categories:**

Farmland:

A Farmland rate of 0.00250159 cents in the dollar on the current land values of all rateable land in the Local Government Area being Farmland, with a base rate of \$423.00 per annum (the total revenue collected from this base amount represents 26.17% of the total revenue collected from this category of land);

Our Governance No. 44 Cont...

Residential – Tenterfield:

A Residential – Tenterfield rate of 0.00599576 cents in the dollar of the current land values of all rateable land within this category, with a base rate of \$329.00 per annum (the total revenue collected from this base amount represents 49.49% of the total revenue collected from this category of land);

Residential – Tenterfield (Urban):

A Residential – Tenterfield rate of 0.00494219 cents in the dollar of the current land values of all rateable land within this category, with a base rate of \$329.00 per annum (the total revenue collected from this base amount represents 23.69% of the total revenue collected from this category of land);

Residential – Urbenville:

A Residential – Urbenville rate of 0.00781108 cents in the dollar of the current land values of all rateable land within this category, with a base rate of \$294.00 per annum (the total revenue collected from this base amount represents 48.71% of the total revenue collected from this category of land);

Residential – Jennings:

A Residential – Jennings rate of 0.00827829 cents in the dollar of the current land values of all rateable land within this category, with a base rate of \$294.00 per annum (the total revenue collected from this base amount represents 49.20% of the total revenue collected from this category of land);

Residential – Drake:

A Residential – Drake rate of 0.01005773 cents in the dollar of the current land values of all rateable land within this category, with a base rate of \$294.00 per annum (the total revenue collected from this base amount represents 49.14% of the total revenue collected from this category of land);

Residential – Other:

A Residential – Other rate of 0.00459599 cents in the dollar of the current land values of all rateable land within this category, with a base rate of \$155.00 per annum (the total revenue collected from this base amount represents 25.85% of the total revenue collected from this category of land);

Business – Tenterfield:

A Business – Tenterfield rate of 0.01749100 cents in the dollar of the current land values of all rateable land within this category, with a base rate of \$567.00 per annum (the total revenue collected from this base amount represents 36.42% of the total revenue collected from this category of land);

Business – Urbenville:

A Business – Urbenville rate of 0.00731999 cents in the dollar of the current land values of all rateable land within this category, with a base rate of \$270.00 per annum (the total revenue collected from this base amount represents 47.82% of the total revenue collected from this category of land);

Business – Jennings:

A Business – Jennings rate of 0.00499813 cents in the dollar of the current land values of all rateable land within this category, with a base rate of \$270.00 per annum (the total revenue collected from this base amount represents 46.52% of the total revenue collected from this category of land);

Business – Drake:

A Business – Drake rate of 0.00839407 cents in the dollar of the current land values of all rateable land within this category, with a base rate of \$270.00 per annum (the total revenue collected from this base amount represents 48.61% of the total revenue collected from this category of land);

Business – Other:

A Business – Other rate of 0.00500483 cents in the dollar of the current land values of all rateable land within this category, with a base rate of \$288.00 per annum (the total revenue collected from this base amount represents 25.46% of the total revenue collected from this category of land);

Mining:

A Mining rate of 0.01999700 cents in the dollar on the current land values of all rateable land in the Local Government Area where the dominant use is for a coal mine or metalliferous mine, with a base rate of \$459.00 per annum (the total revenue collected from this base amount represents 45.08% of the total revenue collected from this category of land).

- (4) In accordance with the provisions of Section 552 of the Local Government Act 1993, Council makes, fixes and levies a Water Supply Availability Charge on all land rateable to the Water Supply Charge and other water charges for the year ending June 2022, as follows:

- (a) Residential - \$618 per property and/or connection per annum;
- (b) Residential Strata - \$464 per property and/or connection per annum;
- (c) Mt Lindesay Private Line - \$770 per property and/or connection per annum;
- (d) Rural Other - \$618 per property and/or connection per annum;
- (e) Non Residential - Meter connection: 20mm - \$618 per property and/or connection per annum;

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- (f) **Non Residential - Meter connection: 25mm - \$618 per property and/or connection per annum;**
 - (g) **Non Residential - Meter connection: 32mm - \$618 per property and/or connection per annum;**
 - (h) **Non Residential - Meter connection: 40mm - \$927 per property and/or connection per ann**
 - (i) **Non Residential - Meter connection: 50mm - \$1,445 per property and/or connection per annum;**
 - (j) **Non Residential - Meter connection: 80mm - \$3,715 per property and/or connection per annum;**
 - (k) **Non Residential - Meter connection: 100mm - \$5,805 per property and/or connection per annum;**
 - (l) **Non Residential - Meter connection: 150mm - \$13,060 per property and/or connection per annum;**
 - (m) **Voluntary & Charitable Organisations - \$118.50 per property and/or connection per annum;**
 - (n) **Services installed solely for the purpose of firefighting – No Charge.**
- (5) In accordance with Section 502 of the Local Government Act, makes, fixes and levies a stepped tariff for the charge for water consumed by Residential customers (to be by measure of metered water consumption) at the rate of \$5.50 per kilolitre for water consumption between nil (0) and 450 kiloliters per annum, and \$8.60 per kilolitre for water consumed over 450 kilolitres per annum.**
- (6) In accordance with Section 502 of the Local Government Act, that Council makes, fixes and levies a stepped tariff for the charge for water consumed by Rural/Mt Lindesay customers (to be by measure of metered water consumption) at the rate of \$5.50 per kilolitre for water consumption between nil (0) and 450 kilolitres per annum, and \$8.60 per kilolitre for water consumed over 450 kilolitres per annum.**
- (7) In accordance with Section 502 of the Local Government Act, makes, fixes and levies a stepped tariff for the charge for water consumed by Non-Residential customers (to be by measure of metered water consumption) at the rate of \$5.50 per kilolitre for water consumption between nil (0) and 1,000 kilolitres per annum, and \$8.60 per kilolitre for water consumed over 1,000 kilolitres per annum.**
- (8) In accordance with Section 502 of the Local Government Act 1993, makes, fixes and levies a minimum water consumption account charge of \$25 for each of the six (6) monthly billing periods. Further, that if at the time of reading a water meter it is found to be damaged or has stopped, an account will be issued based on the previous two corresponding water bills.**
- (9) In accordance with Section 502 of the Local Government Act 1993, makes, fixes and levies a Water Infrastructure Charge per assessment connected to the Tenterfield and Urbenville Water**

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Treatment Plants of \$77 to part fund infrastructure associated with Council's Water Network.

(10) In accordance with the provisions of Section 501(1) and 502 of the Local Government Act 1993, makes, fixes and levies a Sewerage Service Availability Charge of \$1,320 on all Residential land in the Tenterfield and Urbenville Town Areas and is:

- (a) connected to the Council's sewer main, or**
- (b) not connected to the Council's sewer main but any part of the property is no more than 75 metres from the Council's sewer main; and**
- (c) land from which sewerage can be discharged into the sewers of Council for the year ending June 2023.**

Further, that in respect of Residential Flat Buildings a Sewerage Availability Charge will be made equal to the number of residential flats multiplied by the service charge for a single connection

(11) In accordance with the provisions of Sections 501(1) and 552 of the Local Government Act 1993, Council makes, fixes and levies Annual Access Charges for Commercial and Non-Residential Sewerage for the year ending June 2023, as follows:

A Sewerage Access Charge will be incurred proportional to the customer's water connection diameter plus a pay-for-use charge based on the water used, calculated in accordance with the following connection options and the formula following subparagraph "j" below:

- (a) Non Residential - Meter connection: 20mm - \$1,320 per occupancy per property per annum;**
- (b) Non Residential - Meter connection: 25mm - \$1,320 per occupancy per property per annum;**
- (c) Non Residential - Meter connection: 32mm - \$1,710 per occupancy per property per annum;**
- (d) Non Residential - Meter connection: 40mm - \$2,667 per occupancy per property per annum;**
- (e) Non Residential - Meter connection: 50mm - \$4,158 per occupancy per property per annum;**
- (f) Non Residential - Meter connection: 80mm - \$10,641.75 per occupancy per property per annum;**
- (g) Non Residential - Meter connection: 100mm - \$16,626.75 per occupancy per property per annum;**
- (h) Non Residential - Meter connection: 150mm - \$37,422 per occupancy per property per annum;**
- (i) Voluntary & Charitable Organisations - \$255.15 per occupancy per property per annum;**
- (j) Services installed solely for the purpose of firefighting – No Charge.**

The formula to calculate Non-Residential Sewerage Charges is:

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$$AC + SDF \times (C + UC)$$

Where:

AC = Access Charge

SDF = Sewerage Discharge Factor (determined by type/use)

C = Customers Annual Water Consumption in kilolitres

UC = Sewerage Usage Charge

(12) Makes, fixes and levies a Sewerage Usage Charge of \$3.20 per kilolitre in 2022/2023.

(13) Makes, fixes and levies Trade Waste Annual Charges for the year ending June 2023, as follows:

- (a) Non-Residential Trade Waste Fee: Category 1 - \$185 per property per annum**
- (b) Non-Residential Trade Waste Fee: Category 2 - \$185 per property per annum**
- (c) Non-Residential Trade Waste Fee: Category 3 - \$882 per property per annum**

(14) Makes, fixes and levies Trade Waste Usage Charges for the year ending June 2023, as follows:

- (a) Non-Residential Trade Waste Usage Charge: Compliant - \$2.05 per kilolitre**
- (b) Non-Residential Trade Waste Usage Charge: Non-Compliant - \$21.00 per kilolitre**

(15) In accordance with section 501 of the Local Government Act 1993 makes, fixes and levies the Waste Management Facility Charge of \$288.50 per property per annum for the year ending June 2023.

(16) In accordance with sections 496 and 501 of the Local Government Act 1993 makes, fixes and levies Waste Collection Charges for the year ending June 2023, as follows:

- (a) Residential Waste Collection: 120L Bin - \$447 per service per annum**
- (b) Residential Waste Collection: 240L Bin - \$575 per service per annum**
- (c) Non-Residential Waste Collection: 120L Bin - \$447 per service per annum**
- (d) Non-Residential Waste Collection: 240L Bin - \$575 per service per annum**

(17) In accordance with sections 496 and 501 of the Local Government Act 1993 makes, fixes and levies Recycling Collection Charges for the year ending June 2023, as follows.

- (a) Residential Recycling Collection - \$86.50 per service per annum**

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(b) Non-Residential Recycling Collection - \$86.50 per service per annum

(18) In accordance with section 496A of the Local Government Act 1993 makes, fixes and levies Stormwater Management Charges for the year ending June 2023, for properties within the Tenterfield, Urbenville and Jennings town areas where there is a structure.

- (a) Residential – \$25.00 per annum**
- (b) Residential Strata Title Per Unit - \$12.50 per annum**
- (c) Non-Residential: <350m square - \$25.00 per annum**
- (d) Non-Residential: 350m square-1200m square - \$50.00 per annum**
- (e) Non-Residential: 1200m square-5000m square - \$221.00 per annum**
- (f) Non-Residential: >5000m square - \$357.00 per annum**

(19) Provides three (3) waste vouchers per annum to be issued with the annual rates notice and that the value of these vouchers be equivalent to the fee for a small box trailer - that is, \$30.50 each.

(20) That Council borrows \$3,100,000 in 2022/2023 for infrastructure projects.

(21) In accordance with the provisions of Section 566(3) of the Local Government Act 1993, determines that the extra interest charges on overdue rates and charges will be levied at the maximum rate allowable and as advised by the Office of Local Government on a daily simple interest basis for the financial year ending 30 June 2023.

(22) In accordance with the provisions of Section 405(6) of the Local Government Act 1993, places a copy of its adopted Operational Plan 2022/2023 on its website within 28 days.

BACKGROUND

In accordance with the Local Government Act 1993, Council must prepare a number of plans that detail how Council intends to deliver services and infrastructure in the short and long term. These plans are to be based on priorities that have been identified through community engagement in the planning process, and established in a Community Strategic Plan.

Council must have a Delivery Program, detailing the principal activities it will undertake to achieve the objectives of the Community Strategic Plan. The Operational Plan identifies the individual actions and activities that will be undertaken in a specific year to achieve the commitments made in the Delivery Program.

REPORT:

Section 8C of the Local Government Act 1993 provides the following principles for Integrated Planning and Reporting that apply to Councils:

Our Governance No. 44 Cont...

- a) Councils should identify and prioritise key local community needs and aspirations and consider regional priorities.*
- b) Councils should identify strategic goals to meet those needs and aspirations.*
- c) Councils should develop activities, and prioritise actions, to work towards the strategic goals.*
- d) Councils should ensure that the strategic goals and activities to work towards them may be achieved within council resources.*
- e) Councils should regularly review and evaluate progress towards achieving strategic goals.*
- f) Councils should maintain an integrated approach to planning, delivering, monitoring and reporting on strategic goals.*
- g) Councils should collaborate with others to maximize achievement of strategic goals.*
- h) Councils should manage risks to the local community or area or to the council effectively and proactively.*
- i) Councils should make appropriate evidence-based adaptations to meet changing needs and circumstances.*

Council's current Delivery Program 2022/2026 incorporates the Community Strategic Plan and an annual Operational Plan that communicates to the residents of Tenterfield Shire the priorities for that year. The draft Operational Plan 2022/2023 details the actions and programs to be undertaken to support the Delivery Program and the Community Strategic Plan.

Council placed the draft Operational Plan including the Budget, Statement of Revenue Policy, and Fees and Charges for 2022/2023 on public exhibition from 25 March 2022 to 2 May 2022. Multiple submissions have been received and have been provided to Council as an annexure of the Integrated Planning & Reporting process.

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

The draft Operational Plan 2022/2023 has been on public exhibition for a period of 38 days, from 25 March 2022 to 2 May 2022 for community review and comment.

2. Policy and Regulation

- Local Government Act 1993 – Sections 8A 1(c), 8C, 405.
- NSW Local Government (General) Regulations 2021;
- NSW Local Government Integrated Planning and Report Guidelines 2021.

3. Financial (Annual Budget & LTFP)

Our Governance No. 44 Cont...

The draft Operational Plan 2022/2023 includes Council's detailed annual budget, along with the Council's Statement of Revenue Policy, which includes the proposed rates, fees and charges for the financial year 2022/2023.

4. Asset Management (AMS)

Asset management implications in the delivery of the Operational Plan activities will need to be provided for in the budget for 2022/2023 and subsequent years, where identified.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

In accordance with Sections 405(3) and 405(5) of the Local Government Act 1993, Council is required to provide the draft Operational Plan 2022/2023 for public exhibition for a period of at least 28 days, for public review and comments. Following Council's Ordinary Meeting of 23 March 2022, the draft Operational Plan was exhibited from 25 March 2021 to 2 May 2022, to meet this requirement.

7. Performance Measures

Nil.

8. Project Management

Nil.

Kylie Smith
Chief Corporate Officer

Prepared by staff member:	Erika Bursford; Penny Robertson; Jessica Wild; Roy Jones
Approved/Reviewed by Manager:	Kylie Smith, Chief Corporate Officer
Department:	Office of the Chief Corporate Officer
Attachments:	1 ATTACHMENT BOOKLET 2 - Operational Plan 2022-2023 including Statement of Revenue Policy 2022-2023

Department:	Office of the Chief Corporate Officer
Submitted by:	Manager Finance & Technology
Reference:	ITEM GOV45/22
Subject:	QUARTERLY BUDGET REVIEW STATEMENT - 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 to provide Council with a Quarterly Budget Review Statement in accordance with Regulation 203 of the Local Government (General) Regulation 2005 (the Regulation).

OFFICER'S RECOMMENDATION:

That Council:

Adopts the March 2022 Quarterly Budget Review Statement and recommendations therein that:

- a) No additional operating or capital expenditure outside of the recommendations in this review be approved by Council unless they are offset by other savings (e.g. with road works such as re-sheeting, with a plan to reduce maintenance costs) or grant funded and even then only where there will be no additional operating costs as a result of the expenditure i.e. if capital related expenditure, it should be for the replacement of existing assets only, not new assets;**
- b) As part of Council's new Asset Management System implementation and asset revaluation processes for 2021/22, a thorough review of depreciation be undertaken to ascertain if depreciation expenditure can be reduced, and that further discussions be held with the State Government regarding the State re-acquiring some roads from Council;**
- c) Acknowledge the ongoing governance and treasury management difficulties Council faces with the current structure of many grant and disaster funding payments, and advocate for changes to the timing of these cash payments from State and Federal governments;**
- d) That the issue of rate pegging and cost shifting be raised again in appropriate forums; and**

Our Governance No. 45 Cont...

- e) That a plan be developed to increase operational income and further reduce operational expenditure as per previous discussions and comments in Council Reports. Such a plan may include a Special Rates Variation request with a view to returning Council's operating position to surplus.**

BACKGROUND

Regulation 203 of the Regulation states that:

- (1) Not later than two months after the end of each quarter (except the June quarter), the Responsible Accounting Officer of a Council must prepare and submit to the Council a Budget Review Statement that shows, by reference to the estimate of income and expenditure set out in the Council's Statement of Revenue Policy included in the Operational Plan for the relevant year, a revised estimate of the income and expenditure for that year.
- (2) A Budget Review Statement must include or be accompanied by:
 - (a) a Report as to whether or not the Responsible Accounting Officer believes that the statement indicates that the financial position of the Council is satisfactory, having regard to the original estimate of income and expenditure, and
 - (b) if that position is unsatisfactory, recommendations for remedial action.
- (3) A Budget Review Statement must also include any information required by the Code to be included in such a statement.

The Code referred to is the Code of Accounting Practice and Financial Reporting. While earlier versions of the Code had an Appendix that listed minimum requirements, these were removed a few years ago as they are of no relevance to the Financial Statements (which is the main purpose of the Code).

In the absence of any instructions in the Code, the Quarterly Budget Review Statement publication issued in 2010 by the then Division of Local Government, NSW Department of Premier and Cabinet has been used as a guide to the preparation of this Quarterly Budget Review.

The quarterly review should act as a barometer of Council's financial health during the year and it is also a means by which Councillors can ensure that Council remains on track to meet its objectives, targets and outcomes as set out in its Operational Plan.

REPORT:

The original budget adopted by Council indicated that the Net Operating Surplus at the end of the 2021/22 financial year was expected to be \$1,965. The Operating Surplus was \$3,722,960 when capital grants and contributions were included. This was based on budgeted total revenue of \$27,920,572 and budgeted total operating expenditure of \$24,197,612.

In the September 2021 quarterly budget review, the net effect of changes made resulted in a decrease of \$719,708 from the projected surplus of the original budget, to result in a projected Net Operating Deficit of **(\$717,743)**. The Operating Surplus was \$41,696,399 when capital grants and contributions were included.

Our Governance No. 45 Cont...

In the December 2021 quarterly budget review, the net effect of changes made resulted in a further increase to the deficit of \$2,050,469 , to result in a projected Net Operating Deficit of **(\$2,768,212)**. The Operating Surplus was then \$44,251,421 when capital grants and contributions were included.

In the March 2022 quarterly budget review, the net effect of changes made has resulted in a further increase to the deficit of \$195,791 to result in a new projected Net Operating Deficit of **(\$2,964,003). The Operating Surplus is now \$48,698,386 when capital grants and contributions are included.**

The Operating Performance Ratio is an example of demonstrating whether Council is making an operating surplus or deficit and can be expressed including or excluding Capital income. Both are included in this quarters' Report.

The Operating Performance Ratio (excluding Capital income) is defined as:

Total Continuing Operating Revenue (excluding Capital grants and contributions) –
Operating Expenses

Total Continuing Operating Revenue

For the 2021/22 year, Council originally budgeted for a positive Operating Ratio (surplus) both including and excluding Capital income of 13.33% and 0.01% respectively.

This changed in the September 2021 Quarterly Budget Review to 61.95% and **(2.88%)** respectively.

After the December 2021 Quarterly Budget Review these ratios were updated to 62.44% and **(11.61%)** respectively.

As a result of the March 2022 Quarterly Budget Review, the Operating Ratios are now forecast at 60.00% including Capital income, and **(10.05%) excluding Capital income.**

Comment by the Responsible Accounting Officer:

The report clearly indicates that the projected financial position as at 30 June 2022 is unsatisfactory. Further action needs to be taken to address this issue urgently, and as required under the Regulation, some remedial actions continue to be proposed as part of the March 2022 review, including that:

a) No additional operating or capital expenditure outside of the recommendations in this review be approved by Council unless they are offset by other savings (e.g. with road works such as re-sheeting, with a plan to reduce maintenance costs) or grant funded, and even then only where there will be no additional operating costs as a result of the expenditure i.e. if capital related expenditure, it should be for the replacement of existing assets only, not new assets;

b) As part of Council's new Asset Management System implementation and asset revaluation processes for 2021/22, a thorough review of depreciation be undertaken to ascertain if depreciation expenditure can be reduced, and that further discussions be

Our Governance No. 45 Cont...

held with the State Government regarding the State re-acquiring some roads from Council;

c) Acknowledge the ongoing governance and treasury management difficulties Council faces with the current structure of many grant and disaster funding payments, and advocate for changes to the timing of these cash payments from State and Federal governments.

d) That the issue of rate pegging and cost shifting be raised again in appropriate forums; and

e) That a plan be developed to increase operational income and further reduce operational expenditure as per previous discussions and comments in Council reports. Such a plan may include a Special Rates Variation request with a view to returning Council's operating position to surplus.

While the above will not return the operating position to surplus by 30 June 2022, the aim is to continue to ensure the financial sustainability of Council in the longer term.

It is recommended that Council focuses on increasing own source funding and minimising the reliance on external loans in the future.

Extraordinary Council Meeting - Monday 7 February 2022:

The meeting was held to consider a report recommending that Council proceed with an application for a section 508A (permanent) Special Rate Variation commencing in the 2022/23 financial year for the purpose of maintaining existing services, enhancing financial sustainability, and funding infrastructure maintenance and renewal.

As per resolution 16/22, Council determined not to proceed with a permanent Special Rate Variation Application for the 2022/23 financial year. As a result the Chief Executive has begun an operational efficiency review, and work is underway to determine the impact on service levels to the community whilst the budget deficits continue.

Operational Budget Review:

Council reduced budgets significantly as part of the 2021/22 budget process but, as in the September and December 2021 Quarterly Budget Reviews, the unsatisfactory financial position continues to be a risk to Council's financial sustainability.

Operational expenses (e.g. equipment and materials) continue to rise at a rate that far exceeds Council's increase in revenue each year (for both General fund services, as well as Waste, Water and Sewer operations). The rate peg and cost shifting from the State Government to councils has also had an impact on Council's bottom line.

Another reasons for the worsened operational result is due to timing differences between when grant funding has been received versus when it is scheduled to be spent across different financial years.

Council's depreciation costs have increased substantially over the past few years as new infrastructure has been built on the back of a significant increase in grant funds (depreciation costs were \$6.072 million in 2017/18, and are now \$8.169 million in 2021/22).

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Council also continues to face challenges in treasury management of cash-flow due to the many grant-funded and disaster recovery (DRFA) works being funded in arrears (wherein cash is received after expenditure has been incurred). For example, Council is still awaiting payment of approximately \$625,000 for Natural Disaster Relief and Recovery Arrangements (NDRRA) which was due to the 2017 flooding event (final claim for funds was submitted in 2020).

Regarding the ongoing adverse weather conditions and successive disaster events, this also increases the pressure on Councils road network. Staff continue to address the widespread damage to the road network as a result of the repeated weather events, however it is important to note that not only does this accelerate the deterioration of the road assets and increase the backlog of required works.

In accordance with the DRFA Guidelines 2018 for opt in councils, each financial year a threshold for activating essential public asset funding is calculated for every local council. This threshold will be the lesser of 0.75% of the council's total rate revenue in the financial year two (2) years prior or \$1 million (excluding GST). For a council to receive funding for Emergency Works, Immediate Reconstruction Works and Essential Public Asset Reconstruction Works arising from an eligible disaster, the total estimated cost of these works must exceed the council's threshold. Council must contribute funding or resources to a level that is equivalent to their threshold or 25% of the cost of these works, whichever is lower. A council's contribution for works arising from all declared eligible disasters in a financial year is capped at 2% of their total rate revenue in the financial year two (2) years prior to the financial year in which the eligible disasters occurred. For the financial year 2021/22 Tenterfield Shire Council's threshold is \$34,448.

The claim for the DRFA March 2021 storms and floods, to the value of \$3.067 million (out of a total cost of \$3.121 million), has been submitted, and is awaiting approval by Transport for NSW to hopefully be paid to Council before the end of this financial year.

The claim for the DRFA November 2021 Severe weather events – Immediate Recovery Works (IRW) - is in progress and it is currently estimated that Council should receive reimbursement of approximately \$864,000 (out of total costs \$914,000).

The March 2022 budget review has increased the Operational Expenditure budget by \$5.849 million, of which \$5.016 million is from the DRFA works which have been added to the budget, as below:

Service Area	Disaster Event	Budget
Transport Network	DRFA March 2021 Storms and Floods	\$ 2,202,663
Transport Network	DRFA November 2021 Severe Weather & Floods Immediate Recovery Works (IRW)	\$ 913,957
Transport Network	DRFA November 2021 Severe Weather & Floods Essential Public Asset Reconstruction (EPAR)	\$ 400,000

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Transport Network	DRFA February 2022 Severe Weather & Flooding Immediate Recovery Works (IRW)	\$ 1,500,000
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There is also several of new operational grants which have been added to the budget, totaling \$573,950 as below:

Service Area	Grant Project	Grant Funds
Civic Office	Australia Day Grant	\$ 9,950
Transport Network	Black Summer Bushfire Recovery - Removal of Dead Trees	\$ 344,000
Transport Network	Black Summer Bushfire Recovery - Rural Community Rural Address Numbering Replacement & Revitalisation	\$ 220,000

Some small operational savings were also identified in a number of areas, however these have not been sufficient to cover the additional costs of disaster works as explained above.

Also to note in the report attachment are the budget adjustments made between the Finance & Technology area, and the Waste, Water and Sewer areas – this is due to the recalculation of internal overheads between the General Fund and Waste, Water & Sewer Funds. This has zero net effect on the overall bottom line for Council, but it does increase the expense to General Fund by \$492,501, while improving the Waste, Water & Sewer Funds.

Capital Budget Review:

The Capital Budget Review format allows Council to analyse any additional Capital expenditure to be incurred in the current financial year and the extent to which monies have already been expended. The report also indicates how Council is to fund the Capital expenditure for the year.

The March 2022 budget review has decreased the Capital Works Expenditure budget by \$1.151 million, although there have been a number a new capital grants added to the budget. This overall decrease is because there have also been a number of items removed from the budget as explained in the tables below.

The total value of new Capital grants added to the budget is \$4,905,306:

Service Area	Capital Grant Project	Grant Funds
Library Services	Public Library Infrastructure Grant - Refurbishment of the Library	\$ 196,886
Buildings and Amenities	Black Summer Bushfire Recovery - Mingoola Hall Improvements	\$ 120,000

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Buildings and Amenities	Black Summer Bushfire Recovery - Installation of Ceiling Fans & Emergency Lighting at Memorial Hall	\$ 154,000
Transport Network	Black Summer Bushfire Recovery - Drake Village Revitalisation	\$ 2,900,300
Transport Network	Roads of Strategic Importance - Sunnyside Platform Road Upgrade	\$ 1,524,120
Transport Network	Molesworth Street Footpath Replacement Grant	\$ 10,000

Note – the grant for Sunnyside Platform Road is for \$1,524,120, however the total project cost is for \$1,905,120 and therefore will require co-funding from another source, which is currently being determined as part of planning the 2022/23 program of works.

There is also some DRFA funding within the capital income budget updates:

- \$150,000 DRFA March 2021 EPAR Bruxner Way - Bridge 7325 Dumaresq River Overflow Channel (for Essential Public Asset Reconstruction)
- \$1,000,000 DRFA February 2022 Floods Category D Assistance (allocation of funds to a specific project has not yet been determined – **therefore this funding has not yet been added to the capital expenditure budget**)

There has also been a number of capital expenditure budget reductions (totaling \$1,452,550) for grant-funded projects that have been completed under budget – therefore Council will not require the total grant amounts:

Service Area	Capital Grant Project	Grant Funds
Transport Network	Restart NSW Funding - Boonoo Boonoo Bridge, Mt Lindesay Road	(\$ 1,085,719)
Transport Network	Restart NSW Funding - Emu Creek Bridge Replacement, Hootons Road	(\$ 342,623)
Transport Network	Federal Stimulus Safety Project 2299 - Mt Lindesay Rd	(\$ 14,084)
Transport Network	Fixing Local Roads - Tooloom Road Heavy Vehicle Acces	(\$ 10,124)

For **Council-funded** capital expenditure, there have been some additional budgets added, as well as a substantial reduction in other projects. In particular:

Additions:

- (\$116,255) Buildings & Amenities - Admin Building Refurbishment - retention payment for contractor
- (\$54,000) Buildings & Amenities - SCCF Tenterfield Memorial Hall - retention payment for contractor and final payment for basketball hoops
- (\$8,675) Buildings & Amenities - Memorial Hall Roof Repair

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- (\$15,000) Buildings & Amenities - Housing 268 Douglas Street - Replace Water-damaged carpet

Reductions:

- (\$3,100,000) Waste Management - Boonoo Boonoo: Develop Stage 5 project was reduced as the project costs have now been allocated across multiple years, with \$200,000 remaining for 21/22, \$2.5 million for 22/23 and \$600,000 for 23/24 (for total cost of \$3.3 million as per the loan amount).
- (763,163) Transport Network - removed from capital works in the bridges & causeways programs
- (680,000) Plant, Fleet & Equipment - Public Works Plant Purchases – deferred renewal of several plant items
- (\$270,000) Asset Management – Tenterfield depot projects deferred to future years in the long-term financial plan (LTFP)
- (\$209,200) Buildings & Amenities - Memorial Hall Tenterfield Upper Level project removed, Wellburn Lane and Steinbrook Hall projects deferred to later years in the LTFP
- (\$200,000) Swimming Complex - Unsuccessful grant applications for Water Heater and Pool Blankets - deferred to later years in the LTFP

Cash and Investment Review:

The cash and investment review provides the balance of the current internal and external restrictions of Council's funds. These figures have been updated in the December Quarterly Budget Review to reflect changes to grant balances and other movement in both internally and externally restricted cash. The forecast balances for the end of the financial year are an estimate based on the assumption of all income and expenditure in the budget being fully realised. As a result, the final balances are not fully determined until the end of the financial year.

As at 31 March 2022 Council reported a **positive unrestricted cash balance of \$210,653**. This was a positive result, however cash remains a major concern given that this is a very small amount and there is no ability to re-establish any internally restricted funds e.g. for Employee Leave Entitlements, or Plant & Vehicle Replacement.

As discussed earlier in this report, this has occurred because of several key factors:

- Many grant-funded works being paid to Council in arrears (cash is not paid to Council until after expenditure has already been incurred, with some grants taking a prolonged time for Council to be reimbursed).
- Disaster Recovery (DRFA) works also being funded for most events in arrears. To note, the \$625,000 owed to Council for NDRRA 2017 flood recovery works (from 2020 claim submission) have been delayed, and therefore we have no definite timeframe for when Council may receive this cash into the General fund.
- As has been discussed in previous reports to Council, the General Fund has no funds in reserve, so that there is an ongoing challenge to ensure cash flow for works, especially when there are disaster events.

This combination of factors that are impacting the cash reserves was the purpose for the report that was presented to Council at the 12 January 2022 meeting to obtain bridging finance, to ensure Council has sufficient cash to meet external cash restrictions. The \$5,000,000 Corporate Markets Loan has not yet been established with the NAB,

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due to the ongoing cost to have it in place, but it can be organized if Council's cashflow requires it.

The Quarterly Budget Review also includes a reconciliation of Council's cash and investments on hand as at 31 March 2022.

This Report requires a statement in respect of whether all investments are in accordance with the requirements of Section 625 of the Local Government Act 1993, the accompanying Regulation and Council's Investments Policy. This statement, in combination with the monthly investment report, ensures that Council is complying with these statutory, regulatory and policy requirements.

Further, a declaration as to the preparation of bank reconciliations is also required. Bank reconciliations occur on a daily basis with a full reconciliation performed on a monthly basis. The full reconciliation for the March 2022 quarter occurred on 4 April 2022.

Water Fund:

Based on the Original Budget, the Water Fund had been expected to make a surplus of \$224,252 excluding capital grants and contributions. As a result of the September budget review, this surplus improved slightly to \$384,640 (due to the timing changes in repayments for the Dam Wall loan that was refinanced in September 2021).

In the December review, the projected Water Reserve surplus for 2021/22 now decreased to \$252,771 due to reduction in income and additional operational costs.

In this March 2022 review, the projected Water Reserve surplus for 2021/22 had a small improvement to \$460,574 due to the recalculation of internal overheads between the General Fund and Waste, Water & Sewer Funds.

The Water Fund remains of particular concern, as the total amount in reserve of \$1.237 million is required above all to finance continuing operations for water supply, and therefore allows for only minimal capital asset renewals to the aging water network. There is also a significant risk that the Water Fund will have cash flow issues over the coming 6 to 12 months, as the construction of the new water treatment plant is grant-funded but paid to Council in arrears.

Developer Contributions

The balances of the Developer Contribution reserves as of 31 March 2022 are:

Plan Preparation and Administration	\$ 9,179
Roads	\$ 270,712
Emergency Services	\$ 18,375
Community and Civic Facilities	\$ 9,575
Open Space, Sporting and Recreation	\$ 3,408
New Multi-Residential Development (7.12)	\$ 3,492
Waste Fund	\$ 32,305
Stormwater Fund	\$ 3,291

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Water Fund	\$ 25,609
Sewer Fund	\$ 28,733
TOTAL	\$ 404,679

Contracts:

The Reporting Framework requires the identification of contracts entered into in the preceding quarter, which exceed specified expenditure limits. The limit for reporting contracts in the QBRS is one percent (1%) of revenue from continuing operations, or \$50,000, whichever is less.

Consultancy and Legal Expenses:

The current expenditure 31 March 2022 on qualifying consultancies and legal fees are identified in the QBRS and this expenditure is budgeted for and, given the size and nature of Council's operations, is considered reasonable.

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)

It is important for Council to note that the adoption of this budget review approves the variations identified in the attached Report and that the cumulative effect of the budget variations should be considered when reviewing this budget.

In the March 2022 Quarterly Budget Review, the forecast Operating Position has been revised to a surplus of \$48,698,386 (including capital grants) and an **Operating Deficit of (\$2,964,003) (excluding capital grants)**.

As indicated in the report, the deficit excluding capital grants is not a satisfactory outcome and therefore remedial action has been proposed in accordance with the Local Government (General) Regulation 2005.

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

The Budget Review is submitted to Council in accordance with Clause 203(1) of the Local Government (General) Regulation 2005.

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7. Performance Measures

The impact of the recommended budget variations on Council's main key performance indicator is detailed in the Quarterly Budget Review Statement. Due to year end accounting adjustments other performance ratios won't be available until the Audited Financial Statements are completed.

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:	1 Quarterly Budget Review - March 2022	9 Pages

Tenterfield Shire Council

Budget review for the quarter ended - 31 March 2022

Report by Responsible Accounting Officer

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

It is my opinion that the Quarterly Budget Review Statement for the Tenterfield Shire Council for the quarter ended 31 March 2022 indicates that Council's projected financial position at 30 June 2022 will be unsatisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

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

To that end, I recommend in the March 2022 Quarterly Budget Review that:

- 1) No additional operating or capital expenditure outside of the recommendations in this review be approved by Council unless they are offset by other savings (e.g. with road works such as re-sheeting, with a plan to reduce maintenance costs) or grant funded, and even then only where there will be no additional operating costs as a result of the expenditure i.e. if capital related expenditure, it should be for the replacement of existing assets only, not new assets.*
- 2) As part of Council's new Asset Management System implementation and asset revaluation processes for 2021/22, a thorough review of depreciation be undertaken to ascertain if depreciation expenditure can be reduced, and that further discussions be held with the State Government regarding the State re-acquiring some roads from Council.*
- 3) Acknowledge the ongoing governance and treasury management difficulties Council faces with the current structure of many grant and disaster funding payments, and advocate for changes to the timing of these cash payments from State and Federal governments.*
- 4) That the issue of rate pegging and cost shifting be raised again in appropriate forums.*
- 5) That a plan be developed to increase operational income and further reduce operational expenditure recognising that as per previous discussions and comments Council reports, such a plan may include a Special Rates Variation request with a view to returning Council's operating position to surplus.*

Signed: Roy Jones

Date: 17/05/22

Responsible Accounting Officer

Tenterfield Shire Council						
Budget Statement for the year ended - 31 March 2022						
Income and Expenditure Review by Function						
	Original Budget 2021/22	Approved Changes September Review	Approved Changes December Review	Recommend Changes March Review	PROJECTED year end Result 2021/22	ACTUAL YTD as at 31/03/22
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Income						
- Civic Office	-	-	40	-	40	34
- Organisational Leadership	-	-	-	-	-	-
- Community Development	6	-	-	7	13	3
- Economic Growth and Tourism	37	2,219	78	(91)	2,243	1,225
- Theatre and Museum Complex	165	1	(98)	14	82	59
- Library Services	88	-	-	197	285	86
- Workforce Development	185	218	95	133	631	454
- Emergency Services	136	173	-	11	320	137
- Finance and Technology	8,424	-	-	-	8,424	6,139
- Corporate and Governance	2	-	-	-	2	1
- Environmental Management	87	25	-	-	112	104
- Livestock Saleyards	77	-	-	10	87	37
- Parks, Gardens and Open Spaces	122	282	175	-	579	509
- Planning and Regulation	332	28	167	83	610	423
- Buildings and Amenities	632	227	(126)	275	1,008	479
- Swimming Complex	-	-	-	-	-	-
- Asset Management and Resourcing	10	-	(7)	-	3	-
- Commercial Works	148	-	-	-	148	86
- Plant, Fleet and Equipment	785	-	(710)	-	75	57
- Transport Network	8,180	26,292	3,185	9,657	47,314	16,936
- Waste Management	2,874	3	774	-	3,651	2,928
- Water Supply	2,806	9,916	37	-	12,759	1,904
- Sewerage Service	2,755	-	(43)	-	2,712	2,659
- Stormwater & Drainage	71	-	-	-	71	73
Total Income including Capital Grants & Contributions	27,922	39,384	3,567	10,296	81,169	34,333
Expenses						
- Civic Office	439	-	74	-	513	198
- Organisational Leadership	1,031	-	-	-	1,031	635
- Community Development	99	1	-	6	106	40
- Economic Growth and Tourism	560	705	135	(98)	1,302	791
- Theatre and Museum Complex	286	2	(10)	5	283	159
- Library Services	545	(2)	-	-	543	322
- Workforce Development	1,065	218	95	133	1,511	1,057
- Emergency Services	698	84	1	11	794	550
- Finance and Technology	522	-	177	493	1,192	710
- Corporate and Governance	782	-	23	-	805	514
- Environmental Management	331	99	(4)	(40)	386	169
- Livestock Saleyards	141	-	(2)	-	139	83
- Parks, Gardens and Open Spaces	1,100	44	46	10	1,200	783
- Planning and Regulation	537	107	-	-	644	387
- Buildings and Amenities	1,117	91	58	(29)	1,237	739
- Swimming Complex	210	-	3	-	213	133
- Asset Management and Resourcing	907	-	-	-	907	347
- Commercial Works	114	-	-	-	114	55
- Plant, Fleet and Equipment	(508)	-	129	-	(379)	(218)
- Transport Network	7,480	174	93	5,581	13,328	7,778
- Waste Management	2,274	-	(133)	(73)	2,068	1,353
- Water Supply	2,572	(113)	168	(208)	2,419	1,551
- Sewerage Service	1,786	-	59	59	1,904	1,010
- Stormwater & Drainage	110	-	101	-	211	51
Total Expenses	24,198	1,410	1,013	5,850	32,471	19,197
Total Surplus/ (Deficit)	3,724	37,974	2,554	4,446	48,698	15,136
Capital Grants and Contributions	3,721	38,693	4,605	4,643	51,662	15,730
Net Operating Result excluding Capital Grants and Contributions	3	(719)	(2,051)	(197)	(2,964)	(594)
Operating Ratio (including Capital Income)	13.34%				60.00%	44.09%
Operating Ratio (excluding Capital Income)	0.01%				-10.05%	-3.19%

Budget Variations - Explanations		
C/F = Carry-forward		
Recommended Income Variations this Quarter	(\$'000)	Explanation:
- Community Development	7	New grant: Holiday Autumn Break 2022 \$9,950. Increased grant income: Youth Week \$980. Removed grants: Seniors Week -\$1,404; Grandparents Day -\$2,081
- Economic Growth & Tourism	(91)	Move: Community Recovery Officer income to Workforce Development -\$90,832
- Theatre & Museum Complex	14	Additional operational income \$14,000 due to improved attendance at the SOA
- Library Services	197	New capital grant: Public Library Infrastructure Grant - Refurbishment of the Library \$198,886
- Workforce Development	133	Move: Community Recovery Officer income from Economic Growth & Tourism \$90,832. Additional: Community Recovery Officer income \$28,903; other operational income \$13,006
- Emergency Services	11	RFS funding increase: variation approved for new Mingoola RFS station \$10,909. New income: reimbursement for Blaze Aid Mingoola base camp \$550
- Livestock Saleyards	10	Additional operational income \$10,000 due to increased number of cattle sales
- Planning and Regulation	83	Additional operational income: Planning & Development fees \$42,800; Additional capital income: Developer Contributions \$40,000
- Buildings and Amenities	275	New capital grants: Black Summer Bushfire Recovery - Mingoola Hall Improvements \$120,000; Installation of Ceiling Fans & Emergency Lighting at Memorial Hall \$154,000. Additional operational income \$739.
- Transport Network	9,657	New operational grants: Black Summer Bushfire Recovery - Removal of Dead Trees \$344,000; Black Summer Bushfire Recovery - Rural Community Rural Address Numbering Replacement & Revitalisation \$220,000 Disaster Recovery Funding Agreement (DRFA) operational income: March 2021 Storms & Floods \$2,188,329; November 2021 Severe Weather & Floods Immediate Recovery Works (IRW) \$863,957; November 2021 Severe Weather & Floods Essential Public Asset Reconstruction (EPAR) Works \$400,000; February 2022 Severe Weather & Flooding IRW \$1,500,000. Additional operational income \$8,780 due to increased processing of public gate permits and other applications New capital grants: Black Summer Bushfire Recovery - Drake Village Revitalisation \$2,900,300; Roads of Strategic Importance - Sunnyside Platform Road Upgrade \$1,524,120; Molesworth Street Footpath Replacement Grant \$10,000 Disaster Recovery Funding Agreement (DRFA) capital income: DRFA February 2022 Floods Category D Assistance \$1,000,000; DRFA March 2021 EPAR Bruxner Way - Bridge 7325 Dumaresq River Overflow Channel \$150,000 Reduced capital grants (for projects completed under budget): Restart NSW Funding - Boonoo Boonoo Bridge, Mt Lindesay Road -\$1,085,719; Emu Creek Bridge Replacement, Hootons Road -\$342,623; Federal Stimulus Safety - Project 2299 Mt Lindesay Rd -\$14,084; Fixing Local Roads - Tooloom Road Heavy Vehicle Access -\$10,124
Total Recommended Income Variations this Quarter	10,296	

Budget Variations - Explanations		
Recommended Expenditure Variations this Quarter	(\$'000)	Explanation:
- Community Development	6	New grant: Holiday Autumn Break 2022 \$9,950. Increased grant budget: Youth Week \$1,161. Removed grants: Seniors Week -\$2,809; Grandparents Day -\$2,081
- Economic Growth & Tourism	(98)	Move: Community Recovery Officer expenditure to Workforce Development -\$91,253. Reduction: Operational savings -\$7,000
- Theatre & Museum Complex	5	Additional expense: to meet obligations under agreement for Museum Advisory Service \$5,000
- Workforce Development	133	Move: Community Recovery Officer expenditure from Economic Growth & Tourism \$91,253. Additional: Community Recovery Officer expense \$28,903; Workplace Health & Safety costs \$13,006
- Emergency Services	11	RFS expenditure increase: variation approved for new Mingoola RFS station \$10,909. New expense: Blaze Aid Mingoola base camp \$550
- Finance and Technology	493	Additional expense: recalculation of internal overheads between the General Fund and Waste, Water & Sewer Funds - increase expense to General Fund \$492,501
- Environmental Management	(40)	Reduction: Operational savings -\$40,000
- Parks, Gardens and Open Spaces	10	Additional expense: Parks & Gardens maintenance \$10,000 - to replace fairy lights in Tenterfield main street that no longer work
- Buildings and Amenities	(29)	Reduction: Operational savings -\$29,000
- Transport Network	5,581	New operational grants: Black Summer Bushfire Recovery - Removal of Dead Trees \$344,000; Black Summer Bushfire Recovery - Rural Community Rural Address Numbering Replacement & Revitalisation \$220,000 Disaster Recovery Funding Agreement (DRFA) operational expense: March 2021 Storms & Floods \$2,202,663; November 2021 Severe Weather & Floods Immediate Recovery Works (IRW) \$913,957; November 2021 Severe Weather & Floods Essential Public Asset Reconstruction (EPAR) Works \$400,000; February 2022 Severe Weather & Flooding IRW \$1,500,000.
- Waste Management	(73)	Reduction: recalculation of internal overheads between the General Fund and Waste, Water & Sewer Funds - reduced expense to Waste Fund -\$73,446
- Water Supply	(208)	Additional expense: Tenterfield Water Treatment maintenance \$40,000. Reduction: recalculation of internal overheads between the General Fund and Waste, Water & Sewer Funds - reduced expense to Water Fund -\$247,803
- Sewerage Service	59	Additional expense: Brine Improvements & Disposal \$230,000. Reduction: recalculation of internal overheads between the General Fund and Waste, Water & Sewer Funds - reduced expense to Sewer Fund -\$171,252
Total Recommended Expenditure Variations this Quarter	5,850	

This document forms part of Tenterfield Shire Council's Quarterly Budget Review Statement for the quarter ended 31 March 2022 and should be read in conjunction with other documents in the QBRs.

Tenterfield Shire Council						
Budget Statement for the year ended - 31 March 2022						
Capital Budget Review						
	Original Budget 2021/22	Approved Changes September Review	Approved Changes December Review	Recommend Changes March Review	REVISED BUDGET	ACTUAL YTD as at 31/03/22
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Capital Funding						
Rates and other untied funding	3,707	(1,383)	-	(2,324)	-	-
Capital Grants & Contributions	3,721	38,893	4,805	4,643	51,662	15,730
External Restrictions						
- Specific Purpose Unexpended Grants	-	3,526	-	-	3,526	3,526
- Developer Contributions	-	9	-	7	16	16
- Water Supply	686	(89)	9	-	606	606
- Sewerage Service	875	212	-	(39)	1,048	1,048
- Domestic Waste Management	359	227	39	-	625	625
- Stormwater Management	50	167	(100)	-	117	117
Internal restrictions						
- Plant & Vehicle Replacement Reserve	927	-	19	(510)	436	436
Other Capital Funding Sources e.g.						
- New Loans 2021/22	5,905	-	-	-	5,905	5,905
- Balance unspent from loan taken out in 2020/21	-	2,124	-	-	2,124	2,124
Income from sale of assets	2,418	-	-	(170)	2,248	1,585
Total Capital Funding	18,648	43,486	4,572	1,607	68,313	31,718
Capital Expenditure						
New Assets						
CHIEF EXECUTIVE OFFICE						
- Civic Office	-	-	-	-	-	-
- Organisational Leadership	-	-	-	-	-	-
- Community Development	-	-	-	-	-	-
- Economic Growth and Tourism	-	2,070	-	-	2,070	93
- Theatre and Museum Complex	-	-	-	-	-	-
- Library Services	-	-	-	-	-	-
- Workforce Development	-	-	-	-	-	-
- Emergency Services	-	-	-	-	-	-
CHIEF CORPORATE OFFICE						
- Finance and Technology	-	-	-	-	-	-
- Corporate and Governance	-	-	-	-	-	-
- Environmental Management	-	-	-	-	-	-
- Livestock Saleyards	-	-	-	-	-	-
- Parks, Gardens and Open Spaces	-	127	-	-	127	74
- Planning and Regulation	-	-	-	-	-	-
- Buildings and Amenities	-	-	-	-	-	-
- Swimming Complex	-	5	-	-	5	5
CHIEF OPERATING OFFICE						
- Asset Management and Resourcing	-	-	-	-	-	-
- Commercial Works	-	-	-	-	-	-
- Plant, Fleet and Equipment	-	-	-	-	-	-
- Transport Network	-	-	-	-	-	-
- Waste Management	3,317	126	32	(3,100)	375	150
- Water Supply	-	995	-	-	995	11
- Sewerage Service	-	-	-	-	-	-
- Stormwater & Drainage	-	-	-	-	-	-
Renewals (Replacement)						
CHIEF EXECUTIVE OFFICE						
- Civic Office	-	-	-	-	-	-
- Organisational Leadership	-	-	-	-	-	-
- Community Development	-	-	-	-	-	-
- Economic Growth and Tourism	-	-	-	-	-	-
- Theatre and Museum Complex	-	5	-	-	5	4
- Library Services	19	36	-	197	252	13
- Workforce Development	-	-	-	-	-	-
- Emergency Services	-	-	-	-	-	-
CHIEF CORPORATE OFFICE						
- Finance and Technology	250	-	(90)	(30)	130	97
- Corporate and Governance	-	-	-	-	-	-
- Environmental Management	-	2	-	-	2	-
- Livestock Saleyards	-	181	-	-	181	-
- Parks, Gardens and Open Spaces	-	281	160	-	421	17
- Planning and Regulation	-	3	-	-	3	3
- Buildings and Amenities	366	638	441	209	1,654	570
- Swimming Complex	200	-	-	(200)	-	-
CHIEF OPERATING OFFICE						
- Asset Management and Resourcing	330	21	-	(265)	86	10
- Commercial Works	-	-	-	-	-	-
- Plant, Fleet and Equipment	3,345	-	19	(680)	2,684	1,902
- Transport Network	8,489	28,780	3,002	2,757	43,028	9,684
- Waste Management	188	104	782	-	1,074	99
- Water Supply	449	8,792	9	-	9,250	1,095
- Sewerage Service	782	212	-	(39)	955	352
- Stormwater & Drainage	50	167	(100)	-	117	45
Loan Repayments (principal)	863	(39)	-	-	824	643
Total Capital Expenditure	18,648	42,486	4,255	(1,151)	64,238	14,867

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

Recommended changes to revised budget

Include:

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

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

Proposed Expenditure Variations	(\$'000)	Explanation:
New Assets		
- Waste Management	(3,100)	Reduction: Boonoo Boonoo - Develop Stage 5 - \$3,100,000 (total project costs of \$3.3 million to be spread over 3 years from 21/22 to 23/24)
Total New Asset Budget Adjustments	(3,100)	
Renewal Assets		
- Library Services	197	New grant: Public Library Infrastructure Grant - Refurbishment of the Library \$196,886
- Finance and Technology	(30)	Reduction: Computer Equipment -\$10,000; Capitalised Software -\$20,000
- Buildings and Amenities	209	New capital grants: Black Summer Bushfire Recovery - Mingoola Hall Improvements \$120,000; Installation of Ceiling Fans & Emergency Lighting at Memorial Hall \$104,000 Addition: Admin Building Refurbishment retention payment \$116,255; SCCF Tenterfield Memorial Hall \$54,000; Memorial Hall Roof Repair \$8,675; Housing 268 Douglas Street - Replace Water-damaged carpet \$15,000 Remove: Housing 53 Wellburn Lane - Renew bathroom -\$20,000; Housing 53 Wellburn Lane - Replace carpet -\$15,000; Community Hall Steinbrook - Roof renewal -\$44,200 (deferred to later years in long-term financial payment) Remove: Memorial Hall Tenterfield - Upper Level Storage -\$130,000
- Swimming Complex	(200)	Remove: Unsuccessful grant applications for Water Heater \$120,000; Pool Blankets \$80,000
- Asset Management and Resourcing	(265)	Addition: to meet final retention payment for Tenterfield Depot - Refurbishment Stage 1 \$5,000. Remove: Tenterfield Depot - Wash Down & Recycle Bay -\$80,000 (deferred to later years). Reduce: Tenterfield Depot - WHS & Environmental Initiative Enhancements -\$50,000; Tenterfield Depot - Fuel Tank Replacement Remediation -\$140,000 (deferred to later years)
- Plant, Fleet and Equipment	(680)	Reduction: Public Works Plant Purchases -\$680,000 (deferred renewal of 3 plant items - excavator and two backhoes)
- Transport Network	2,757	New capital grants: Black Summer Bushfire Recovery - Drake Village Revitalisation \$2,900,300; Roads of Strategic Importance - Sunnyside Platform Road Upgrade \$1,905,120; Molesworth Street Footpath Replacement Grant \$10,000 Disaster Recovery Funding Agreement (DRFA) capital works: DRFA March 2021 EPAR Brunner Way - Bridge 7325 Dumanesq River Overflow Channel \$150,000 Addition: Developer Contribution Road Works \$7,144 (further contributions received for Quarry Rd) Reduced capital works (for grant projects completed under budget): Restart NSW Funding - Boonoo Boonoo Bridge, Mt Lindesay Road - \$1,085,719; Emu Creek Bridge Replacement, Hootons Road -\$342,623; Federal Stimulus Safety - Project 2299 Mt Lindesay Rd -\$14,084; Fixing Local Roads - Tooloom Road Heavy Vehicle Access -\$10,124 Reduction to council-funded works: Bridges/Causeways -\$425,000; Causeways -\$188,163; Concrete bridges -\$150,000
- Sewerage Service	(39)	Addition: Brine Disposal Infrastructure \$49,354; Surface Aerator/Mixer sized for Urbenville \$6,280; Remove: Urbenville - Major Pump Station Refurbishment -\$95,000
Total Renewal Asset Budget Adjustments	1,949	
Liabilities		
Total Liabilities Budget Adjustments	0	
Total Proposed Expenditure Variations	(1,151)	

This document forms part of Tenterfield Shire Council's Quarterly Budget Review Statement for the quarter ended 31 March 2022 and should be read in conjunction with other documents in the QBRs.

Tenterfield Shire Council						
Budget Statement for the year ended - 31 March 2022						
Cash and Investment Review						
	Opening Balance 30/06/2021 from Audited Financial Statements \$'000	Approved Changes September Review \$'000	Approved Changes December Review \$'000	Recommend Changes March Review \$'001	PROJECTED year end Result 2021/22 \$'000	Closing Balance 31/03/2022 \$'000
Externally restricted						
Specific Purpose Unexpended Grants	4,783	(4,640)	-	-	143	12,680
Developer Contributions - General Fund	171	37	51	56	315	314
Developer Contributions - Water Fund	15	-	-	11	26	26
Developer Contributions - Sewer Fund	16	-	-	12	28	28
Developer Contributions - Waste Fund	18	2	4	8	32	32
Developer Contributions - Stormwater Fund	2	-	-	1	3	3
RFS Unspent Funds	-	90	(90)	-	-	118
Water Supply	590	250	(141)	208	1,179	1,060
Sewerage Service	4,846	(212)	(81)	(98)	5,034	5,946
Domestic Waste Management	3,109	(227)	(45)	3,173	6,670	7,186
Stormwater Management	1,032	(167)	-	-	873	1,039
Trust Fund	-	-	382	-	382	382
Total Externally restricted	14,582	(4,867)	80	3,371	14,685	28,814
Internally restricted						
Plant & Vehicle Replacement	-	-	-	-	-	-
Employees Leave Entitlements	-	412	(412)	-	-	-
International Town Partnerships	-	-	-	-	-	-
Roads & Bridges (Pending outcomes of grant applications)	-	-	-	-	-	-
Special Projects	-	-	-	-	-	-
Total Internally restricted	-	412	(412)	-	-	-
Total Restricted	14,582	(4,455)	(332)	3,371	14,685	28,814
Available Cash (Unrestricted Funds)	-	-	-	-	-	211
Total Cash and Investments	14,582	(4,455)	(332)	3,371	14,685	29,025

Notes:

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

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

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

Comment on Cash and Investments Position

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

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

Recommended Changes to Revised Budget

Include:

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

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

Certification regarding Investments and Bank Reconciliations

Investments

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

Cash

Bank reconciliations occur on a daily basis with a full reconciliation performed on a monthly basis. The full reconciliation for the March quarter occurred on 4 April 2022.

Cash Book Reconciliation

\$

Operating Account Cash balance as at 31 March 2022	22,653,743.70
Trust Account Cash balance as at 31 March 2022	382,340.85
Total Cash (Not invested) as at 31 March 2022	23,036,084.55

Reconciliation

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

Financial Institution	Amount \$	Investment Rating	Interest	Maturity Date
National Australia Bank	1,500,000.00	AA-	0.55%	27/06/2022
Commonwealth Bank	3,000,000.00	AA-	0.47%	27/06/2022
Westpac	1,500,000.00	AA-	0.26%	27/04/2022
TOTAL INVESTMENTS	6,000,000.00			
TOTAL CASH ON HAND	23,036,084.55			
TOTAL CASH AND INVESTMENTS	29,036,084.55			

This document forms part of Tenterfield Shire Council's Quarterly Budget Review Statement for the quarter ended 31 March 2022 and should be read in conjunction with other documents in the QBRs.

Tenterfield Shire Council					
Budget review for the quarter ended - 31 March 2022					
Contracts					
Contractor	Contract detail & purpose	Contract value \$	Commencement date	Duration of contract	Budgeted (Y/N)
LG Outcomes Pty Ltd	Preparation of Integrated Planning & Reporting documents, and Special Rates Variation works	80,000	11/10/2021	30/06/2022	Y
CW Henstock and Associates	Disaster Recovery Funding Agreement (DRFA) March 2021 works - Dumaresq River Overflow Channel Bridge - Provision of Engineering Consulting services	142,051	6/04/2022	Ongoing	Y
W.D & L.M Griffiths	Upgrade of bolts and struts, and propping floor in Memorial Hall to strengthen the roof	91,102	4/03/2022	30 Days	Y
New England Scaffolding	Provide scaffolding to complete the upgrade of the bolt and struts replacement at Memorial Hall	80,696	2/03/2022	30 Days	Y
Forpark Australia	Public Spaces Legacy Program Grant - Jennings Playground - Purchase and installation of playground, exercise area and shade cover	109,010	16/03/2022	6-12 months	Y

Notes

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

Consultancy and Legal Fees

Expense	Expenditure YTD \$	Budgeted (Y/N)
Consultancies	34,444	Y
Legal Fees	53,809	Y

Definition of consultant

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

NOTES:

- * Both Legal Fees and Consultancy fees are in line with expectations. A portion of the legal fees relating to Debt Recovery are recoverable.

This document forms part of Tenterfield Shire Council's Quarterly Budget Review Statement for the quarter ended 31 March 2022 and should be read in conjunction with other documents in the QBRs.

Department:	Office of the Chief Corporate Officer
Submitted by:	Manager Finance & Technology
Reference:	ITEM GOV46/22
Subject:	FINANCE & ACCOUNTS - PERIOD ENDED 30 APRIL 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 30 April 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 30 April 2022.

Cash Book Balances on this date were as follows:-

General (Consolidated)	\$ 25,374,232.93	Credit
General Trust	\$ 382,340.85	Credit

(b) Summary of Investments

Our Governance No. 46 Cont...

The attachment to this report is a certified schedule of all Council's investments as at 30 April 2022 showing the various invested amounts and applicable interest rates.

Concealed Water Leakage Concession Policy Update

For the month of April 2022 no concessions were granted under Council's Concealed Water Leakage Concession Policy.

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 26 applications for 603 Certificates in April 2022.

In the calendar year to date, there have been 129 applications compared to 152 applications for the same period last year.

Cash and Investments – Detailed Analysis of External Restrictions

Restricted Cash Analysis	As at 30 April 2022	As at 30 June 2021
Total Cash & Investments	\$31,747,272	\$13,383,556
Externally restricted Cash	\$28,222,883	\$14,605,245
<i>Included in grant related (excl developer contributions & RFS reserve)</i>	\$12,453,344	\$4,766,559
Grant-related – GENERAL	\$11,962,026	\$4,766,559
Grant-related – WATER	\$413,949	-
Grant-related – SEWER	-	-
Grant-related – WASTE	\$77,369	-
Grant-related – STORMWATER	-	-
<i>Included in developer contributions</i>	\$420,062	\$222,112
Developer contributions – GENERAL	\$316,056	\$171,391
Developer contributions – WATER	\$31,043	\$14,743
Developer contributions – SEWER	\$34,933	\$16,333
Developer contributions – WASTE	\$34,021	\$17,790
Developer contributions – STORMWATER	\$4,009	\$1,855
<i>Included in RFS reserves</i>	\$116,563	\$90,125
RFS reserves	\$116,563	\$90,125
<i>Included in cash at bank and investment leftovers (after excl grant related, DC and RFS above)</i>	\$15,232,914	\$9,526,449
WATER	\$1,053,536	\$575,381
SEWER	\$5,648,268	\$4,830,124
WASTE	\$7,130,241	\$3,091,232
STORMWATER	\$1,018,528	\$1,029,712

Our Governance No. 46 Cont...

Trust Fund	\$382,341	-
Internal restrictions		
Plant and vehicle replacement	-	-
Employees leave entitlements	-	-
Special projects	-	-
Unrestricted funds	\$3,524,389	-\$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 30 April
2022

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Page

Our Governance No. 46 Cont...

TENTERFIELD SHIRE COUNCIL - SUMMARY OF INVESTMENTS 30 APRIL 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/Jul/22	0.93%	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 GOV47/22
Subject:	CAPITAL EXPENDITURE REPORT AS AT 30 APRIL 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 30 April 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. 47 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:

1 April 2022 Capital Expenditure
Report

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Pages

Tenterfield Shire Council
Capital Expenditure Report as at 30 April 2022

Capital Projects	Funding Source	21/22 Review 2 Budget \$	21/22 YTD Actuals \$	21/22 Percentage Spent %	Variance Comments
Office of the Chief Executive		2,129,906	115,223	5.41%	
Economic Growth and Tourism					
4235004. PSLP - Tenterfield Youth Precinct & Mountain Bike Trailhead	General Fund - Grant	1,750,000	33,304	1.90%	Going out to tender in May
5400509. RTBR - Art Installations Tenterfield Creek	General Fund - Grant	70,000	65,000	92.86%	All artworks installed, Interpretive panels due to be installed (delayed due to floods in Lismore), opening in June.
5400510. LF027 Tenterfield Dam Recreational Precinct - Stage 1	General Fund - Grant	250,000	424	0.17%	Fishing platform - planning & design stage underway
Total Economic Growth and Tourism		2,070,000	98,728	4.77%	
Library Services					
5000515. Local Priority Grant 2019/20	General Fund - Grant	16,442	12,594	76.60%	Public computers have been replaced.
5000520. Local Priority Grant 2020/21	General Fund - Grant	19,329	0	0.00%	
5000522. Local Priority Grant 2021/22	General Fund - Grant	19,329	0	0.00%	
Total Library Services		55,100	12,594	22.86%	
Theatre & Museum Complex					
5005512. Memorial School of Arts Air-Conditioning Project	General Fund - Grant	3,306	3,560	107.68%	Completed
5005513. School of Arts - Computer Equipment	General Fund	1,500	341	22.73%	NBN connection for cinema in progress
Total Theatre & Museum Complex		4,806	3,901	81.16%	
Office of the Chief Corporate Officer		2,543,983	905,680	35.60%	
Buildings & Amenities					
4200501. Admin Building – Refurbishment	General Fund	152,285	221,552	145.49%	Allocation of expenditure under review by acting building manager
4205502. Housing - 53 Welburn Lane - Renew Bathroom	General Fund	20,000	0	0.00%	Budget to be removed in March QBR - deferred to 2026/27
4205503. Housing - 53 Welburn Lane - Replace Carpet	General Fund	15,000	0	0.00%	Budget to be re-allocated in March QBR to 268 Douglas St - to replace water-damaged carpet
4230510. SCCF4-0858 Upgrades to Drake Hall	General Fund - Grant	113,000	923	0.82%	
4230511. Community Hall Steinbrook - Roof renewal	General Fund	44,200	0	0.00%	Budget to be removed in March QBR - deferred to 2024/25
4230512. SCCF4-0948 Improvements to Sunnyside Hall	General Fund - Grant	138,116	0	0.00%	Quotes being obtained
4235000. Tenterfield Memorial Hall Sporting Complex - SCCF-1023	General Fund	66,290	55,623	83.91%	Installation of basketball hoops due to be completed mid-June
4235001. Memorial Hall Internal Acoustic, Ventilation & Insulation Treatments	General Fund - Grant	103,145	6,126	5.94%	Works completed, invoices still to be paid
4235002. Restorations to Pioneer Cottage	General Fund - Grant	14,131	0	0.00%	In 12 months defects rectification (final retention payment)
4235003. BCRRF Stream 1 Memorial Hall	Grant balance \$108,990, General Fund \$180,000	288,990	236,080	81.69%	Fire system to be installed, awaiting confirmation from installer
4235005. BSBR000682 - Installation of Ceiling Fans & Emergency Lighting at Memorial Hall	General Fund - Grant	50,000	0	0.00%	Grant application successful - budget to be updated in March QBR
4235006. SCCF4-0949 Floor Refurbishments to Memorial Hall	General Fund - Grant	131,117	0	0.00%	In planning stage
4235007. Memorial Hall Tenterfield - Upper Level - Storage	General Fund	130,000	0	0.00%	Budget to be removed in March QBR
4235008. Memorial Hall Tenterfield - Roof Repair	General Fund	150,000	158,675	105.78%	Works completed
4610508. Toilet Block Enhancements at Urbenville and Legume - SCCF-1105	General Fund - Grant	28,615	30,251	105.72%	Works completed - funding claimed
Total Buildings & Amenities		1,444,889	709,230	49.09%	
Environmental Management					
4235501. Covid-19 Council Pound Grant Expenditure	General Fund - Grant	2,063	0	0.00%	To be used for equipment replacement at the pound
Total Environmental Management		2,063	0	0.00%	
Finance & Technology					
1810501. Computer Equipment - Finance	General Fund	50,000	32,711	65.42%	On track
1810508. Capitalised Software	General Fund	110,000	63,884	58.08%	On track
Total Finance & Technology		160,000	96,595	60.37%	
Livestock Saleyards					
4220504. Improvements to Loading Ramps & Traffic Facilities	General Fund	180,783	0	0.00%	
Total Livestock Saleyards		180,783	0	0.00%	
Parks, Gardens and Open Space					
4215502. Cemeteries - Earthworks Preparation for Stage 1 Expansion	General Fund	18,808	3,380	17.97%	
4605510. Shade Structure over Rotary Park Playground	General Fund - Grant	24,766	24,914	100.60%	Works completed, and final report submitted
4605511. Installation of Covered Exercise Area at Hockey Park	Grant \$43,789, General Fund \$39,852	83,641	46,056	55.06%	Exercise equipment installed, shade cover yet to be installed - delayed due to wet ground
4605512. Shirley Park Cricket Net Replacement	General Fund - Grant	10,925	11,073	101.36%	Works completed, and final report submitted
4605514. PSLP - Jennings Playground Precinct	General Fund - Grant	250,000	6,186	2.47%	Quote accepted, purchase orders raised, to be installed mid-year
4605516. SCCF4-0951 Revitalisation of Tenterfield Netball Courts	General Fund - Grant	160,000	0	0.00%	Scope of work being designed
Total Parks, Gardens and Open Space		548,140	91,610	16.71%	
Planning & Regulation					
3001001. Drought Communities Extension - Shire Entry Signs	General Fund - Grant	3,148	3,287	104.42%	Completed
3001000. Tenterfield Shire - Vibrant & Connected Mingoola - SCCF - Round 1	General Fund - Grant	0	(3)	0.00%	Allocation error - to be corrected by journal
Total Planning & Regulation		3,148	3,285	104.34%	
Swimming Complex					
4600506. Shade Structure Over BBQ at Pool	General Fund	4,960	4,960	100.00%	Completed, final report submitted
4600510. Swimming Pool - Water Heater	General Fund	120,000	0	0.00%	Budget to be removed in March QBR - deferred to 2024/25
4600511. Swimming Pool - Pool Blankets	General Fund	80,000	0	0.00%	Budget to be removed in March QBR - deferred to 2024/25
Total Swimming Complex		204,960	4,960	2.42%	

*Report Contains Filters

Capital Projects	Funding Source	21/22 Review 2 Budget \$	21/22 YTD Actuals \$	21/22 Percentage Spent %	Variance Comments
Office of the Chief Operating Officer		57,473,462	12,959,182	22.55%	
Asset Management & Resourcing					
6250501. Tenterfield Depot - Refurbishment Stage 1	General Fund	20,804	9,780	47.01%	Retention payment remaining
6250502. Tenterfield Depot - Wash Down & Recycle Bay	General Fund	80,000	0	0.00%	Required for environmental compliance. Budget to be removed in March QBR - deferred to 2022/23 and following 2 years.
6250505. Tenterfield Depot - WHS & Environmental Initiative Enhancements	General Fund	100,000	0	0.00%	Required for WHS compliance. Works being programmed for access security. Budget to be reduced to \$50,000 in March QBR - deferred to 2022/23 and following 2 years.
6250506. Tenterfield Depot - Fuel Tank Replacement/Remediation	General Fund	150,000	0	0.00%	Required for environmental compliance. DA being prepared. Budget to be reduced to \$10,000 in March QBR - deferred to 2022/23 and following 2 years.
Total Asset Management & Resourcing		350,804	9,780	2.79%	
Plant, Fleet & Equipment					
6210500. Public Works Plant - Purchases	General Fund	3,296,617	1,980,676	60.08%	
6210502. Minor Plant Purchases - Column Lift	General Fund	67,789	67,789	100.00%	
6210501. Public Works Plant - WDV of Asset Disposals	General Fund	(2,417,963)	(1,723,344)	71.27%	
Total Plant, Fleet & Equipment		946,443	325,121	34.35%	
Sewerage Service					
7872502. Tenterfield Mains Relining (1km Year)	Sewer Fund	291,000	140,733	48.36%	Works progressing on track
7872503. Tenterfield Mains Augmentation	Sewer Fund	67,900	0	0.00%	
7872505. Tenterfield Man Hole Level Alterations (Water Infiltration)	Sewer Fund	158,500	91,398	57.66%	Works progressing on track
7872515. Tenterfield Upgrade Road to Tertiary Ponds	Sewer Fund	5,000	0	0.00%	
7872517. Tenterfield Scada System Upgrade	Sewer Fund	31,600	0	0.00%	
7872519. Tenterfield Network Renewal	Sewer Fund	189,100	120,249	63.59%	Works progressing on track
7872529. Sewer System Mapping Improvements	Sewer Fund	20,000	0	0.00%	
7872531. Brine Disposal Infrastructure	Sewer Fund	0	49,354	0.00%	Budget to be added in March QBR
7872800. Urbenville Dehydrator	Sewer Fund	10,000	0	0.00%	
7872801. Removal Sludge from Tertiary Ponds/Renewal of Capacity	Sewer Fund	10,600	0	0.00%	commenced, delayed due to flooding
7872804. Urbenville Telemetry Upgrade	Sewer Fund	15,000	0	0.00%	commenced, awaiting quotations
7872807. Urbenville Telemetry From PS to STP	Sewer Fund	10,000	0	0.00%	commenced, awaiting quotations
7872810. Surface Aerator/Mixer sized for Urbenville	Sewer Fund	0	6,280	0.00%	Budget to be added in March QBR
7872813. Urbenville Sewer Pump Station Emergency Works - Replacement	Sewer Fund	91,093	19,935	21.88%	awaiting contractor
7872814. Urbenville - Major Pump Station Refurbishment	Sewer Fund	95,000	0	0.00%	Budget to be removed in March QBR
Total Sewerage Service		994,793	427,950	43.02%	
Stormwater & Drainage					
8252502. Drainage Pits - Upgrade	Stormwater Fund	50,000	12,903	25.81%	Works being programmed to raise blind pits.
8252523. Urban Culverts Renewal	Stormwater Fund	27,200	6,996	25.72%	Orders in place for \$ 14,202 of assessment work
8252526. Stormwater Pipe Renewal	Stormwater Fund	40,000	25,133	62.83%	Orders in place for \$ 13,516 of assessment work
Total Stormwater & Drainage		117,200	45,031	38.42%	
Transport Network					
4210500. Mt McKenzie Tower Construct Access Road (SRV)	General Fund	70,000	0	0.00%	
6215110. Regional & Local Roads Traffic Facilities	General Fund - Grant	66,000	59,036	89.45%	
6215510. Regional Roads Block Grant - Reseals Program	General Fund - Grant	556,388	524,080	94.19%	
6215531. Special Grant Mt Lindesay Road (RMS/Fed)	General Fund - Grant	14,124,630	5,487,336	38.85%	Works underway on Stages 3, 4 & 5.
6215543. Repair Program 2021/22	General Fund - Grant	565,572	53,413	9.44%	
6215544. BLERF - 0737 - Improve Mt Lindesay Road	General Fund - Grant	5,746,545	93,062	1.62%	
6215550. Footpaths Capital Works	General Fund	100,000	164	0.16%	
6215552. Roads to Recovery 2019-24	General Fund - Grant	1,044,335	173,968	16.66%	Awaiting external agency approvals
6215553. MR 462 Bruxner Way Curve Improvements (Segments 7010, 7020 & 7030)	General Fund - Grant	25,981	17,871	68.79%	
6215556. Regional Roads Block Grant - Rehabilitation	General Fund - Grant	350,000	204,101	58.31%	
6215561. Fixing Local Roads - Tooloom Road Heavy Vehicle Access	General Fund - Grant	163,011	153,881	94.40%	
6215562. Repair Program 2020/21	General Fund - Grant	127,163	92,031	72.37%	
6215563. Federal Stimulus Safety Project 2299 Mt Lindesay Rd	General Fund - Grant	44,130	28,121	63.72%	
6215564. Mt Lindesay Rd & Boundary Rd Intersection Safety Signposting	General Fund - Grant	8,773	20	0.22%	
6215565. Local Roads & Community Infrastructure Program - Round 2	General Fund - Grant	806,294	360,203	44.67%	
6215566. Developer Contribution Road Works	General Fund	9,013	14,984	166.25%	Funded by Developer Contributions
6215568. FLR200241 - Kildare Road (Tenterfield Tourist Route 9)	General Fund - Grant	3,359,155	400,128	11.91%	Works commencing
6215570. DRFA AGRN960 EPAR Bruxner Way - Bridge 7325 Dumaresq River Overflow Channel	General Fund	0	11,264	0.00%	Disaster Recovery works
6215572. FLR300128 - Tooloom Road West Rehabilitation	General Fund - Grant	2,999,566	2,836	0.09%	Drainage materials are being purchased.
6215575. ROSI - Sunnyside Platform Road Upgrade	General Fund - Grant	0	21,374	0.00%	New grant - budget to be added in March QBR
6220270. Boonoo Boonoo Bridge, Mt Lindesay Road - Restart NSW Funding	General Fund - Grant	1,627,322	541,603	33.28%	
6220271. Bridges Renewal Program - Deepwater River Bridge Renewal	50% Grant Funded	1,156,209	666,985	57.69%	
6220272. Bridges Renewal Program - Kangaroo Creek Bridge Replacement	50% Grant Funded	1,187,433	22,082	1.86%	
6220273. Contribution to Clarence River Bridge (Kyogle Shire)	General Fund	377,550	377,550	100.00%	Completed - payment made to Kyogle Shire Council.
6220274. Bridges Renewal Program - Unknown Creek Bridge (67203) Replacement, Paddy's Flat Rd Nth	General Fund - Grant	728,899	2,794	0.38%	
6220275. Emu Creek Bridge Replacement - Hootons Road - Restart NSW Funding	General Fund - Grant	491,686	149,063	30.32%	Works completed, final reporting underway
6220276. Bridges Renewal Program - Unknown Creek Bridge, Paddy's Flat Rd Sth	General Fund - Grant	619,639	61,483	9.92%	
6220277. Fixing Country Bridges - Grahams Creek Bridge Replacement, Grahams Creek Rd	General Fund - Grant	654,589	6,609	1.01%	
6220278. Fixing Country Bridges - Washpool Creek Bridge Replacement, Leechs Gully Rd	General Fund - Grant	369,258	67,033	18.15%	
6220500. Urban Streets - Reseal Program	General Fund	122,000	101,883	83.51%	
6220501. Road Renewal - Gravel Roads	General Fund	635,628	253,326	39.85%	
6220503. Gravel Resheets	General Fund	632,452	564,842	89.31%	
6220506. Bridges / Causeways (SRV to 2023/24)	General Fund	550,000	72,061	13.10%	Budget to be reduced in March QBR to \$125,000
6220507. Rural Roads - Reseal Program	General Fund	266,146	204,496	76.84%	

*Report Contains Filters

Capital Projects	Funding Source	21/22 Review 2 Budget \$	21/22 YTD Actuals \$	21/22 Percentage Spent %	Variance Comments
6220512. Rural Culverts & Pipes	General Fund	100,000	83,652	83.65%	
6220513. Concrete Bridges	General Fund	210,223	564	0.27%	Budget to be reduced in March QBR to \$60,223
6220514. Causeways	General Fund	188,163	0	0.00%	Budget to be removed in March QBR
6240101. Gravel Pit Rehabilitation	General Fund	10,445	0	0.00%	For environmental compliance
6240502. Main Street - Complete Final Stage	General Fund	1,406	1,884	134.01%	Completed
6240509. SCCF4-0946 Extension to Urbenville Footpath	General Fund - Grant	160,000	0	0.00%	
6240510. Logan Street Footpath Replacement Grant	General Fund - Grant	15,000	0	0.00%	
Total Transport Network		40,270,604	10,875,781	27.01%	
Waste Management					
7080500. 240L Wheelie Bins	Waste Fund	10,000	5,811	58.11%	
7080503. Industrial Bins	Waste Fund	6,150	1,054	17.14%	
7080554. Boonoo Boonoo - Landfill Cover	Waste Fund	10,000	0	0.00%	
7080555. Boonoo Boonoo - Cell Remediation Asset	Waste Fund	50,000	0	0.00%	
7080558. Tip shop - Drake, Liston & Tenterfield	Waste Fund	46,500	46,454	99.90%	Completed
7080559. Green Waste Hungry Bin - School Trial	Waste Fund	2,000	0	0.00%	
7080560. EPA Bushfire Recovery Program for Council Landfills	Waste Fund - Grant	773,692	0	0.00%	Commenced, negotiations underway for acquisition of land for buffer zone
7080561. Boonoo Boonoo Landfill - Environmental Improvements	Grant balance \$3,320, Waste Fund \$8,700	12,020	23,867	198.56%	
7080563. Torrington - Landfill Closure & Transfer Station Construction	Waste Fund	25,000	19,276	77.10%	
7080564. Boonoo Boonoo - Develop Stage 5	Waste Fund	3,300,000	76,004	2.30%	Budget to be reduced to \$200,000 in March QBR - remainder \$3.1 million to be deferred to 2022/23 and 2023/24. Design work underway, EPA-required leachate plan and stormwater plans progressing.
7080568. Boonoo Boonoo - WHS Facilities & Amenities Upgrade	Waste Fund	91,006	69,748	76.64%	
7080720. Mingoola - Open Transfer Station	Waste Fund	70,000	0	0.00%	
7080731. Torrington Landfill - Access Road	Waste Fund	1,000	522	52.24%	
7080732. Torrington Landfill - Convert to Transfer	Waste Fund	30,000	12,464	41.55%	Fencing to be completed
7080811. Tenterfield WTS Groundwater Bores	Waste Fund	120,000	121	0.10%	EPA requirement for monitoring bores, CCTV investigation required
7080821. Tenterfield WTS Bailer Bay Structure	Waste Fund	1,458	1,458	100.00%	Completed
Total Waste Management		4,548,826	256,779	5.64%	
Water Supply					
7484502. Tenterfield Valve Renewal	Water Fund	5,000	4,582	91.64%	Works progressing on track
7484505. Tenterfield Mains Replacement	Water Fund	276,000	195,001	70.65%	Ongoing - Clive St almost finished, Logan St & Miles St pending
7484506. Tenterfield Meter Replacement	Water Fund	22,000	1,221	5.55%	
7484522. Tenterfield Water Treatment Plant Construction	Water Fund Grants - State \$7 million, Federal \$2.645 million	8,878,242	749,826	8.45%	Rockwork completed
7484532. Tenterfield Water Supply - Drought Augmentation	Water Fund	0	35,600	0.00%	To be journalled to accounts in Sewerage Service
7484533. Water Network Mapping Improvements	Water Fund	20,000	0	0.00%	
7484534. Tenterfield Apex Park Bore Dispenser	Water Fund	10,000	2,229	22.29%	
7484537. Tenterfield Reservoir - Outlet Works	Water Fund	20,000	0	0.00%	
7484538. BLERF 0377 - Tenterfield Villages Emergency Water Program	Water Fund - Grant	980,000	0	0.00%	Project commenced, hydro-geological contract to be awarded in April
7484811. Urbenville Water Treatment Plant Upgrade	Water Fund	20,000	3,732	18.66%	
7484812. Scada Renewal	Water Fund	8,550	8,550	100.00%	
7484950. Legume Catchment - Water Supply Options Study	Water Fund	5,000	18,000	360.00%	Progressing, community consultation pending
Total Water Supply	Water Fund	10,244,792	1,018,740	9.94%	
Grand Total		62,147,351	13,980,084	22.50%	

*Report Contains Filters

Department:	Office of the Chief Corporate Officer
Submitted by:	Manager Finance & Technology
Reference:	ITEM GOV48/22
Subject:	REPORT ON LOAN BALANCES

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 inform Council of its loan balances as at 31 March 2022

OFFICER'S RECOMMENDATION:

That Council notes the loan balance as at 31 March 2022 was \$19,016,929.35 (\$13,358,789.85 as at 31 December 2021).

BACKGROUND

Council resolved at its meeting on 24 August, 2011 (Resolution 380/11) that a Report be provided every three (3) months summarizing Council's debt levels and that the report should include the date the loan is taken out, the amount of the original loan, the current balance owing, the term of the loan, the interest rate and the payment details.

REPORT:

Loan payments are being made in accordance with the loan agreements. Council's loan balance as at 31 March 2022 was \$19,016,929.35 (\$13,358,789.85 as at 31 December 2021).

New Loans Taken Out as at 31 March 2022

Council resolved at its meeting on 23 March 2022 (Resolution 68/22) in accordance with The adopted Operational Plan and Budget for 2021/2022 to borrow a total \$5,904,612.00 to fund capital expenditure attributed to:

Waste Management	\$3,300,000	Boonoo Boonoo – Develop Stage 5
Transport Network	\$2,604,612	Transport Infrastructure

As at 31 March 2022 these loans were drawn down and is reflected in the increase of total loan balance compared to 31 December 2021 loan balance.

Bridging Finance

At the Council Meeting held on 12 January 2022, Council approved the establishment of a Corporate Markets Loan with the National Australia Bank, 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.

Our Governance No. 48 Cont...

As at 31 March 2022 Council has not required to use the drawdown facility and managing its cash flow. The Office of Local Government will also be notified once Council decides to use this facility.

The Debt Service Cover Ratio based on the current 2021/2022 approved budget is 6.05x (the benchmark is >2.00x). This ratio improved slightly from the last report for September 2021 (when the ratio was 5.77x), due to the loan refinancing for the Tenterfield Creek Dam Wall Safety Upgrade, and the resulting change to the loan repayment schedule.

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

Council's projected loan borrowings are included in the 2021/22 Operational Plan.

2. Policy and Regulation

- Section 621 of the Local Government Act allows a Council to borrow at any time for any purpose allowed under the Act subject to any restrictions imposed by the Minister in accordance with Section 624 of the Act.
- Borrowing Policy

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** Loan Register as at 31 March 2022 1 Page

Tenterfield Shire Council
Loans Schedule
As at 31 March 2022

Loan Details								Principal \$
FUND	PURPOSE	AMOUNT \$	OBTAINED FROM	DATE OBTAINED	DUE DATE	RATE OF INTEREST	INTERVALS AT WHICH PAYABLE	Principal Balance as at 31 March 2022
General Fund	Transport Infrastructure (and supportive plant items)	2,604,612	Commonwealth Bank of Australia	31/03/2022	31/03/2042	4.40%	Half Yearly	2,604,612.00
General Fund	Infrastructure 2020/21	4,048,952	Commonwealth Bank of Australia	31/03/2021	29/03/2041	2.69%	Half Yearly	3,893,708.30
General Fund	Infrastructure 2019/20	1,000,000	Commonwealth Bank of Australia	15/06/2020	15/06/2040	2.90%	Half Yearly	943,337.65
General Fund	Main Street Upgrade	1,200,000	National Australia Bank	25/02/2015	25/02/2025	3.70%	Half Yearly	407,248.29
Sewer Fund	Tenterfield Sewerage Treatment Plant	2,500,000	National Australia Bank	30/05/2008	30/05/2033	7.81%	Half Yearly	1,716,368.29
Water Fund	Dam Wall Construction (1)	3,450,000	CBA (Refinanced from ANZ)	25/05/2018	30/09/2041	2.59%	Half Yearly	3,028,168.68
Water Fund	Dam Wall Construction (2)	3,051,000	Commonwealth Bank of Australia	5/06/2019	6/06/2022	2.52%	Half Yearly	2,747,991.60
Water Fund	Urbenville Water Treatment Plant	375,000	National Australia Bank	5/02/2009	5/02/2033	6.47%	Half Yearly	256,526.09
Waste Fund	Rehabilitation	1,250,000	National Australia Bank	21/12/2012	21/12/2022	5.45%	Quarterly	118,968.45
Waste Fund	Waste Management - Boonoo Boonoo Landfill (Develop Stage 5)	3,300,000	Commonwealth Bank of Australia	31/03/2022	31/03/2042	4.40%	Half Yearly	3,300,000.00
TOTAL Principal Balance as at 31 March 2022								19,016,929.35

(ITEM RC6/22) PARKS, GARDENS AND CULTURAL ADVISORY COMMITTEE

REPORT BY: Jodie Condrick

Meeting of the Parks, Gardens & Cultural Advisory Committee held on:-

- Wednesday 4 May 2022. Minutes of the meeting are attached.

RECOMMENDATION

That Council:

- (1) Receive and note the Report from the Parks, Gardens & Cultural Advisory Committee meeting from Wednesday 4 May 2022.**

ATTACHMENTS

- | | | |
|----------|--|------------|
| 1 | Parks Gardens & Cultural Advisory Committee Meeting Minutes 4 May 2022 | 3
Pages |
|----------|--|------------|



MINUTES OF
PARKS, GARDENS & CULTURAL
ADVISORY COMMITTEE
WEDNESDAY, 4 MAY 2022

MINUTES OF THE **Parks, Gardens & Cultural Advisory Committee** of TENTERFIELD SHIRE held at the Koreelah Room, Rouse Street Tenterfield on Wednesday, 4 May 2022 commencing 1pm.

ATTENDANCE

Mayor – Bronwyn Petrie
Councillor, Kim Rhodes
Chief Corporate Officer - Kylie Smith
Jeff McKillop, (Liston)
Jan Evans, (Tenterfield),
Kerrie Andrew (Tenterfield)
Ruth Rutherford (Tenterfield)
Colleen Knight (Tenterfield)
Gail Galloway (Tenterfield)

ALSO IN ATTENDANCE

Open Space, Regulatory & Utilities Manager (Mark Cooper) (Chairperson)
Acting Manager Property & Building (Jodie Condrick)

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.

MINUTES OF PARKS, GARDENS & CULTURAL COMMITTEE

4 May 2022

1. Disclosures of Interests

- a. Nil

2. Apologies

- a. Apologies received from:- Councillor Tim Bonner, Glen Lamb (Legume), Zara Stone (Jennings/Art Walk)

3. Confirmation of Minutes for both meetings –

Thursday, 17 June 2021 Parks, Gardens & Open Spaces Committee Meeting
Tuesday, 13 July 2021 – Arts & Culture Advisory Committee Meeting

4. Business Arising from Minutes

a. War Slouch Hat

- i. Still looking for locations;
- ii. Ongoing and actively looking for funding.

b. Discussion as to potential opportunity for a Mural at the Treatment Plant and around the dam and in laneways in town.

- i. Murals in the laneways of town are not able to be done due to the area being a heritage precinct;
- ii. There is a possibility of a mural on the tank at the dam but a public arts policy needs to be reviewed (Policy number 1.166). Questions like who would maintain the art were raised.

c. Tree identification booklet

- i. This is ongoing process.

d. Improve Approach to Tenterfield South Entrance

- i. Currently Council doesn't have the funds or staff to improve the approach, however options will be looked at once the bypass has been completed.

e. Power at Toilets in Legume and Urbenville

- i. Investigations have taken place and the works to commence need to submit application for NMI number.

5. General Business

a. Grant Funding – Update

- i. Art Walk within the Park;
 - 1. All the artwork has now been installed and waiting on the interpretative panels to be installed. There was a hold up in these due to the Lismore floods. An opening has been organised for Wednesday, June 1 with brochures distributed.
- ii. Exercise Equipment and covered area Hockey Field;
 - 1. Exercise equipment has been installed and shade cover

This is page 2 of the Minutes of the Parks and Gardens Committee held on
Wednesday, 4 May 2022

MINUTES OF PARKS, GARDENS & CULTURAL COMMITTEE

4 May 2022

will be installed when weather permits.

- iii. Shade Cover & Fencing over Rotary Playground;
 - 1. Has now been completed.
- iv. New Cricket Nets – Shirley Park;
 - 1. Has now been completed.
- v. Village Concept Plans will be in May Council meeting;
 - 1. JM requested a note be placed in the Liston Concept plan that road conditions are the priority.

b. Tidy Towns Application – Village beautification

- i. Under Community donations Policy (Policy Number 1.031) it was decided in addition to the standing grants and contribution, each year Council will receive application under the Community Donations framework from Village Progress Associations and where there is no Village Progress Association, Hall Committees for amounts up to \$1,000 per annum for beautification projects.

The Village Progress Associations are located at:

- Urbenville
- Legume
- Liston
- Jennings
- Drake
- Mingoola
- Steinbrook
- Bolivia
- Leechs Gully

c. Tree Management Plan

- i. Currently ongoing

d. Possible artwork to be created around town

- i. Could look at projection art on the buildings similar to the history about the Tenterfield Show that was projected onto the wall of the old bank building.

e. Items raised in meeting

- i. KR - Issues raised over the Rouse Street trees at intersections and where shop signs are hard to see. – Council staff are commencing the pruning
- ii. Shade in the Western Carpark
 - 1. Discussions on planting trees or installing shade cloth needs to be had with engineering dept.
- iii. Meetings are now six-monthly, but if an earlier meeting is needed to discuss issues it will be called.

6. Meeting close – Next Meeting

- a. Thursday, 6 October 2022 – 10am, Council Office

This is page 3 of the Minutes of the Parks and Gardens Committee held on Wednesday, 4 May 2022

(ITEM RC7/22) AUDIT, RISK & IMPROVEMENT COMMITTEE

REPORT BY: Elizabeth Melling

Meeting of the Audit, Risk & Improvement Committee held on:-

- Wednesday 13 April 2022. Meeting Minutes attached.

RECOMMENDATION

That Council:

- (1) Receive and note the Report from the Audit, Risk & Improvement Committee meeting from Wednesday 13 April 2022.**

ATTACHMENTS

- 1** Draft Minutes - Audit, Risk & Improvement Committee - 13 April 2022 5 Pages



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MINUTES OF
AUDIT, RISK AND IMPROVEMENT
COMMITTEE
WEDNESDAY 13 APRIL 2022

MINUTES OF THE **Audit, Risk and Improvement Committee** OF TENTERFIELD SHIRE held via Zoom on Wednesday 13 April 2022 commencing at 1.00pm

ATTENDANCE

Mr Peter Sheville (Chair) – Independent External Member
Mr Tony Harb – Independent External Member
Mr Andrew Page – Southern Downs Regional Council

ALSO IN ATTENDANCE

Daryl Buckingham - Chief Executive Officer
Cr Bronwyn Petrie – Mayor
Kylie Smith - Chief Corporate Officer
Erika Bursford - Manager Customer Service, Governance & Records
Wes Hoffmann - Manager HR, Workforce Development & Safety
Jessica Wild - Acting Manager Finance & Technology
James Taylor – WHS & Risk Management Coordinator
Igor Ivannikov - Financial Advisor
Elizabeth Melling - Executive Assistant & Media
Chris Harper – NSW Audit Office
Jacob Sauer - Forsyths

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.

This is page 1 of the Minutes of the Audit, Risk and Improvement Committee held on Wednesday, 13 April 2022

MINUTES OF AUDIT, RISK AND IMPROVEMENT COMMITTEE 13 APRIL 2022

DISCLOSURE OF INTERESTS

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

Name	Item
Mr Peter Sheville	Partner, BDO Thailand
Mr Tony Harb	Principal, Inconsult; Audit, Risk & Improvement Committees at Singleton Council and Liverpool Plains Shire Council.

APOLOGIES

Nil.

CONFIRMATION OF MINUTES

Resolved that the minutes of the Audit, Risk and Improvement Committee meeting held on Wednesday 17 November 2021, as circulated, be confirmed and signed as a true record of the proceeding of the meeting.

(Peter Sheville)

ARISING:

Action that the Audit & Risk Charter be held over until the new Committee is formed with the reappointment of Peter Sheville and Andrew Page and the new appointment of Tony Harb. No further action required.

TABLING OF LATE REPORT:

Chair will allow the document to be tabled and the Auditors to speak to it. Suggests that Committee "note" the Report and the members can review out of session.

(ITEM CEO1/22) AUDIT, RISK AND IMPROVEMENT COMMITTEE MEMBERSHIP - MARCH 2022 TO SEPTEMBER 2024

SUMMARY

The objective of the Audit, Risk and Improvement Committee (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.

Resolved that the Audit & Risk Committee:

- 1) Note the name of the Tenterfield Shire Council's Audit and Risk Committee is now the Tenterfield Shire Council Audit, Risk and Improvement Committee, and

MINUTES OF AUDIT, RISK AND IMPROVEMENT COMMITTEE 13 APRIL 2022

- 2) Note the confirmation of the Tenterfield Shire Council Audit, Risk and Improvement Committee Members at Council's Ordinary Meeting of 23 March, being:
- Mr Peter Sheville (Chair)
 - Mr Tony Harp
 - Mr Andrew Page

(Tony Harb/Andrew Page)

(ITEM CEO2/22) AUDIT & RISK COMMITTEE ANNUAL PLAN

SUMMARY

The purpose of this report is to present the Audit & Risk Committee Annual Plan to the Audit, Risk and Improvement Committee to review and establish a plan of actions for meetings each year of this term of Tenterfield Shire Council, from January 2022 to September 2024.

Resolved that the Audit & Risk Committee review, amend and confirm the Audit, Risk and Improvement Committee Annual Plan.

(Tony Harb/Andrew Page)

ACTION:

That Committee members review the "Audit & Risk Committee Annual Plan" and have their responses back to Erika Bursford prior to 13 May 2022.

(ITEM CEO3/22) FRAUD, MISCONDUCT AND COMPLIANCE BREACHES - 17 NOVEMBER 2021 TO 12 APRIL 2022

SUMMARY

The purpose of this report is to provide details of any Fraud, Misconduct and Compliance breaches identified or allegations made, during the period 17 November to 12 April 2022.

Resolved that the Audit, Risk and Improvement Committee receive and note the report on Fraud, Misconduct and Compliance for April 2022.

(Peter Sheville/Andrew Page)

(ITEM CEO4/22) INTERNAL AUDIT PLAN UPDATE - APRIL 2022

SUMMARY

The purpose of this report is to:

- Present the Internal Audit Plan to the Audit, Risk and Improvement Committee;
- Advise of progress with Internal Audit activities, and
- Report on the implementation of Internal Audit recommendations.

Note: The Chair raised the issue of financial sustainability, noting it was listed as the Council's number one risk in the enterprise risk register, but no proposed audit activity was recommended in the internal audit plan.

This is page 3 of the Minutes of the Audit, Risk and Improvement Committee held on Wednesday, 13 April 2022

MINUTES OF AUDIT, RISK AND IMPROVEMENT COMMITTEE 13 APRIL 2022

Resolved that Management would provide a Report to the next committee meeting on how Council is addressing the financial sustainability risk, including service level analysis in decision making, constraints and strategies to address the risk.

(Andrew Page/Tony Harb)

Resolved That the Audit and Risk Committee receive and note the Internal Audit Plan Update for April 2022.

(Andrew Page/Tony Harb)

(ITEM CEO5/22) ENTERPRISE RISK MANAGEMENT

SUMMARY

The purpose of this report is to advise the Audit & Risk Committee of the current status of Council's Enterprise Risk Management.

Resolved that the Audit & Risk Committee receive and note the current status of Council's Enterprise Risk Management.

(Peter Sheville/Tony Harb)

(ITEM CEO6/22) MANAGEMENT LETTER FOR FINAL PHASE OF AUDIT 2020/21

SUMMARY

The purpose of this report is to provide the Committee with the Management Letter for the Final Phase of the 2020/21 Audit.

Resolved that the Audit & Risk Management Committee note the report.

(Peter Sheville/Tony Harb)

(ITEM CEO7/22) QUARTERLY BUDGET REVIEW AS AT 31 DECEMBER 2021

SUMMARY

The purpose of this report is to provide the Committee with a copy of the Quarterly Budget Review Statement as at 31 December 2021 for information.

Resolved that the Audit & Risk Committee receive and note the report.

(Peter Sheville/Tony Harb)

MINUTES OF AUDIT, RISK AND IMPROVEMENT COMMITTEE 13 APRIL 2022

BUSINESS WITHOUT NOTICE

LATE ITEM TABLED – "Audit of Tenterfield Shire Council for the year ending 30 June 2022 – Annual Engagement Plan" by Roy Jones, Manager Finance and Technology.

Resolved that the document "Audit of Tenterfield Shire Council for the year ending 30 June 2022 – Annual Engagement Plan" be accepted for members to review.

(Peter Sheville/Tony Harb)

ACTION:

That any queries in relation to the tabled document be forwarded to Erika Bursford by 13 May 2022.

CONFIDENTIAL MATTERS FOR CONSIDERATION IN CLOSED PART OF MEETING

That:-

- 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.

There being no further business the Chair, Peter Sheville declared the meeting closed at 2.48 p.m.

.....
Peter Sheville
Chairperson

Department:	Office of the Chief Executive
Submitted by:	Executive Assistant & Media
Reference:	ITEM RES5/22
Subject:	COUNCIL RESOLUTION REGISTER - APRIL 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 April 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 21 Pages

OUTSTANDING ACTIONS REPORT		Printed: Thursday, 19 May 2022 1:20:35 PM
Division:		Date From:
Committee:		Date To:
Officer:		

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: (1) Receive and note the Jennings Sewerage Scheme Preliminary Assessment by HunterH ₂ O (2017). (2) Endorse continued dialogue with Southern Downs Council. (3) Investigate funding opportunities to enable connection to the common effluent drainage system. <div>(Brian Murray/Greg Sauer)</div>			
Notes 13 May 2022 4:05pm 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. Suggest a review in a year. 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
30/19	Resolved that Council: (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 (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 (3) Requests the Minister for Local Government approve a reduction in the notification period from 90 days to the minimum 60 days. <div>(Greg Sauer/Gary Verri)</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				

OUTSTANDING ACTIONS REPORT

Division:
Committee:
Officer:

Printed: Thursday, 19 May 2022
1:20:35 PM
Date From:
Date To:

Meeting	Date	Officer	Title	Target
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.			
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

OUTSTANDING ACTIONS REPORT			
Division: Committee: Officer:		Printed: Thursday, 19 May 2022 1:20:35 PM Date From: Date To:	

Meeting	Date	Officer	Title	Target
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			

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: <ol style="list-style-type: none"> (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. <p style="text-align: right;">(Michael Petrie/John Macnish)</p>			
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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.				
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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: <ul style="list-style-type: none"> • Seven Mile Lane / Herding Yard Creek Road; • Old Maryland Lane/ Catarins Road, Maryland; • Cullendore Road; and • Red Ridge Road. <p style="text-align: right;">(Gary Verri/Brian Murray)</p>			
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Notes 19 May 2022 1:03pm Ritchie, Hayley Refer to Resolution 25/22 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.				
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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: <ol style="list-style-type: none"> (1) Note the option for the Council Depot site is not viable at this stage; 			
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OUTSTANDING ACTIONS REPORT		Printed: Thursday, 19 May 2022 1:20:35 PM Date From: Date To:
Division:		
Committee:		
Officer:		

Meeting	Date	Officer	Title	Target
			<p>(2) Resolve that the Livestock Selling Centre is the preferred location for the project;</p> <p>(3) Resolve that the existing loading ramps facing Boundary Road be upgraded;</p> <p>(4) Resolve that the truck wash for the site be proposed for installation on the south western area of the amenities buildings.</p> <p>(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.</p> <p>(Michael Petrie/Bob Rogan)</p>	

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.

OUTSTANDING ACTIONS REPORT			
Division: Committee: Officer:		Printed: Thursday, 19 May 2022 1:20:35 PM Date From: Date To:	

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 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)

OUTSTANDING ACTIONS REPORT		Printed: Thursday, 19 May 2022 1:20:35 PM Date From: Date To:
Division:		
Committee:		
Officer:		

Meeting	Date	Officer	Title	Target
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. 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	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 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 Classify the land as operational land; and 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 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 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 style="text-align: right;">(Brian Murray/Michael Petrie)</p>			
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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.				
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OUTSTANDING ACTIONS REPORT

Division:
Committee:
Officer:

Printed: Thursday, 19 May 2022
1:20:35 PM
Date From:
Date To:

Meeting	Date	Officer	Title	Target
Council 23/09/2020	23/09/2020	Thompson, David	Crown Lands Plans of Management	7/10/2020
195/20	<p>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:</p> <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. <p style="text-align: right;">(Greg Sauer/Michael Petrie)</p>			
<p>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</p>				
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	<p>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.</p> <p style="text-align: right;">(Bob Rogan/Greg Sauer)</p>			
<p>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.</p>				
Meeting	Date	Officer	Title	Target
Council 23/09/2020	23/09/2020	Marchant, Gillian	Torrington Greenwaste	7/10/2020
191/20	<p>Resolved that Council:</p> <ol style="list-style-type: none"> 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 Does not offer alternative for greenwaste. <p style="text-align: right;">(Brian Murray/John Macnish)</p>			
<p>Notes 13 May 2022 4:07pm Marchant, Gillian</p>				

OUTSTANDING ACTIONS REPORT

Printed: Thursday, 19 May 2022
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Committee:
Officer:

Meeting	Date	Officer	Title	Target
Roll out of Mega-munchers continue note dependant on customers attending to collect. Some customers still to collect. 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 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. <div>(Tom Peters/Bob Rogan)</div>			
Notes				

OUTSTANDING ACTIONS REPORT

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Meeting	Date	Officer	Title	Target
07 Feb 2022 11:45am Condrick, 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. 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: <ol style="list-style-type: none"> (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: <ol style="list-style-type: none"> (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. <p style="text-align: right;">(Bob Rogan/Greg Sauer)</p>				

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.

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Meeting	Date	Officer	Title	Target
(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

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)

Notes

18 May 2022 5:12pm Melling, Elizabeth

Ongoing - Chief Executive Office met with Grant Johnson for an update 12 May 2022

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.

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Meeting	Date	Officer	Title	Target
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 Leeches 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:			
	<div><div>(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;</div><div>(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></div> <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 18 May 2022 5:11pm Melling, Elizabeth Sculpture Walk Official Opening - 1 June 2022 Invitations circulated. 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	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:			
	<p>(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</p>			

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Meeting	Date	Officer	Title	Target
	(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 28/04/2021	28/04/2021	Counsell, David	Molesworth Street Drainage Easement	12/05/2021
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 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	Keneally, Fiona	NEW SPECIFIC PURPOSE COMMUNITY PROJECT ENGAGEMENT COMMITTEE	10/11/2021
200/21	OFFICER'S RECOMMENDATION That Council: (1) Adopts the following additional proposed Specific Purpose Committee; Tenterfield Youth Precinct & Mountain Bike Trailhead Stakeholder Advisory Committee			

OUTSTANDING ACTIONS REPORT				
Division: Committee: Officer:			Printed: Thursday, 19 May 2022 1:20:35 PM Date From: Date To:	
Meeting	Date	Officer	Title	Target
	(2) Determines the Councillor representative (1) for the proposed Specific Purpose Committee; and (3) Determines Community Representation Groups and / or positions to be invited to reside on the Special Purpose Committee; and (1) Authorises the Chief Executive to incorporate the proposed Advisory Committee into the Committee Register structure for 2021/22.			
	AMENDMENT			
	That Council:			
	(1) Adopts the following additional proposed Specific Purpose Committee; Tenterfield Youth Precinct & Mountain Bike Trailhead Stakeholder Advisory Committee			
	(2) Determines the Councillor representative (1) for the proposed Specific Purpose Committee; and Project Manager (Committee Chairperson); Tenterfield High School – School Captains (2 x Youth Representatives); Tenterfield Cycling Community/Mountain Bike Club Representatives (x2); and Council Officers as required and relevant to the Project phase (ie Director Infrastructure; Chief Corporate Officer; Manager Property; Crown Land Manager etc)			
	(3) To include Councillor Bronwyn Petrie as the representative and to amend the Moombahlene LALC identified within the Special Purpose Engagement Committee to include two representatives – An Elder and Younger person			
	(4) Authorises the Chief Executive to incorporate the proposed Advisory Committee into the Committee Register structure for 2021/22.			
	(John Macnish/Greg Sauer)			
	Amendment Carried			
	Resolved that Council:			
	(1) Adopts the following additional proposed Specific Purpose Committee; Tenterfield Youth Precinct & Mountain Bike Trailhead Stakeholder Advisory Committee			
	(2) Determines the Councillor representative (1) for the proposed Specific Purpose Committee; and Project Manager (Committee Chairperson); Tenterfield High School – School Captains (2 x Youth Representatives); Tenterfield Cycling Community/Mountain Bike Club Representatives (x2); and Council Officers as required and relevant to the Project phase (ie Director Infrastructure; Chief Corporate Officer; Manager Property; Crown Land Manager etc)			
	(3) To include Councillor Bronwyn Petrie as the representative and to amend the Moombahlene LALC identified within the Special Purpose Engagement Committee to include two representatives – An Elder and Younger person			
	(4) Authorises the Chief Executive to incorporate the proposed Advisory Committee into the Committee Register structure for 2021/22.			
	(Gary Verri/Donald Forbes)			
	Motion Carried			
	Notes			
	14 Feb 2022 11:05am Keneally, Fiona Design and construct tender document being drafted			
	02 Dec 2021 2:22pm Fitzpatrick, Christie Data imported from Resolution Register:			
	27.10.21 Letters have been sent to relevant community groups for inclusion.			
Meeting	Date	Officer	Title	Target
Council 27/10/2021	27/10/2021	Coonan, Neville	LEASING OF COUNCIL OWNED PROPERTY	10/11/2021

OUTSTANDING ACTIONS REPORT				
Division: Committee: Officer:			Printed: Thursday, 19 May 2022 1:20:35 PM Date From: Date To:	
Meeting	Date	Officer	Title	Target
OFFICER'S RECOMMENDATION: That Council: <ol style="list-style-type: none"> 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. 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. 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. 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) <u>Amendment Lost</u> <u>Resolved</u> that Council: <ol style="list-style-type: none"> 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. 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. 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. Authorises the Licence to be signed under the Seal of Council by the Mayor and Chief Executive. (Gary Verri/Bronwyn Petrie) <u>Motion Carried</u>				
Notes 10 May 2022 9:47am Coonan, Neville Backtrack has been issued with a draft licence. They have provided a copy to their legal advisors to review and then come back to Council with amendments if required. 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				

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Division: Committee: Officer:			Printed: Thursday, 19 May 2022 1:20:35 PM Date From: Date To:	

Meeting	Date	Officer	Title	Target
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 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"> (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. <p style="text-align: right;">(Peter Petty/Geoff Nye)</p> <p>Motion Carried</p>			
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Notes 18 May 2022 5:08pm Melling, Elizabeth Required to resubmitted due to adjustment of necessary wording.				
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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

44/22	Resolved that Council: <ol style="list-style-type: none"> (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. <p style="text-align: right;">(Peter Petty/Geoff Nye)</p> <p>Motion Carried</p>			
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Notes 18 May 2022 5:09pm Melling, Elizabeth Necessary to be resubmitted - adjustment to wording.				
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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. <p style="text-align: right;">(John Macnish/Kim Rhodes)</p> <p>Motion Carried</p>			
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Notes				
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OUTSTANDING ACTIONS REPORT				
Division: Committee: Officer:			Printed: Thursday, 19 May 2022 1:20:35 PM Date From: Date To:	

Meeting	Date	Officer	Title	Target
			Motion Carried	
Notes 08 Mar 2022 1:39pm Counsell, David Matter deferred to another meeting to allow further information to be considered by Council.				

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><u>Resolved</u> 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><u>Motion Carried</u></p>
<p>Notes 18 May 2022 5:04pm Melling, Elizabeth Report to May 2022 Council Meeting</p>	

Meeting	Date	Officer	Title	Target
Council 23/03/2022	23/03/2022	Marchant, Gillian	Steel Recycling Contract	6/04/2022

<u>75/22</u>	<u>Resolved</u> that Council: That Council accept the tender of Infrabuild for the steel recycling contract. <u>Motion Carried</u>																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															
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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. <p style="text-align: right;">(Peter Petty/John Macnish)</p> <p>Motion Carried</p>			
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OUTSTANDING ACTIONS REPORT		Printed: Thursday, 19 May 2022 1:20:35 PM Date From: Date To:
Division:		
Committee:		
Officer:		

Meeting	Date	Officer	Title	Target
Notes 18 May 2022 5:04pm Melling, Elizabeth Advertisement into Tenterfield Star and YLN. Arranging for advertisement again closer to end of June 2022. 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	Bursford, Erika	AUDIT, RISK AND IMPROVEMENT COMMITTEE	6/04/2022
62/22	<p>Resolved that Council:</p> <p>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</p> <p>2) Confirm the external independent members of the Audit, Risk and Improvement Committee to be:</p> <ul style="list-style-type: none">• Mr Peter Sheville (Chair)• Mr Andrew Page• Mr Tony Harb <p>(Peter Petty/Geoff Nye)</p> <p>Motion Carried</p>			
<p>Notes 18 May 2022 5:04pm Melling, Elizabeth Completed</p>				

Meeting	Date	Officer	Title	Target
Council 27/04/2022	27/04/2022	Jones, Roy	Tenterfield Shire Council - Additional Special Rate Variation (ASV) for 2022-23.	27/04/2022
<p>Resolved 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.</p> <p>Motion Carried</p> <p><i>Councillor Giana Saccon requested a record of voting on the Motion:</i></p> <p><i>Voting for the Motion – Councillor Tom Peters, Councillor Greg Sauer, Councillor John Macnish, Councillor Tim Bonner, Councillor Bronwyn Petrie, Councillor Kim Rhodes, Councillor Geoffrey Nye and Councillor Peter Murphy Total (8).</i></p> <p><i>Voting against the Motion - Councillor Giana Saccon Total (1).</i></p>				
<p>Notes</p> <p>15 May 2022 9:21pm Jones, Roy</p> <p>Resolved 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.</p>				

Meeting	Date	Officer	Title	Target
Council 27/04/2022	27/04/2022	Jones, Roy	CAPITAL EXPENDITURE REPORT AS AT 31 MARCH 2022	11/05/2022
85/22	Resolved that Council receive and note the Capital Expenditure Report for the period ended 31 March 2022. <div>(Giana Saccon/Geoff Nye)</div> Motion Carried			
Notes				

<div>OUTSTANDING ACTIONS REPORT</div> <div>Division: Committee: Officer:</div> <div>Printed: Thursday, 19 May 2022 1:20:35 PM Date From: Date To:</div>				
Meeting	Date	Officer	Title	Target
	<div>Motion Carried</div> <div>(Giana Saccon/Kim Rhodes)</div>			
<div>Notes</div> <div>15 May 2022 9:19pm Jones, Roy Resolved and Noted.</div>				