



QUALITY NATURE - QUALITY HERITAGE - QUALITY LIFESTYLE

BUSINESS PAPER ORDINARY COUNCIL MEETING 28 SEPTEMBER 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 28 September 2022** commencing at **9:30 am**.

Daryl Buckingham
Chief Executive

Community Consultation (Public Access) relating to items on this Agenda can be made between 9.00 am and 9.30 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

Community Consultation (Public Access)

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. Mayoral Minute
9. Recommendations for Items to be Considered in Confidential Section
10. Open Council Reports
 - Our Community
 - Our Economy
 - Our Environment
 - Our Governance
11. Reports of Delegates & Committees
12. Notices of Motion
13. Resolution Register
14. Confidential Business
15. 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

COMMUNITY CONSULTATION (PUBLIC ACCESS)

WEBCASTING OF MEETING

This meeting will be livestreamed onto Council's youtube channel and later placed on Council's website for the purposes of broadening knowledge and participation in Council issues, and demonstrating Council's commitment to openness and accountability.

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

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

1. OPENING & WELCOME

2. (A) OPENING PRAYER

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

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

(B) ACKNOWLEDGEMENT OF COUNTRY

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

3. APOLOGIES

4. DISCLOSURES & DECLARATIONS OF INTEREST

5. CONFIRMATION OF PREVIOUS MINUTES

(ITEM MIN9/22) CONFIRMATION OF PREVIOUS MINUTES 9

6. TABLING OF DOCUMENTS

7. URGENT, LATE & SUPPLEMENTARY ITEMS OF BUSINESS

8. MAYORAL MINUTE

9. RECOMMENDATIONS FOR ITEMS TO BE CONSIDERED IN CONFIDENTIAL SECTION

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OUR COMMUNITY

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OUR ECONOMY

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OUR ENVIRONMENT

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OUR GOVERNANCE

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12. NOTICES OF MOTION

13. RESOLUTION REGISTER

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14. CONFIDENTIAL BUSINESS

CONFIDENTIAL

(ITEM ENV11/22)	AWARD OF QUOTATION/TENDER RFQ 01-22/23, BORE DRILLING LOCATIONS VILLAGES (LISTON, LEGUME, DRAKE, TORRINGTON & URBENVILLE)
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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) (d(i)) 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; AND commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it.

(ITEM ECO18/22)	SALE OF 780 SUGARBAG ROAD, DRAKE.
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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 ECO19/22) OPTIONS TO MANAGE 142 MANNERS STREET, TENTERFIELD.

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 COM22/22) RFT 08-21/22 DESIGN AND CONSTRUCT TENDER TENTERFIELD YOUTH PRECINCT AND MOUNTAIN BIKE TRAILHEAD PROGRESS

That above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 10A(2) (d(i)) of the Local Government Act, 1993, as the matter involves commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it.

(ITEM COM23/22) LEASING OF COUNCIL OWNED PROPERTY

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.

15. MEETING CLOSED

(ITEM MIN9/22) CONFIRMATION OF PREVIOUS MINUTES

REPORT BY: Elizabeth Melling

RECOMMENDATION

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

- **Ordinary Council Meeting – 24 August 2022**

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

ATTACHMENTS

- | | | |
|----------|---|-------------|
| 1 | Unadopted Minutes - Ordinary Council Meeting - Wednesday 24 August 2022 | 18
Pages |
|----------|---|-------------|

MINUTES



QUALITY NATURE - QUALITY HERITAGE - QUALITY LIFESTYLE

MINUTES OF ORDINARY COUNCIL MEETING WEDNESDAY 24 AUGUST 2022

MINUTES OF THE **Ordinary Council Meeting** OF TENTERFIELD SHIRE held in the Community Hall, Drake on Wednesday 24 August 2022 commencing at 9:37 am

ATTENDANCE

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

ALSO IN ATTENDANCE

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

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

Website: www.tenterfield.nsw.gov.au

Email: council@tenterfield.nsw.gov.au

COMMUNITY CONSULTATION (PUBLIC ACCESS)

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 Jukembal, Kamilaroi and Bundjalung Nations and extend that respect to other Aboriginal people present.

APOLOGIES

that there were no apologies.

DISCLOSURE & DECLARATIONS OF INTEREST

169/22 **Resolved** that councillors now disclose any interests and reasons for declaring such interest in the matters under consideration by Council at this meeting.

Name	Type	Item
Cr John Macnish	Non Pecuniary Significant	ENV9/22 - 2022/23 Local Heritage Places Fund Applications.

*Cr Macnish confirmed he would leave the meeting when the item is discussed.
(Tim Bonner/Geoff Nye)*

Motion Carried

(ITEM MIN8/22) CONFIRMATION OF PREVIOUS MINUTES

- 170/22** **Resolved** that the Minutes of the following Meeting of Tenterfield Shire Council:
- **Ordinary Council Meeting – 27 July 2022**
- As typed and circulated, be confirmed and signed as a true record of the proceedings of these meetings.
- (Peter Petty/Kim Rhodes)
- Motion Carried**

TABLING OF DOCUMENTS

- 171/22** **Resolved** that Mayor Bronwyn Petrie tabled two (2) documents relating to the LG NSW Motions to its 2022 Oct Conference and an offer from the National Timber Council regarding the Mayors attendance at their 14 September 2022 meeting.
- (1) Email – Call for LG NSW Conference 2022 Motions (closing date 29 August 2022) - Circulated to all Councillors the previous evening by Mayor Petrie.
 - (2) Email Offer – National Timber Council – Mayor Petrie to attend at their expense.
- (Peter Petty/Tom Peters)
- Motion Carried**

URGENT, LATE & SUPPLEMENTARY ITEMS OF BUSINESS

- 172/22** **Resolved** that Council accept the following Addendum Agendas:
- (1) Addendum – Item ENV9/22 - 2022/23 Local Heritage Places Fund applications.
 - (2) Confidential – COM7/22 Youth Precinct and Mountain Bike Trail Head – Design and Construct Tender
- (Peter Petty/Tom Peters)
- Motion Carried**

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

- 173/22** **Resolved** that the following items be considered in the Confidential Section of the Meeting:
- (1) Mayoral Minute (Item MM1/22) Chief Executive Performance Review 2021/22 Annual Review July 2022
 - (2) Item ECO11/22 – Sale Of 780 Sugarbag Road, Drake;

- (3) Item ECO12/22 – Airstrip – Lot 1 DP 236737 – 127 Schrodgers Road, Tenterfield.
- (4) Item ECO13/22 Options To Manage 136 Manners Street, Tenterfield
- (5) Item COM17/22 Tenterfield Youth Precinct And Mountain Bike Trail Head – Design And Construct Tender

(Geoff Nye/Kim Rhodes)

Motion carried

**OPEN COUNCIL REPORTS
OUR COMMUNITY**

(ITEM COM15/22) STRONGER COUNTRY COMMUNITIES FUND - ROUND 5

SUMMARY

The purpose of this report is to advise that applications for Stronger Country Communities Funding – Round Five (5) are now open and for Council to determine which eligible projects will be applied for based on the funding guidelines and the aspirations of the community as made known to Council.

174/22

Resolved that Council:

- (1) Nominate and Apply for "Stage 2 – Youth Precinct Project" to the Stronger Country Communities Funding – Round 5 within the total amount of the grant funding that is available to Council being \$905,148.00

(Peter Petty/Greg Sauer)

Motion Carried

(ITEM COM16/22) TENTERFIELD PUBLIC LIBRARY BRANCH SERVICES - UPDATE

SUMMARY

This report is to provide further information and options for the provision of Tenterfield Public Library services at Drake, Torrington and Urbenville villages.

175/22

Resolved that Council:

- (1) Implement a 12 month trial of a revised self-managed 'Library Resource Hub' model for both Urbenville and Drake locations as outlined in item (a) of this Report.
- (2) Permanent closure of the Torrington Library Branch which includes the return of IT assets and cancellation of lease arrangements. Torrington to retain any existing Library furniture for internal use.

- (3) Lateral transfer of the permanent part-time Library Officer position (Torrington) to Tenterfield Public Library as detailed in item (b) of this report.
- (4) Priority allocation of deleted Tenterfield Public Collection items to the Drake, Torrington and Urbenville Progress Associations ongoing and as part of the current collection management review.
- (5) Priority allocation to Drake, Torrington and Urbenville Progress Associations of de-commissioned library furniture being replaced by the Library refurbishment grant project.
- (6) Council Staff investigate future funding opportunities to establish a mobile Library service to provide a range of services and programs to the broader Tenterfield Shire villages in the future.

(Tim Bonner/Kim Rhodes)

Motion Carried

OUR ECONOMY

OUR ENVIRONMENT

Councillor John Macnish left the meeting, the time being 10.13am.

(ITEM ENV9/22) 2022/23 LOCAL HERITAGE PLACES FUND APPLICATIONS

SUMMARY

The purpose of this report is to present to Council the applications received for the Local Places Heritage Fund for the 2022/23 financial year. This year a total of seven (7) applications were received for maintenance and conservation works across the Shire which have been reviewed by staff, Council's Heritage Advisor and the Heritage Advisory Committee.

176/22

Resolved that Council:

- (1) Endorses the offers of funding, as detailed in the attachment to this report, and forwards a Letter of Offer to the eligible applicants; and
- (2) Redistribute any funding not accepted, or not claimed by the claim date, amongst completed eligible projects.

(Kim Rhodes/Giana Saccon)

Motion Carried

Councillor John Macnish, re-entered the meeting, the time being 10.16am.

OUR GOVERNANCE

(ITEM GOV67/22) MONTHLY OPERATIONAL REPORT JULY 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 2022/2023 Operational Plan.

177/22 **Resolved** that Council receives and notes the status of the Monthly Operational Report for July 2022.

(Peter Petty/Geoff Nye)

Motion Carried

177/23 SUSPENSION OF STANDING ORDERS

Resolved that Standing Orders be Suspended.

(Peter Petty/Greg Sauer)

Motion Carried

The meeting adjourned for morning tea, the time being 10.38 am.

The meeting reconvened, the time being 11.30 am.

RESUMPTION OF STANDING ORDERS

178/22 **Resolved** that Standing Orders be resumed.

(Peter Petty/Tim Bonner)

Motion Carried

Erika Bursford, Manager Customer Service, Governance & Records entered the meeting, the time being 11.31am

(ITEM GOV68/22) TENTERFIELD SHIRE COUNCIL AUDIT, RISK AND IMPROVEMENT COMMITTEE CHARTER & TENTERFIELD SHIRE COUNCIL INTERNAL AUDIT CHARTER

SUMMARY

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

As part of the implementation of the NSW Office of Local Government's Risk Management and Internal Audit Framework for local councils, Council is required to update and adopt both the Audit, Risk and Improvement Committee Charter and the Internal Audit Charter.

- 179/22** **Resolved** that Council adopt the Tenterfield Shire Council Audit, Risk and Improvement Committee Charter and Tenterfield Shire Council Internal Audit Charter.

(Kim Rhodes/Tim Bonner)

Motion Carried

Erika Bursford, Manager Customer Service, Governance & Records left the meeting, the time being 11.38am

Roy Jones, Manager Finance & Technology entered the meeting, the time being 11.38 am.

(ITEM GOV69/22) FINANCE & ACCOUNTS - PERIOD ENDED 31 JULY 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.

- 180/22** **Resolved** that Council receive and note the Finance and Accounts Report for the period ended 31 July 2022.

(Peter Petty/Kim Rhodes)

Motion Carried

(ITEM GOV70/22) CAPITAL EXPENDITURE REPORT AS AT 31 JULY 2022

SUMMARY

The purpose of this report is to show the Year-to-date (YTD) financial progress of Capital Works projects against the budget.

- 181/22** **Resolved** that Council receive and note the Capital Expenditure Report for the period ended 31 July 2022.

(Tim Bonner/Peter Petty)

Motion Carried

(ITEM GOV71/22) 2021/2022 FINANCIAL STATEMENTS TO BE REFERRED FOR AUDIT

SUMMARY

The purpose of this report is to comply with statutory requirements in relation to the General Purpose Financial Statements and Special Purpose Financial

Statements for the year ended 30 June 2022. The Financial Statements are to be referred to Council's Auditor, with authorisation from the Mayor, a Councillor, the Chief Executive and the Responsible Accounting Officer.

182/22

Resolved that Council;

- (1) In relation to the Financial Statements and in accordance with Section 413(2)(c) of the Local Government Act 1993 (as amended):
 - a) Council resolves that in its opinion the General Purpose Financial Statements and the Special Purpose Financial Statements for the year ended 30 June 2022 and Special Schedules are properly drawn up in accordance with the provisions of the Local Government Act 1993, (as amended) and the Regulations there under; and
 - b) That the Financial Statements be approved and signed by the Mayor, the Deputy Mayor, the Chief Executive and the Responsible Accounting Officer.
- (2) That the Financial Statements be referred to Council's Auditor for audit; and
- (3) That the audited Financial Statements be forwarded to the Office of Local Government by 31 October 2022; and
- (4) That the Chief Executive Officer be delegated authority to place the Audited Financial Statements on public exhibition from Tuesday, 1 November 2022 if possible (or the soonest practicable alternative date if not) and that notice be given that Council will present its Audited Financial Statements at the Ordinary Council Meeting to be held on 23 November 2022 if possible (or the soonest practicable alternative date if not); and
- (5) That the audited Financial Statements be presented at the meeting of Council to be held on 23 November 2022 if possible in accordance with Section 419(1) of the Local Government Act 1993 (as amended) or alternatively at the soonest practicable date as determined by the Chief Executive Officer.

(Peter Petty/Geoff Nye)

Motion Carried

Roy Jones, Manager Finance & Technology left the meeting, the time being 11.57 am.

(ITEM GOV72/22) MURRAY DARLING ASSOCIATION INC - 78TH NATIONAL CONFERENCE & ANNUAL GENERAL MEETING - ALBURY NSW - 19 - 21 SEPTEMBER 2022

SUMMARY

The purpose of this report is for Council to endorse and approve the attendance of Council delegate on the Murray Darling Association Inc to attend the 78th

National Conference and Annual General Meeting at Albury on 19 to 21 September 2022.

183/22

Resolved that Council approve the attendance of Council's Murray Darling Association Inc delegate and Region 11 Executive Member, Councillor Greg Sauer at the 78th National Conference & Annual General Meeting at Albury, 19 to 21 September 2022.

(John Macnish/Peter Petty)

Motion Carried

REPORTS OF DELEGATES & COMMITTEES

Mayor Bronwyn Petrie advised that the National Timber Council Association had invited her to attend their meeting of 14 September 2022, which she declined due to austerity measures.

The Council recontacted Mayor Petrie and offered to pay for Mayor Petrie's travel and accommodation enabling her to attend the 14 September meeting, which she gratefully accepted. (See tabled items)

Mayor Petrie will bring back a Delegates Report to a future Ordinary Council Meeting.

NOTICES OF MOTION

Nil.

RESOLUTION REGISTER

(ITEM RES8/22) COUNCIL RESOLUTION REGISTER - JULY 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.

184/22

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

(Tom Peters/Giana Saccon)

Motion Carried

CONFIDENTIAL BUSINESS

SUSPENSION OF STANDING ORDERS – CONFIDENTIAL BUSINESS

185/22 **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, person matters, trade secrets or matters which cannot be lawfully disclosed.

(Geoff Nye/Peter Petty)

Motion Carried

The recording device was turned off and the meeting moved into Closed Committee, the time being 12.06pm.

(ITEM MM1/22) CHIEF EXECUTIVE PERFORMANCE REVIEW 2021/22 ANNUAL REVIEW JULY 2022

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.

Background

The Chief Executive, Daryl Buckingham commenced in the role on 19 July 2021.

With the 12 month period of service occurring in July 2022 the Councillors met in a workshop 27 July 2022 to review the performance of the Chief Executive and it was also noted that the review was effectively a review of performance of the organisation as well as the governing body in partnership with the Chief Executive and staff. The Committee was assisted by Wes Hoffman Manager HR Workforce Development & Safety.

Workshop Outcomes

The Chief Executives review was based against key performance actions in line with the following:

- The Standard Contract of Employment for General Managers of Local Councils in NSW - Schedule B- Duties and Functions
- Office of Local Government - Guidelines for the Appointment & Oversight of General Managers
- Local Government NSW Capability Framework – Workforce Leadership

This included all twenty-eight (28) elements under the following Contractual performance measures:

- Contractual Duties and Functions - Works with Council
- Contractual Duties and Functions - Manages the Organisation
- Contractual Duties and Functions - Manages the Administration's Dealings with The Community and Government Bodies

Some specific aspects arising from the presentation were:

- Operational Plan being achieved effectively and efficiently and reported four times a year – **Within weather constraints**
- The program adopted through the budget is achieved, and cost effectiveness and productivity are demonstrated - **Within weather constraints**
- Staff are motivated to achieve stated objectives – **Need to bolster morale. Be honest about council's financial situation but inspire the staff to maintain productivity**
- Media reports cover all major Council initiatives – **As required, mostly Mayors responsibility**
- Councils achievements are publicised – **Increase media presence on Councils achievements.**

Committee Assessment

The Committee made the following general assessment of Mr Buckingham's performance:

- The organisation had a number of challenges facing the new Chief Executive at his commencement in the role in July 2022 and by any measure Mr Buckingham continues to address every challenge with energy and expertise.
- Daryl's efforts are greatly appreciated, and he has the confidence of all councillors.
- Daryl's performance has been assessed as meeting requirements.
- Mr Buckingham's has demonstrated an open door with Councillors, staff and the community and is willing to consult with Councillors and others before making decisions
- Overall, the Committee considers Mr Buckingham has performed at the highest level and the Councillors are deeply appreciative of his commitment and dedication to the organisation and Tenterfield community.
- Mr Buckingham achieved a very positive review.

It was noted that for 2022/2023 the top priorities are:

- Councils financial sustainability
- Application for a Special Rates Variation
- The continual pursuit of efficiencies through improved productivity, cost savings and alternative funding arrangements.

It was also noted that Mr Buckingham chose to forgo the opportunity to request a remuneration increase to his TRP due to Councils current financial situation. This was in contradiction to Council having a high regard for the very high performance of Mr Buckingham's since commencing in the position since July 2022.

Mr Buckingham's only request was an additional discretionary benefit, in accordance with the provisions of the Guidelines for the Appointment & Oversight of General Managers be provided. That being a request for a nine (9) day fortnight.

Summary

The Committee is now in a position to report to the Council on the Chief Executive Officer's progress for the 12-month period ending July 2022.

That Council note the Mayoral Minute and support the findings of the Committee on the Chief Executive Officer's high level of performance for the 12 month period to July 2022, and endorse the three (3) specific priorities for the Chief Executive in the next review period:

- Councils financial sustainability
- Application for a Special Rates Variation
- The continual pursuit of efficiencies through improved productivity, cost savings and alternative funding arrangements.

and having regard for the high level of performance of the Chief Executive to award the ability to take two days of special leave each month with pay to enable a break from the office and to recognise the out of hours worked. In accordance with Clause 9.8 of the Contract under Schedule A – Council policies, Special Leave effective from his anniversary of service being 19 July 2021.

Due to the fact that Mr Buckingham has not taken the opportunity to request a cash increase to his TRP and to ensure there is no loss of remuneration, it has been determined that the rental of the Council house at 53 Welburn lane Tenterfield be the same value as the Statutory and Other Officer's Remuneration Tribunal 2022 determination for the next twelve (12) months. That determination was 2% equating to \$5,400.00.

186/22

Resolved that I, Mayor Bronwyn Petrie hereby move the following Mayoral Minute at the Ordinary Meeting held on Wednesday, 24 August 2022.

That Council:

- (1) Note the Mayoral Minute; and
- (2) Support the findings of the Committee on the Chief Executive Officer's high level of performance for the 12 month period to July 2022; and
- (3) Endorse the three (3) specific priorities for the Chief Executive in the next review period:
 - Councils financial sustainability
 - Application for a Special Rates Variation
 - The continual pursuit of efficiencies through improved productivity, cost savings and alternative funding arrangements; and
- (4) Having regard for the high level of performance of the Chief Executive to award the ability to take two days of special leave each month in recognition of out of hours worked; and
- (5) Due to the fact that Mr Buckingham has not taken the opportunity to request a cash increase to his TRP and to ensure there is no loss of remuneration, it has been determined that the rental of the Council

house to be the same value as the Statutory and Other Officer's Remuneration Tribunal 2022 determination for the next twelve (12) months.

(Bronwyn Petrie/Geoff Nye)

Motion Carried

Bruce Mills, Manager Economic Development & Special Projects entered the meeting, the time being 12.38 pm.

(ITEM ECO11/22) SALE OF 780 SUGARBAG ROAD, DRAKE.

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.

SUMMARY

The purpose of this report is to advise Tenterfield Shire Council of an offer to buy 780 Sugarbag Road West, Drake 2469 – Lot 26 DP 735029. The offer is \$235,000 cash, settlement 12 weeks.

OFFICER'S RECOMMENDATION:

That Council:

- (1) Receive and note the Report;
- (2) Consider the sale offer of \$235,000, by either
 - a) Accepting the \$235,000 sale offer; or
 - b) Declining the \$235,000 sale offer.

(Peter Petty/Tim Bonner)

AMENDMENT

That Council:

- (1) Receive and note the Report;
- (2) Consider the sale offer of \$235,000,
 - a) Accepting the \$235,000 sale offer.

(Peter Petty/Tim Bonner)

187/22

Amendment Carried

Resolved that Council:

- (1) Receive and note the Report;
- (2) Consider the sale offer of \$235,000,
 - a) Accepting the \$235,000 sale offer.

(John Macnish/Geoff Nye)

Motion Carried

(ITEM ECO12/22) AIRSTRIP - LOT 1 DP236737 - 127 SCHRODERS ROAD, TENTERFIELD

That above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 10A(2) (c) (d(i)) 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; AND commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it.

SUMMARY

Council owns the Tenterfield airstrip – Lot 1/DP236737 – 127 Schrodgers Rd, which could be sold to raise funds for Council operations/service delivery.

Recommendation:

That Council:

- (1) Receive and note the report; and
- (2) Delegate the Chief Executive authority to arrange sale of Lot 1 DP236737 – 127 Schrodgers Rd, Tenterfield by Tender, with a request for tenderers to provide their aspirations for the site.

AMENDMENT

That Council:

Delay ITEM ECO12/22 AIRSTRIP – LOT 1 DP236737 – 127 SCHRODERS ROAD, TENTERFIELD until the September 2022 Ordinary Council Meeting to allow for workshopping all issues and information.

(Peter Murphy/Kim Rhodes)

Amendment Lost

188/22

Resolved that Council:

- (1) Receive and note the report; and
- (2) Delegate the Chief Executive authority to arrange sale of Lot 1 DP236737 – 127 Schrodgers Rd, Tenterfield by Tender, with a request for tenderers to provide their aspirations for the site.

(Greg Sauer/Peter Petty)

Motion Carried

RECORDING OF A DIVISION

189/22 **Resolved** that the voting be recorded for ITEM ECO12/22 Airstrip – Lot 1 DP236737 – 127 Schrodgers Road, Tenterfield

(Giana Saccon/Kim Rhodes)

Motion Carried

For the Motion were Crs Greg Sauer, Peter Petty, Tin Bonner, Geoff Nye, John Macnish, Tom Peters and Bronwyn Petrie. Total (7)

Against the Motion were Crs Peter Murphy, Kim Rhodes and Giana Saccon. Total (3)

(ITEM ECO13/22) OPTIONS TO MANAGE 136 MANNERS STREET, TENTERFIELD.

That above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 10A(2) (c) (d(i)) 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; AND commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it.

SUMMARY

The purpose of this report is to present options to Council for the future use and management of the property at 136 Manners Street, Tenterfield (Lot 1 DP 561371)

Once Council has resolved a position, a further report may need to be presented providing more detailed investigations based on the preferred action.

OFFICER'S RECOMMENDATION:

That Council delegate authority the Chief Executive to:

- 1. Leave the current lessee in occupation on a month to month basis at the same rent or;**
- 2. Commence negotiations for a new commercial lease over the property with the existing tenant at a market rent or;**
- 3. Commence negotiations for a new commercial lease over the property with the existing tenant at a concessional rent or;**
- 4. Investigate putting the property to the market for lease or;**
- 5. Investigate the sale of the property with vacant possession or subject to a lease at a market rent.**

AMENDMENT

That Council delegate authority to the Chief Executive to:

1. Leave the current lessee in occupation on a month to month basis for six months; and
2. Commence negotiations for a new commercial lease over the property with the existing tenant at a market rent.

(Peter Petty/Greg Sauer)

Amendment Carried

190/22

Resolved that Council delegate authority the Chief Executive to:

1. Leave the current lessee in occupation on a month to month basis for six months; and
2. Commence negotiations for a new commercial lease over the property with the existing tenant at a market rent.

(Peter Petty/Greg Sauer)

Motion Carried

Bruce Mills Manager Economic Development & Special Projects left the meeting, the time being 1.12 pm.

Fiona Keneally, Director Infrastructure entered the meeting, the time being 1.12 pm.

(ITEM COM17/22) TENTERFIELD YOUTH PRECINCT AND MOUNTAIN BIKE TRAILHEAD - DESIGN AND CONSTRUCT TENDER

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.

SUMMARY

The purpose of this report is for Council to approve and endorse awarding of RFT08 - 21/22 - Design and Construct Tender - Tenterfield Youth Precinct and Mountain Bike Trailhead.

191/22 Resolved that Council:

Accept the tender of Collaborative Construction Professionals for RFT 08-21/22 - Design and Construct of the Tenterfield Youth Precinct and Mountain Bike Trailhead for a contract total of \$2,181,198.29 inclusive of GST and provisional items.

(Greg Sauer/Peter Petty)

Motion Carried

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

Cr Giana Saccon, asked that her "vote against the motion" be recorded.

Recorded under the Model Code of Meeting Practice (Local Government NSW) - Section 11 Point 6.

The meeting moved out of Closed Committee and the recording device was turned on, the time being 1.20 pm.

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

MEETING CLOSED

There being no further business the Mayor declared the meeting closed at 1.30 pm.

.....
Councillor Bronwyn Petrie
Mayor/Chairperson

Department:	Office of the Chief Corporate Officer
Submitted by:	Corporate Administration Officer
Reference:	ITEM COM20/22
Subject:	NSW PUBLIC SPACES CHARTER

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

CSP Goal:	Environment - 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 to deliver sustainable land use management practices for our natural environment.

SUMMARY

The NSW Public Spaces Charter was released by the NSW Department of Planning, Industry and Environment in October 2021 and are encouraging Councils to sign up to the charter and to apply the principles in their strategies and planning.

OFFICER'S RECOMMENDATION:

That Council:

- (1) Submit the application to become a signatory for the NSW Public Spaces Charter and complete the baseline report when approved.**

BACKGROUND

The Charter was developed to support the Premier's Priority for greener public spaces, which aims to increase the proportion of homes in urban areas within 10 min walk of quality green, open and public spaces by 10% by 2023. The Charter will ensure an ongoing commitment to quality public spaces in NSW.

The draft Charter identifies 10 principles for quality public spaces, developed through evidence-based research and discussions with a diverse range of public space experts and users. The Charter is closely aligned with the principles of the United Nations Charter of Public Spaces. These principles will support all councils who were involved in public spaces in NSW as advocates, advisors, decision makers, planners, designers, and managers as well as those activation public spaces. Councils are encouraged to sign up to the Charter and to apply these principles in their strategies

REPORT:

The NSW Department of Planning, Industry and Environment has developed the NSW Public Spaces Charter to support everyone in NSW to have access to high-quality public space that allows them to enjoy and participate in public life. The Charter identifies 10 principles for quality public spaces that distil and reflect evidence-based research, best practice and consultation with Aboriginal peoples, community members and representatives from State and Local Government, Industry, the business and cultural sectors and a diverse range of public space experts.

These principles are:

1. Open and welcoming space – belongs to everyone;
2. Community-focused – communities forge the ties that bind them;

Our Community No. 20 Cont...

3. Culture and creativity – Space to share stories and values;
4. Local character and identity - be proud of where we live;
5. Green and resilient – adapt and thrive in a changing climate;
6. Healthy and Active – Support health lifestyles and refreshes our spirits;
7. Local Business and Economies – A support more dynamic and exciting local economies;
8. Safe and Secure – Feel safe and secure using the space at all times of the day;
9. Designed for People – Space is flexible and can meet the needs of our diverse population; and
10. Well Managed – More inviting when it's well cared for.

The Charter's principles are premised on the understanding that there isn't a one-size fits all approach to public space. Every public space has its own unique history, heritage, and context and is supporting the different needs and uses of a specific community. There are significant and important differences in landscape, climate, amenity, population density and social and cultural demographics across NSW. All these factors influence where and how people use public space and what the priorities are for their community. There are no set rules as to where and how the Charter applies – it could apply to the management of a national or regional scale parkland, just as it could to the design of a new pocket park.

The pandemic has emphasized the inherent need for safe and welcoming public spaces, many experienced the newfound joy and delight in public spaces that improved the physical, emotional and psychological need within the community that previously had been taken for granted.

All public spaces should reflect the values, needs and aspirations of the communities that Council are a part of, including those who are vulnerable and hard to reach. The NSW Public Spaces Charter fits within the flagship programs and sits beside funding programs like Public spaces, Play, Splash, Swim, Your High Street Program and just recently announced Women and Children Safety Program.

Currently only 2 Councils are within the 15 organisations who are signatories to the NSW Public Spaces Charter, these are:

1. Cities and Active Transport;
2. Wollondilly Shire Council;
3. Plantabox Pty Ltd;
4. Outdoors NSW & ACT Limited;
5. JD Living Projects Pty Ltd;
6. Sprout Landscape Architecture P/L T/as Sprout Studio;
7. Landform Studios;
8. JOC CONSULTING PTY. LTD.;
9. Design+Planning;
10. Bosque Landscape Architecture;
11. Hay Shire Council;
12. Bondi to Manly Walk Supporters;
13. Arup;
14. Lachlan Shire Council; and
15. O'Hanlon Design Pty Ltd.

Becoming a signatory for the Charter shows commitment to embed the ten (10) principles when they plan for, design, or activate public spaces. If signing up to the

Our Community No. 20 Cont...

Charter, Council will be acknowledged on the website and supported with advice from the NSW Public Spaces Charter project team on how to develop an action plan, to implement the charter in their organisation or practice. Council will also have access to a community of practice, delivered quarterly. The community of practice will be focused on building the capacity of signatories to apply the Charter, by connecting them to public space experts and providing opportunities for information and data sharing and for promoting their own public space projects or practice.

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

The Department publicly exhibited the draft charter for six (6) weeks between Tuesday 20 October and Tuesday 1 December 2020. During this time, they invited the community to provide feedback by:

- Taking a short survey;
- Making a written submission; and
- Sharing their public space ideas for the ten (10) principles on an ideas wall.

A community panel of 14 NSW residents was established to review and provide feedback on the draft charter. The panel reflected the geographic, demographic, and cultural diversity of NSW. The department also facilitated six (6) workshops with different stakeholder groups about how they might use the charter and what support they would need to do.

In addition, two (2) webinars to introduce the charter, promote discussion about the value and importance of public space and encourage people to provide feedback.

2. Policy and Regulation

There is no legislation that Councils or organisations must become signatories for the NSW Public Spaces Charter.

If Council decides to become a signatory, staff will need to develop a NSW Public Spaces Charter Implementation Action Plan and evaluate and update, how the charter's principles are incorporated into Councils Strategies, Policies, Projects, Programs, funding agreements and key performance indicators.

3. Financial (Annual Budget & LTFP)

There is no financial cost to Council to become a signatory, however there will be significant financial burden in staff time to develop a plan and evaluate and update all Council strategies, policies, programs, and projects. A momentous amount of staff time will be needed every six (6) months to produce a mandatory high-quality report and to the NSW Public Spaces.

4. Asset Management (AMS)

This will change the way Council land is managed, as any future projects will need to ensure that each project reflects the ten (10) charter principles. This charter will provide advise, examples and resources for the planning, design, delivery, management, and evaluation of public spaces.

A public space includes:

Our Community No. 20 Cont...

Open Space: Parks, Gardens, Playgrounds, creek banks and waterfronts, outdoor playing fields and courts and publicly accessible bushland.

Public Facilities: Public Libraries, Museums, galleries, civic/community centers, indoor public sport facilities.

Streets: Streets, Avenues and boulevards, Squares and plazas, pavements, passages and lanes and bicycle paths.

5. Workforce (WMS)

Should Council wish to sign up to the Charter and commit to the 10 principles for quality public spaces. The signatory application process and reporting requirements are summarised below:

1. Your organisation completes the NSW Public Spaces Charter signatory Charter application form.
2. We review your application in line with the eligibility criteria.
3. Your organisation is notified of the outcome and if eligible is sent a link to the baseline report. This report will ask to identify goals for how the charter principles will be embedded in the practice and complete a short baseline report to track bi-annual progress.
4. Your organisation completes the baseline report within 1 month. of becoming a signatory.
5. After your report is received, your organisation is sent a signatory partner pack after we receive your baseline report.
6. From 2023, your organisation completes a biannual report every March and September.

Council will need to develop an NSW Public Spaces Charter Implementation Action Plan and evaluate and update, how the charter's principles are incorporated into Councils Strategies, Policies, Projects, Programs, funding agreements and key performance indicators consider a 6 monthly evaluation.

With the current employee shortages, staff are already exhausted with the current workload, adding the development of an action plan evaluation and continuous updating of Councils existing strategies, policies and plans together with the extensive reporting every 6 months will increase the burden to staff, with more responsibilities.

6. Legal and Risk Management

Nil.

7. Performance Measures

Every six (6) months will require Council staff to provide a high-level report to the NSW Public Spaces Charter Group on how Council ensures the ten (10) principles are written into Councils Plans and Strategies and how Council is following these principles.

There are no set rules as to where and how the Charter applies, but is designed for the community to have access to high-quality public space that allows them to enjoy and participate in public life.

Our Community No. 20 Cont...

8. Project Management

This Charter would form part of the scope of work to any project that is considered on any public spaces land. This Charter would mold each development to ensure the project has a quality public space. If Council becomes a signatory, support will be received from the NSW Department of Planning, Industry and Environment to support plans, designs and strategies.

Kylie Smith
Chief Corporate Officer

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

Department:	Engineering Department
Submitted by:	Director Infrastructure
Reference:	ITEM COM21/22
Subject:	CROWN LANDS PLAN OF MANAGEMENT RESERVE R22044

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

CSP Goal:	Community - The community is supported by accessible and equitably distributed facilities and recreational opportunities for people of all ages.
CSP Strategy:	Provide safe and accessible public spaces and places that are well maintained, clean and fun.

SUMMARY

The purpose of this report is for Council to consider a draft Plan of Management (PoM) for Crown Land described as Old Power House Reserve R22044. The reserve is over Lot 12 Section 22 DP 758959, Lot 701 DP 1059521 and Lot 7029 DP 1112788.

The reserve is classified as community land. The reserve purpose is for Public Recreation. In accordance with the enactment of the Crown Land Management Act 2016, Council is required to generate a Plan of Management (PoM) for the reserve which is crown land.

OFFICER'S RECOMMENDATION:

That Council:

- (1) Endorse the draft Plan of Management Old Power House Reserve – Crown Reserve R22044; and**
- (2) Forward to the Crown Lands Minister for approval prior to the compulsory community consultation period.**

BACKGROUND

The Crown Land Management Act 2016 (CLM Act) commenced on 1 July 2018, introducing legislation to govern the management of Crown land in NSW, which facilitated the passing of management of some Crown Land Reserves to Councils.

R22044 was historically devolved to Council which meant that Council was responsible for the maintenance and care of the reserve but were not in a position to manage or approve uses or buildings on the reserve.

Council resolved to apply to be appointed as the Crown Land Manager at the meeting held on 19 May 2021. Resolution 104/21

Council was appointed Crown Land Manager of the reserve from 18 June 2021 under Crown Land Management Act 2016 (CLM Act). Where a Council is appointed as the Crown land Manager under the CLM Act, the Crown Land is to be managed as it would under the Local Government Act 1993 (LGA). All activities on the reserve must be also be consistent with the reserve purpose and Native Title Act 1993 (Cth) (NT Act) and Council must obtain Native Title Manager advice for any future act contained in, and authorised by, the adopted PoM

Our Community No. 21 Cont...

Under Section 36 of the Local Government Act 1993, reserves classified as Community Land must be further categorized as one or more of the following:

- (a) a natural area;
- (b) a sportsground;
- (c) a park;
- (d) an area of cultural significance;
- (e) general community use.

Further, under section 3.23 of the CLM Act, Crown Land reserves managed by Council are required to be categorised into one or more of the following categories according to their purpose:

- Park,
- Sportsground,
- General Community Use,
- Area of Cultural Significance,
- Natural Area – Bushland,
- Natural Area – Wetland,
- Natural Area – Escarpment,
- Natural Area – Watercourse,
- Natural Area – Foreshore.

On 22 September 2021, Council resolved to submit the proposed categorisation of the R22044 to the Minister as 'General Community Use'. On 28 September 2021, the proposed categorisation was sent to the Minister for Crown Lands for approval.

On 8th October 2021, advice was received from the Minister (Department of Planning, Industry, and Environment – Crown Lands) directing Council to re-categorise the reserve to Park (part) and Natural Area Watercourse (part) for the reason that sections 36G and 36M of the LG Act are the categories that most closely align with the reserve purpose and land use characteristics.

The section of the reserve categorized as 'Natural Area-Watercourse' is a small area following Tenterfield Creek in the north western corner. The remainder is categorized as 'Park'.

REPORT:

As introduced in the background section of this report the next step is for council to approve a PoM for the reserve and then submit the PoM to the Minister for approval.

A draft PoM has been prepared over R22044 and is annexed. Refer to Attachment 1. The draft plan has been prepared in accordance with:

- The categorizations approved by the Minister (Park (part) and Natural Area Watercourse (part))
- The reserve purpose which is for Public Recreation
- The CLM Act and published guidelines for drafting a PoM
- The Aboriginal land Claim over Lot 12 Section 22 DP 758959

Section 39 of the LG Act requires that any draft PoM for a Crown Reserve, including the first Plan of Management prepared, is required to be referred to Department of Planning, Industry, and Environment – Crown Lands (the Minister) as the owner of the land, in draft form to seek the consent of the Minister.

Our Community No. 21 Cont...

The public exhibition requirements of the section 38 of the LG Act, are required to be undertaken by Council after the draft PoM has been submitted to the Minister and approved by the Minister but prior to adoption.

If the Council is required to make any changes to the draft PoM under direction of the Minister, these changes must be reflected in the version of the draft PoM on which public consultation is undertaken.

If the public exhibition process results in substantive changes to the draft PoM, it will need to be resubmitted to the Minister prior to final adoption.

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

Community Consultation has been undertaken and taken into consideration in the preparation of the draft PoM. Three (3) onsite meetings were held with school groups, key stakeholders, and the indigenous community. School students also participated in a survey to identify what features they would like to see in the precinct.

Once the draft plans have been approved by the Minister for Crown lands, they must be placed on public exhibition for not less than 28 days, and allow for submissions to be made to Council for a period of not less than 42 days after the date they were placed on public exhibition.

2. Policy and Regulation

- Local Government Act 1993 (NSW)
- Local Government Act 1993 (NSW)
- Local Government Regulation 2021 (NSW)
- Crown Land Management Act 2016 (NSW)
- Aboriginal land Rights Act 1983 (NSW)
- Native Title Act 1993 (CTH)

3. Financial (Annual Budget & LTFP)

There will be costs involved with reviewing the Plans not more than every 10 years.

There will also be operational costs associated with the management of infrastructure and garden areas in the reserve as Council is the Crown Land Manager.

4. Asset Management (AMS)

Given that Council already manages the lands and the activities carried out thereon the most significant change will be infrastructure depreciation and a minor increase in maintenance.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

There are significant risks involved in continuing to manage the reserve without an approved PoM in place.

Our Community No. 21 Cont...

In accordance with the Crown Land Management Act 2016 and Local Government Act 1993, Council will be required to manage the reserve in accordance with the approved POM and the reserve purpose which is Public Recreation.

The Aboriginal Land Claim over Lot 12 Section 22 DP 758959 needs to be recognized and managed appropriately.

Native Title has not been extinguished. A Native Title Managers report to validate the proposed uses/acts within the PoM will need to be completed prior to submitting the draft to the Minister and before acts can take place.

7. Performance Measures

Plans to be reviewed regularly not more than every 10 years.

8. Project Management

Nil.

Fiona Keneally
Director Infrastructure

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Plan of Management

Old Power House Reserve
Crown Street, Tenterfield

Version 1.0 – September 2022



Plan of Management

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Note: This report was prepared by Latsync Project Management in conjunction with Tenterfield Shire Council



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Executive Summary

This Plan of Management, adopted on **28th September 2022** by Tenterfield Shire Council, applies to Crown Reserve R22044, Crown Street, Tenterfield. The Crown reserve will be referred to as Old Power House Reserve in this Plan.

The purpose of this Plan is to provide Council with a framework that enables decisions regarding Old Power House Reserve, to be made on a consistent and equitable basis. The Plan meets all the requirements of the Crown Land Management Act 2016 (CLM Act) and the Local Government Act 1993 (LG Act) as amended and Local Government (General) Regulation 2021.

Old Power House Reserve is owned by the NSW State Government (the Crown) and is managed by Tenterfield Shire Council as Crown Land Manager, under the CLM Act. This Plan replaces the existing plan of management, previously adopted by Council for the land. It should be read in conjunction with any plan of management that applies to the remainder of Old Power House Reserve.

Acknowledgement of Country

Tenterfield Shire Council would like to acknowledge the traditional custodians of this land and 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.



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Part 1: General Information

1. Introduction

The *Crown Land Management Act 2016* (CLM Act) commenced on 1 July 2018, introducing legislation to govern the management of Crown land in NSW. Councils will now manage their Crown reserved land as if it were public land under the *Local Government Act 1993* (LG Act).

Most of this land is expected to be 'community land' under the LG Act, meaning that Councils will be required to have plans of management in place for the land. Old Power House Reserve is a Crown reserve and is classified as community land under the LG Act. Therefore, this Plan of Management (the Plan) has been prepared to comply with the legislation.

1.1. What is a Plan of Management for Community Land

A Plan of Management (PoM) is a document that guides the management of a particular category, or specific areas, of community land that are directly owned by Council, or under the care and management of Council.

Plans of Management may take either of two forms:

1. GENERIC – covering a number of sites where attributes remain the same; or,
2. SPECIFIC – covering a unique site where management issues are more complex and may require site specific planning targets.

This Plan is a SPECIFIC PLAN covering the Old Power House Reserve site under the community land category of PARK and NATURAL AREA – WATERCOURSE.

This Plan has a role in assisting the community to gain a better understanding of the complex day-to-day management Council undertakes for its public lands, which can take the form of routine management and maintenance; design and construction of new facilities; and the management of sensitive areas.

1.2. Corporate objectives

The purpose of this Plan is to provide Council with a framework that enables decisions, with regards to Old Power House Reserve, to be made in a consistent and equitable basis. The Plan meets all the requirements of the CLM Act and LG Act, as amended.

Council's vision for Old Power House Reserve recognises the long-term use of the site, as socially, culturally, and physically enhancing the community. The site will be managed and maintained according to the categorisation of Park as detailed in this Plan.

The Plan is influenced by the core management objectives within the Tenterfield *Parks and Sportsgrounds Plan of Management*. These are:

1. To encourage, promote and facilitate recreational, cultural, social, and educational pastimes and activities; and,
2. To provide for passive recreational activities or pastimes and for the casual playing of games; and,
3. To improve the land in such a way as to promote and facilitate its use to achieve the other core objectives for its management.



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The Plan is also written to reflect each of Council's core values: Integrity – Community focus – Accountability – Respect – Excellence.
Further information about the legislative context of Crown Reserve Plans of Management can be found in Appendix A of this document.

1.3. Review of this plan

Council reviews plans of management as required. Reviewing the Plan is the only way to change the land category, nature, and use of the land.

1.4. Community consultation

Tenterfield Shire Council recognises community participation is an integral aspect of planning and is committed to providing opportunities for the community to be involved in the planning system.

This Plan is required to be placed on public exhibition for a period of 28 days in accordance with the LG Act. The public exhibition will provide opportunity for the community to provide feedback via submissions.

Community consultation has already been undertaken for the proposed development (Appendix B). Three (3) onsite meetings were held with school groups, key stakeholders, and the indigenous community. School students also participated in a survey to identify what features they would like to see in the Youth Precinct.



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2. Land Description

2.1. Land to which this Plan applies

This Plan applies to part of Old Power House Reserve situated on Crown reserve R22044, Crown Street, Tenterfield. The reserve information is detailed below in Table 1.

Table 1: Reserve information

Reserve number	R22044
Gazetted date	19 May 1972
Reserve purpose	Public Recreation
Land parcel/s	Lot 12 Sec. 22 DP 758959 Lot 701 DP 1059521 Lot 7029 DP 1112788
Area (sqm)	19,608
LEP 2013 zoning	RU5 – Village
Assigned category/categories	Park Natural Area – Watercourse

See Figure 1 below for land to which this Plan applies.



Figure 1: Land to which this Plan applies (Old Power House Reserve)



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2.2. Owner of the land

Old Power House Reserve is owned by the NSW State Government (the Crown) and is managed by Tenterfield Shire Council as Crown Land Manager, under the CLM Act. There are restrictions on transfer and management of Crown land under section 2.12 and 3.22 of the CLM Act.

2.3. Categorisation of the reserve

Under section 3.23 of the CLM Act, Crown land reserves managed by Council are required to be categorised into one or more of the following categories according to their purpose:

- Park,
- Sportsground,
- General Community Use,
- Area of Cultural Significance,
- Natural Area – Bushland,
- Natural Area – Wetland,
- Natural Area – Escarpment,
- Natural Area – Watercourse,
- Natural Area – Foreshore.

In accordance with advice from the Department of Planning, Industry and Environment – Crown Lands, the guidelines set out in the *Local Government (General) Regulation 2021*, and Practice Note 1: Public Land Management (Department of Local Government Amended 2000) Old Power House Reserve is categorised as:

- Park
- Natural Area – Watercourse

Council currently manages and will continue to manage the reserve in a way that allows the public to utilise the site as for the purpose which is outlined in the core objectives of Park and Natural Area – Watercourse. See Figure 2 for categorisation of the Reserve.



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Figure 2: Categorisation of the Reserve

2.4. Zoning of the reserve

Old Power House Reserve is zoned as Public Recreation under the *Tenterfield Local Environmental Plan 2013* (LEP). The reserve adjoins other lands zoned RU5 Village. Land zones are shown in Figure 3 below.



Figure 3: Land Zones



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The objectives of the RU5 - Village zone in the LEP include:

- To provide for a range of land uses, services and facilities that are associated with a rural village.
- To enable development of a scale that is compatible with the general residential character of village areas and that will not prejudice the viability of established shopping and commercial centres.

Refer to the LEP for permissible uses in the RU5 - Village zone and other attributes present on the site.

2.5. Land comprising the habitat of endangered or threatened species

A SEED search (www.geo.seed.nsw.gov.au) and an eSPADE search (www.environment.nsw.gov.au/eSpade2Webapp) were conducted on 24/08/2022. Under the *Biodiversity Conservation Act 2016* (BC Act) no known records of endangered ecological communities on the site were identified.

Threatened species identified under the BC Act in the reserve include (see Figure 4):

- Eel Tailed Catfish – Tenterfield Creek
- Southern Purple Spotted Gudgeon – Tenterfield Creek

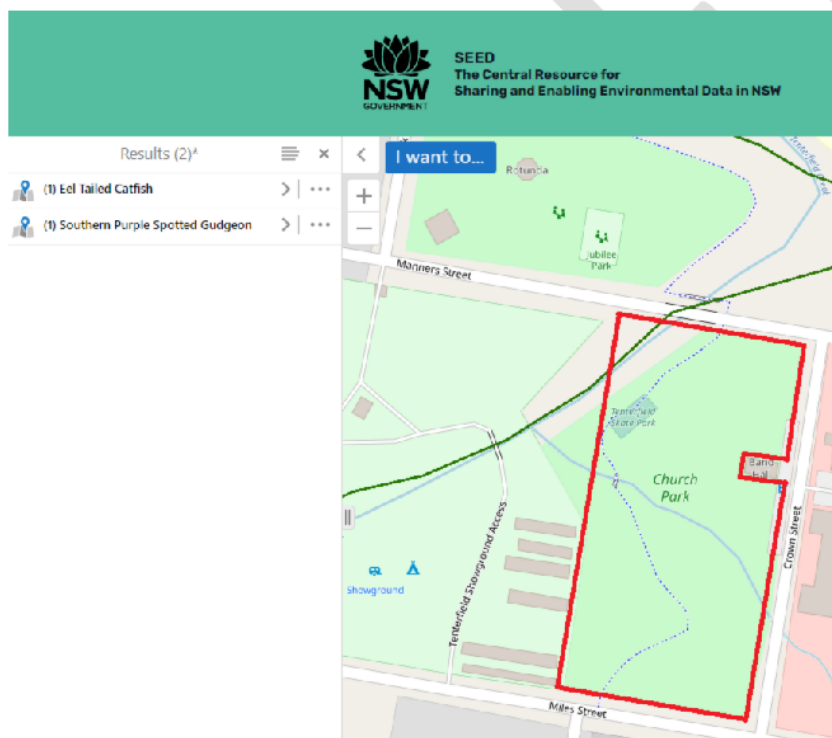


Figure 4: Identified threatened species (search conducted 24/08/2022)

2.6. Land containing significant natural features

The site has not been identified under Section 36C of the LG Act, with regards to significant natural features.



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2.7. Culturally significant land

Under Section 36D of the LG Act, the reserve has not been identified as an Area of Cultural Significance.

Aboriginal Significance

At the time the plan was made, no identified items of cultural heritage significance, known Aboriginal archaeological sites, or places of specific Aboriginal heritage significance were located within the reserve. Nevertheless, any works proposed should ensure consistency with the *Tenterfield LGA Aboriginal Heritage Study (2013)*.

It is noted that Crown Lands have advised Council of an Aboriginal Land Claim (31658). That was lodged on 13 October 2010 for Lot 12 Section 22 DP 758959 on behalf of the Moombahlene Local Aboriginal Land Council. No works can be conducted on Lot 12 until such time as advice is received regarding the claim.

Non-Aboriginal Significance

Old Power House Reserve is not identified as a significant item of Environmental Heritage under *Tenterfield Local Environmental Plan 2013 (LEP)*.

3. Development and Use

3.1. Overview

Council's Resourcing Strategy ensures sufficient financial and human resources exist to provide services and infrastructure assets expected by the community. The Long-Term Financial Plan, Asset Management Strategy, and Workforce Management Plan contained within the strategy address strategies and actions contained within the Community Plan. These strategies and actions are then implemented through the Delivery Program and Operational Plan. The Resourcing Strategy ensures Council has an ongoing commitment to the maintenance of this reserve.

3.2. Condition of the land and structures on adoption of the Plan

Council's Asset Management Plan reports on the current state of Council assets. Asset conditions are assessed as part of comprehensive network inspections. These assessments are undertaken in accordance with the Institute of Public Works Engineering Australasia Practice Notes.

At the date of adoption of this Plan, assets identified on the site and their current condition include:

- Footpath – varying condition
- Signs – good condition
- Fencing – fair condition
- Skate Park – fair condition
- Basketball Court – fair condition

Vegetation consists of mowed exotic parkland grasses and is in good condition.



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3.3. Use of the land and structures as at the date of adoption of the Plan

Old Power House Reserve's current use is Park and Natural Area – Watercourse, shared-use pathway, skate park and basketball court used by pedestrians and cyclists.

See Appendix C for current leases and licences on the site.

3.4. Permitted use

The purpose of Old Power House Reserve is for public recreation, the assigned category is Park and Natural Area – Watercourse. This purpose and category align with the reserve's past and current use and corporate objectives. Refer to the LEP for permissible uses in the RU5 – Village zone and other attributes present on the site. At the time of this report no permitted use were identified; however, contractors should exercise due diligence before commencing any development works.

3.5. Further development

Further development may be considered along with maintenance of existing infrastructure if it is consistent with the categories and purpose for the reserve and relevant legislation such as the LG Act, *Native Title Act 1993*, and the CLM Act.

The general types of uses which may occur on community land categorised as Park and Natural Area – Watercourse, and the forms of development generally associated with those uses, are set out in tables in Sections 5 & 6 of this Plan.

Currently there is a concept design for a Youth Precinct & Mountain Bike Trail Head in the Reserve (Appendix B). This concept design will be updated once final design plans are received.

3.6. Scale and intensity

Old Power House Reserve's current use is Park and Natural Area – Watercourse, shared-use pathway, skate park and basketball court used by pedestrians and cyclists. The intensity with which this reserve is used is dependent on varying factors such as weather, day of the week and holidays. The reserve will be used in future for public recreation, with public right of access to all outdoor areas.

3.7. Leases, Licences & other Estates

This Plan expressly authorises leasing, licensing, or granting of any other estate over this reserve for any community purpose as determined by Council. Any agreement which may be entered into will be in accordance with relevant section of the LG Act (s. 46 and 47) and in consideration of native title implications for Crown land.

This Plan expressly authorises the issue of leases, licences, and other estates over the reserve, provided that:

- The purpose is consistent with the reserve purpose of the land.
- The purpose is consistent with the core objectives for the category of the land.
- The lease, licence or other estate is for a permitted purpose listed in the LG Act or the *Local Government (General) Regulation 2021*.



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- The issue of the lease, licence or other estate and the provisions of the lease, licence or other estate for Crown land can be validated by the provisions of the *Native Title Act 1993*.
- Where the land is subject to a claim under the *Aboriginal Land Rights Act 1983* the issue of any lease, licence or other estate will not prevent the land from being transferred in the event the claim is granted.
- The lease, licence or other estate is granted and notified in accordance with the provisions of the LG Act or the *Local Government (General) Regulation 2021*.
- The issue of the lease, licence or other estate will not materially harm the use of the land for any of the purposes for which it was dedicated or reserved.
- Council Crown Land Managers have obtained written advice from a qualified Native Title Manager that any proposed lease or licence arrangements comply with any applicable provisions of the *Native Title Act 1993* for Crown land.

Tables in the relevant category sections of this Plan further identify the purposes for which leases and licences may be issued over the reserve.

3.8. Short term Casual Purposes

Subject to Council approval, the following short term casual purposes may be allowed if considered appropriate:

- a) the playing of a musical instrument, or singing, for fee or reward,
- b) engaging in a trade or business,
- c) the playing of a lawful game or sport,
- d) the delivery of a public address,
- e) commercial photographic sessions,
- f) picnics and private celebrations such as weddings and family gatherings,
- g) filming sessions.

3.9. Signs

Council uses signs to regulate the activities carried out on community land and to provide educational information. All Council signs erected under Part 9 of the CLM Act, plus reserve name signs and traffic and safety signs, are permissible. Council must approve all other signs, including design before erection. All signs must be sympathetic to their environment in their design, construction, and location.

3.10. Easements

Council reserves the right to grant easements as required for utilities and access.

3.11. Alcohol

Council can declare the area an alcohol-free zone under Chapter 16, Part 4 – Street Drinking (s.642-648) of the LG Act.



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3.12. Management actions

Management actions must be consistent with those outlined in this Plan. Council shall provide (when required) the construction and maintenance of utility services, provision and maintenance of wetlands, flood ways, cycle ways, vehicular access ways and the granting of easements.

3.13. Fees and charges

Council fees and charges may apply for specific uses of the reserve, these are outlined in Council's Fees and Charges Schedule. Applications must be lodged with Council for reserve hire.



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4. Additional matters

4.1. Definitions

The terms used within this Plan are to be understood as they are presented in the LG Act. For terms which require further definition, please see the *Interpretations Act 1987*.

4.2. Native Title Assessment

The CLM Act provides new direction for the management of Crown Land and Council is now responsible for compliance with Native Title legislation for the Crown land that it manages.

Council is required to undertake steps to identify if any activities that they do, or do not allow on Crown land, will have native title implications, what provisions of the *Native Title Act 1993* will validate the activity and what procedures should be taken in relation to a particular activity prior to its commencement.

Council must receive written advice from its Native Title Manager in relation to certain activities and acts it intends to carry out on Crown land.

Where a plan of management covers both Crown and Council owned land, native title assessment and advice for any activity is only required for the Crown land portion of the reserve.

See Appendix D for more information regarding Aboriginal Interests in Crown Land.

4.3. Community assistance

Council will encourage, where appropriate, community assistance in the development of new facilities as well as maintenance of existing facilities through the co-operation and assistance of local groups.



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Part 2: Detailed Information Regarding Categories of Land

5. Category: Park

5.1. Introduction

Part of Lot 7029 & Lot 701 and all of Lot 12 of Old Power House Reserve are categorised as Park.

The guidelines for categorisation of land as Park under clause 104 of the *Local Government (General) Regulation 2021* are if the land:

Is, or is proposed to be, improved by landscaping, gardens or the provision of non-sporting equipment and facilities, for use mainly for passive or active recreational, social, educational, and cultural pursuits that do not unduly intrude on the peaceful enjoyment of the land by others.

This reserve contains a shared-use pathway and mowed grass. It is therefore categorised as Park.

The core objectives for the management of land categorised as Park are:

- To encourage, promote and facilitate recreational, cultural, social, and educational pastimes and activities, and
- To provide for passive recreational activities or pastimes and for the casual playing of games, and
- To improve the land in such a way as to promote and facilitate its use to achieve the other core objectives for its management.

5.2. Key issues

The key issues associated with the land categorised as Park within Old Power House Reserve include but are not limited to:

Linkages to Other Land

The Crown reserve incorporates sections of the shared use pathway linking through to the potentially Heritage listed band hall (further investigation required) from Jubilee Park. There is also a sewer line that runs through the Crown reserve.

Threatened Fauna

Ensure threatened fauna are protected and mitigate impact by the community.

Threatened species identified on the site include:

- Eel Tailed Catfish – Tenterfield Creek
- Southern Purple Spotted Gudgeon – Tenterfield Creek

5.3. Development and use

The current use of the land categorised as Park within Old Power House Reserve is public recreation, with pedestrian access and cyclists utilising the shared-use pathway, skate park and basketball court.

Developments and uses on the reserve must be consistent and permissible under the LEP and State Environmental Planning Policies (SEPPs) applicable to this site. These activities or developments must also be consistent with the land categorisation.



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Council approval may be required prior to any development or improvement made to Community Land.

All major developments and improvements to be funded (solely or partially) by Council will be subject to Council approval.

The general types of uses which may occur on community land categorised as Park, the forms of development which generally associate with those uses, as set out in detail in Table 2. The facilities on community land may change over time, reflecting the needs of the community. The following examples in the table does not guarantee approval as this is subject to site suitability and assessment. It is not an exhaustive list.

Table 2: Possible permissible use and development of community land categorised as Park

Purpose/use	Examples of development to facilitate uses
<p>Active and passive recreation including children's play and cycling</p> <ul style="list-style-type: none"> Group recreational use, such as picnics and private celebrations Eating and drinking in a relaxed setting Publicly accessible ancillary areas, such as toilets Festivals, parades, markets, fairs, exhibitions and similar events and gatherings Low intensity commercial activities (e.g. recreational equipment hire) Filming and photographic projects Busking Public address (speeches) Community gardening <p>NB: Some of the uses listed above require a permit from the council.</p>	<p>Development for the purposes of improving access, amenity and the visual character of the park, e.g. paths, public art, pergolas</p> <ul style="list-style-type: none"> Development for the purposes of active recreation such as play equipment, exercise equipment, bike racks, half-court basketball courts, bocce courts Amenities to facilitate the safe use and enjoyment of the park e.g. picnic tables, BBQs, sheltered seating areas Kiosk or refreshment areas including external seating Lighting, seating, toilet facilities, courts, paved areas Hard and soft landscaped areas Storage sheds Car parking and loading areas Commercial development which is sympathetic to and supports use in the area, e.g. hire of recreation equipment Community gardens Heritage and cultural interpretation, e.g. signs Advertising structures and signage (such as A frames and banners) that: <ul style="list-style-type: none"> relate to approved uses/activities are discreet and temporary are approved by the council Bio-banking and carbon sequestration initiatives Water saving initiatives such as stormwater harvesting, rain gardens and swales Energy saving initiatives such as solar lights and solar panels Locational, directional and regulatory signage

5.4. Express authorisation of leases, licences, and other estates – Park

This plan of management expressly authorises the issue of leases licences and other estates over the land categorised as Park. Table 3 provides some possible types of purposes for which tenure may be granted. The following examples in the table does not guarantee approval as this is subject to site suitability and assessment. It is not an exhaustive list.



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Table 3: Leases, licences and other estates and purposes for which they may be granted for community land categorised as Park

Type of tenure arrangement	Maximum term	Examples of purposes for which tenure may be granted
Lease	As per statutory requirements	<ul style="list-style-type: none"> Kiosk areas, including seating and tables Management of court facilities Hire or sale of recreational equipment
Licence	As per statutory requirements	<ul style="list-style-type: none"> Outdoor kiosk seating and tables Management of court or similar facilities Hire or sale of recreational equipment
Short-term licence	As per statutory requirements	<ul style="list-style-type: none"> The playing of a musical instrument, or singing, for fee or reward Engaging in a trade or business, such as community events, festivals, fairs, markets, auctions, and similar activities The playing of a lawful game or sport The delivery of a public address, public performances Commercial photographic sessions Picnics and private celebrations such as weddings and family gatherings Filming sessions
Other estates		This PoM allows the council to grant 'an estate' over community land for the provision of public utilities and works associated with or ancillary to public utilities and provision of services, or connections for premises adjoining the community land to a facility of the council or public utility provider on the community land in accordance with the LG Act.

5.5. Management framework for land categorised as Park

The Action Plan (Table 4) is prepared in accordance with Section 36 of the LG Act and identifies the:

- Broad management issues,
- Objectives and performance targets of the Plan with respect to the land,
- Means by which Council proposes to achieve the Plan's objectives and performance targets; and
- The manner in which Council proposes to assess its performance with respect to the Plan's objectives and performance targets.

Table 4: Action plan for land categorised as Park

Management Issues	s.36(3)(b) objectives and performance targets	s.36(3)(c) means of achievement of objectives	s.36(3)(d) manner of assessment of performance
Encourage use of the reserve	To encourage, promote and facilitate recreational, cultural, social and educational pastimes and activities.	Ensure pedestrians can access the open space unimpeded.	Park is well used by a range of user groups
Facilities on the reserve	To provide for passive and active recreational activities or pastimes and for the casual playing of games.	Maintain pathway to an appropriate standard for use.	Facilities maintained as required. No negative reports from park users.
Improvements and maintenance to the reserve	To improve the land in such a way as to promote and	By generally maintaining the area in a neat, tidy and safe	Park is well maintained, neat, tidy and safe.



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Management Issues	s.36(3)(b) objectives and performance targets	s.36(3)(c) means of achievement of objectives	s.36(3)(d) manner of assessment of performance
	facilitate its use to achieve the other core objectives for its management.	condition in accordance with Council's Service Level Agreement (SLA). Undertake appropriate maintenance to facilities.	The reserve is maintained in accordance with Council's SLA for the site. Park is well used by a range of user groups. Inspections are made by appropriate Council staff when required.

6. Category: Natural Area – Watercourse

6.1. Introduction

Part of Lot 7029 and Part of Lot 701 on Old Power House Reserve are categorised as Natural Area – Watercourse.

Watercourses are defined in LG Regulation 110 as any stream of water, perennial or intermittent, in a natural or artificial channel, and associated riparian land or vegetation.

The core objectives for watercourses, as outlined in Section 36M of the LG Act, are to:

- manage watercourses so as to protect the biodiversity and ecological values of the instream environment, particularly in relation to water quality and water flows
- manage watercourses so as to protect the riparian environment, particularly in relation to riparian vegetation and habitats and bank stability
- restore degraded watercourses
- promote community education, and community access to and use of the watercourse, without compromising the other core objectives of the category.

6.2. Key issues

The key issues associated with the land categorised as Natural Area - Watercourse within Old Power House Reserve include but are not limited to:

Linkages to Other Land

The Crown reserve incorporates sections of the shared use pathway linking through to the potentially Heritage listed band hall (further investigation required) from Jubilee Park. There is also a sewer line that runs through the Crown reserve.

Threatened Fauna

Ensure threatened fauna are protected and mitigate impact by the community.

Threatened species identified on the site include:

- Eel Tailed Catfish – Tenterfield Creek



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- Southern Purple Spotted Gudgeon – Tenterfield Creek

6.3. Development and use

The current use of the land categorised as Natural Area – Watercourse within Old Power House Reserve is used for public recreation.

Developments and uses on the reserve must be consistent and permissible under the LEP and State Environmental Planning Policies (SEPPs) applicable to this site. These activities or developments must also be consistent with the land categorisation.

Council approval may be required prior to any development or improvement made to Community Land.

All major developments and improvements to be funded (solely or partially) by Council will be subject to Council approval.

The general types of uses which may occur on community land categorised as Natural Area – Watercourse, the forms of development which generally associate with those uses, as set out in detail in Table 5. The facilities on community land may change over time, reflecting the needs of the community. The following examples in the table does not guarantee approval as this is subject to site suitability and assessment. It is not an exhaustive list.

Table 5: Possible permissible use and development of community land categorised as Natural Area – Watercourse

Purpose/use	Examples of development to facilitate uses
<ul style="list-style-type: none">• Preservation of the council's natural heritage including the identified endangered ecological communities• Preservation of biological diversity and habitat• Providing a location for relaxation and passive, informal, water-based recreation, unless prohibited.• Approved bush care projects requiring ecological restoration activities associated with the protection and conservation of flora and fauna• Restoration works associated with the protection of the biodiversity and ecological values of the in-stream environment.	<ul style="list-style-type: none">• Visitor facilities: toilets, picnic tables, BBQs, sheltered seating areas, lighting, low-impact carparks, refreshment kiosks (but not restaurants)• Low-impact walking trails• Interpretive signage, information kiosks• Water-saving initiatives such as rain gardens, swales and sediment traps• Bridges, observation platforms• Work sheds or storage sheds required in connection with the maintenance of the land• Bicycle/boat hire or similar• Temporary erection or use of any building or structure necessary to enable a filming project to be carried out• Locational, directional and regulatory signage• Flood mitigation works, such as detention basins, realignment of water flows and banks, installation of pipes, culverts and other structures to assist in control of flood waters.

6.4. Express authorisation of leases, licences, and other estates – Natural Area – Watercourse

This plan of management expressly authorises the issue of leases licences and other estates over the land categorised as Natural Area – Watercourse. Table 6 provides some possible types of purposes for which tenure may be granted. The following examples in the table does not guarantee approval as this is subject to site suitability and assessment. It is not an exhaustive list.



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Table 6: Leases, licences and other estates and purposes for which they may be granted for community land categorised as Natural Area – Watercourse

Type of tenure arrangement	Maximum term	Examples of purposes for which tenure may be granted
Lease	As per statutory requirements	<ul style="list-style-type: none"> Walkways, pathways, bridges, causeways Observation platforms, signs Information kiosk Kiosk selling light refreshments (but not restaurants) Bicycle/boat hire or similar Work sheds or storage sheds required in connection with the maintenance of the land Toilets Temporary erection or use of any building or structure necessary to enable a filming project to be carried out
Licence	As per statutory requirements	<ul style="list-style-type: none"> Walkways, pathways, bridges, causeways Observation platforms, signs Information kiosk Kiosk selling light refreshments (but not restaurants) Bicycle/boat hire or similar Work sheds or storage sheds required in connection with the maintenance of the land Toilets Temporary erection or use of any building or structure necessary to enable a filming project to be carried out
Short-term licence	As per statutory requirements	<ul style="list-style-type: none"> Scientific studies and surveys or similar Bicycle/boat hire or similar Temporary erection or use of any building or structure necessary to enable a filming project to be carried out
Other estates		This PoM allows the council to grant 'an estate' over community land for the provision of public utilities and works associated with or ancillary to public utilities and provision of services, or connections for premises adjoining the community land to a facility of the council or public utility provider on the community land in accordance with the LG Act.

6.5. Management framework for land categorised as Natural Area – Watercourse

The Action Plan (Table 7) is prepared in accordance with Section 36 of the LG Act and identifies the:

- Broad management issues,
- Objectives and performance targets of the Plan with respect to the land,
- Means by which Council proposes to achieve the Plan's objectives and performance targets; and
- The manner in which Council proposes to assess its performance with respect to the Plan's objectives and performance targets.



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Table 7: Action plan for land categorised as Natural Area – Watercourse

Management Issues	s.36(3)(b) objectives and performance targets	s.36(3)(c) means of achievement of objectives	s.36(3)(d) manner of assessment of performance
Encourage use of the reserve	To encourage, promote and facilitate recreational, cultural, social and educational pastimes and activities.	Ensure pedestrians can access the open space unimpeded.	Park is well used by a range of user groups
Facilities on the reserve	To provide for passive recreational activities or pastimes and for the casual playing of games.	Maintain Tenterfield Creek environment to an appropriate standard for use.	Facilities maintained as required. No negative reports from park users.
Improvements and maintenance to the reserve	To improve the land in such a way as to promote and facilitate its use to achieve the other core objectives for its management.	By generally maintaining the area in a neat, tidy and safe condition in accordance with Council's Service Level Agreement (SLA). Undertake appropriate maintenance to facilities.	Park is well maintained, neat, tidy and safe. The reserve is maintained in accordance with Council's SLA for the site. Park is well used by a range of user groups. Inspections are made by appropriate Council staff when required.



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Appendix A: Plan of Management Legislative Framework

The primary legislation that impacts on how community land is managed or used is briefly described below. You can find further information regarding these acts at www.legislation.nsw.gov.au.

Local Government Act 1993 and Local Government (General) Regulation 2021

Section 35 of the Local Government Act 1993 (LG Act) provides that community land can only be **used** in accordance with:

- the plan of management applying to that area of community land, and
- any law permitting the use of the land for a specified purpose or otherwise regulating the use of the land, and
- the provisions of Division 2 of Chapter 6 of the Act.

Section 36 of the Act provides that a plan of management for community land must identify the following:

- a) the category of the land,
- b) the objectives and performance targets of the plan with respect to the land,
- c) the means by which the council proposes to achieve the plan's objectives and performance targets,
- d) the manner in which the council proposes to assess its performance with respect to the plan's objectives and performance targets,

and may require the prior approval of the council to the carrying out of any specified activity on the land.

A plan of management that applies to just one area of community land:

- A. must include a description of:
 - i. the condition of the land, and of any buildings or other improvements on the land, as at the date of adoption of the plan of management, and
 - ii. the use of the land and any such buildings or improvements as at that date, and
- B. must:
 - i. specify the purposes for which the land, and any such buildings or improvements, will be permitted to be used, and
 - ii. specify the purposes for which any further development of the land will be permitted, whether under lease or licence or otherwise, and
 - iii. describe the scale and intensity of any such permitted use or development.

Land is to be categorised as one or more of the following:

- a) a natural area
- b) a sportsground
- c) a park
- d) an area of cultural significance
- e) general community use.

Land that is categorised as a natural area is to be further categorised as one or more of the following:

- a) bushland
- b) wetland
- c) escarpment



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- d) watercourse
- e) foreshore
- f) a category prescribed by the regulations.

Additionally, under section 36 of the LG Act, a site-specific PoM must be made for land declared:

- as critical habitat, or directly affected by a threat abatement plan or a recovery plan under threatened species laws (sections 36(2) and 36B(3))
- by council to contain significant natural features (section 36C(2))
- by council to be of cultural significance (section 36D(2)).

Classification of public land

The LG Act requires classification of public land into either 'community' or 'operational' land (section 26). The classification is generally made for council-owned public land by the council's Local Environmental Plan (LEP) or in some circumstances by a resolution of the council (section 27).

Crown reserves managed by council as Crown land manager have been classified as community land upon commencement of the Crown Land Management Act 2016 (CLM Act). Councils may manage these Crown reserves as operational land if written consent is obtained from the minister administering the CLM Act.

Classification of land has a direct effect on the council's ability to dispose of or alienate land by sale, leasing, licensing or some other means. Under the LG Act, community land must not be sold (except for scheduled purposes), exchanged or otherwise disposed of by the council, and the land must be used and managed in accordance with an adopted PoM. In addition, community land is subject to strict controls relating to leases and licences (sections 45 and 46) of the LG Act.

By comparison, no such restrictions apply to operational land that is owned by councils. For example, operational land can be sold, disposed, exchanged or leased including exclusive use over the land, unencumbered by the requirements which control the use and management of community land. Crown reserves managed by council as operational land may generally be dealt with as other operational land but may not be sold or otherwise disposed of without the written consent of the minister administering the CLM Act.

Operational land would usually include land held as a temporary asset or an investment, land which facilitates the council carrying out its functions or land which may not be open to the general public (for example, a works depot).

The classification or reclassification of council-owned public land will generally be achieved by a Local Environmental Plan (LEP) or by a resolution of council in accordance with sections 31, 32 and 33 of the LG Act. If land is not classified by resolution within a three-month period from acquisition it automatically becomes community land, regardless of whether it satisfies the objectives for community land as outlined in the LG Act.

For Crown land, Council cannot reclassify community land as operational land without consent of the minister administering the CLM Act.

Crown Land Management Act 2016

Crown reserves are land set aside on behalf of the community for a wide range of public purposes, including environmental and heritage protection, recreation and sport, open space, community halls, special events and government services.



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Crown land is governed by the CLM Act, which provides a framework for the state government, local councils and members of the community to work together to provide care, control and management of Crown reserves.

Under the CLM Act, as Council Crown land managers, councils manage Crown land as if it were public land under the LG Act. However, it must still be managed in accordance with the purpose of the land and cannot be used for an activity incompatible with its purpose – for example, Crown land assigned the purpose of 'environmental protection' cannot be used in a way that compromises its environmental integrity.

Councils must also manage Crown land in accordance with the objects and principles of Crown land management outlined in the CLM Act. The objects and principles are the key values that guide Crown land management to benefit the community and to ensure that Crown land is managed for sustainable, multiple uses.

Principles of Crown land management

- Environmental protection principles are to be observed in the management and administration of Crown land.
- The natural resources of Crown land (including water, soil, flora, fauna and scenic quality) will be conserved wherever possible.
- Public use and enjoyment of appropriate Crown land are to be encouraged.
- Where appropriate, multiple uses of Crown land should be encouraged.
- Where appropriate, Crown land should be used and managed in such a way that both the land and its resources are sustained.
- Crown land is to be occupied, used, sold, leased, licensed or otherwise dealt with in the best interests of the state of NSW, consistent with the above principles.

Crown land management compliance

In addition to management and use of Crown reserves that is aligned with the reserve purpose(s), there are other influences over council management of Crown reserves. For example, Crown land managers may have conditions attached to any appointment instruments, or councils may have to comply with specific or general Crown land management rules that may be published in the NSW Government Gazette. Councils must also comply with any Crown land regulations that may be made.

Native Title Act 1993

The Commonwealth Native Title Act 1993 (NT Act) recognises and protects native title rights and interests. The objects of the NT Act are to:

- provide for the recognition and protection of native title
- establish ways in which future dealings affecting native title may proceed and to set standards for those dealings
- establish a mechanism for determining claims to native title
- provide for, or permit, the validation of past acts invalidated because of the existence of native title.

The NT Act may affect use of Crown land, particularly development and granting of tenure. Specifically, the CLM Act makes it mandatory for council to engage or employ a native title manager. This role provides advice to council as to how the council's dealings and activities on Crown land can be valid or not valid in accordance with the NT Act.



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Council must obtain the written advice from an accredited native title manager that Council complies with any applicable provisions of the native title legislation when:

- a) granting leases, licences, permits, forestry rights, easements or rights of way over the land
- b) mortgaging the land or allowing it to be mortgaged
- c) imposing, requiring or agreeing to covenants, conditions or other restrictions on use (or removing or releasing, or agreeing to remove or release, covenants, conditions or other restrictions on use) in connection with dealings involving the land
- d) approving (or submitting for approval) a plan of management for the land that authorises or permits any of the kinds of dealings referred to in (a), (b) or (c).

Council plans and policies relating to this plan of management

Council has developed plans and policies that are concerned to some extent with the management of community land. These documents have been considered when preparing this PoM.

The following is a list of documents that have a direct association with this PoM:

Tenterfield Local Environmental Plan 2013 (LEP)

Tenterfield Local Environmental Plan 2013 guides planning decisions for the city through zoning and development controls, which provide a framework for the way land can be used.

Tenterfield Local Strategic Planning Statement 2040

The Tenterfield Local Strategic Planning Statement (LSPS) is a long-term land use strategy for the Local Government Area (LGA) to 2040 that identifies how development will be managed into the future. The LSPS identifies a land use planning vision, supported by planning priorities and actions which inform Council planning, decisions and management of the future growth of the LGA based on economic, social and environmental needs.

Planning Priority 2 of the LSPS 'Nature-based, heritage and cultural tourism' and Planning Priority 7 'Protecting our environment and resources' requires Council to continue to review and update plans of management for Community land.

Tenterfield Parks and Sportsgrounds Plan of Management

Council's Parks and Sportsgrounds Plan of Management guides how Council will plan, implement and manage current and future open spaces and sport and recreation facilities across the Tenterfield Local Government Area. This PoM provides a hierarchy of parks which assists with decision making and planning.

Other state and Commonwealth legislation

NSW state legislation

Environmental Planning and Assessment Act 1979

The *Environmental Planning and Assessment Act 1979* (EP&A Act) provides the framework for planning and development across NSW and guides environmental planning instruments which provide a basis for development control.

The EP&A Act ensures that effects on the natural environment, along with social and economic factors, are considered by the council when granting approval for or undertaking works, developments or activities.



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This Act is also the enabling legislation for planning policies which may have a direct influence on open space management. On a state-wide level there are State Environmental Planning Policies (SEPPs). On a regional level there are Regional Environmental Plans (REPs). On a local level there are Local Environmental Plans (LEPs) as well as Development Control Plans (DCPs).

Aboriginal Land Rights Act 1983

The *Aboriginal Land Rights Act 1983* (ALR Act) is important legislation that recognises the rights of Aboriginal peoples in NSW. It recognises the need of Aboriginal peoples for land and acknowledges that land for Aboriginal people in the past was progressively reduced without compensation. Crown land meeting certain criteria may be granted to an Aboriginal Land Council. This Act may affect dealings with Crown land that is potentially claimable.

National Parks and Wildlife Act 1974

Statutory responsibilities on the council arising from this Act specifically relate to the protection of sites of pre- and post-European contact archaeological significance. This Act may affect community land categorised as cultural significance, natural area or park.

Biodiversity Conservation Act 2016

Note: This Act repealed several pieces of legislation including the *Native Vegetation Act 2003*, *Threatened Species Conservation Act 1995*, the *Nature Conservation Trust Act 2001*, and the animal and plant provisions of the *National Parks and Wildlife Act 1974*.

This Act covers conservation of threatened species, populations and ecological communities, the protection of native flora and fauna. This Act primarily relates to community land categorised as natural area. However, other categories may also be affected.

The *Threatened Species Conservation Act 1995* has been repealed and superseded by the [Biodiversity Conservation Act 2016](#). However, references to the former legislation remain in the LG Act and are therefore retained in this guideline.

DPIE's Energy, Environment and Science division advises that recovery plans and threat abatement plans made under the *Threatened Species Conservation Act 1995* were repealed on the commencement of the *Biodiversity Conservation Act* in 2017. These plans have not been preserved by any savings and transitional arrangement under the Biodiversity Conservation Act or LG Act, meaning pre-existing plans have no legal effect.

For this reason, requirements relating to recovery plans and threat abatement plans for local councils preparing plans of management under section 36B of the LG Act are now redundant. Councils will be advised if future amendments are made to the LG Act to enable these mechanisms.

Certain weeds are also declared noxious under this Act, which prescribes categories to which the weeds are assigned, and these control categories identify the course of action which needs to be carried out on the weeds. A weed may be declared noxious in part or all of the state.

Fisheries Management Act 1994

The *Fisheries Management Act 1994* (FM Act) includes provisions for the management of state fisheries, including the conservation of fish habitats, threatened species, populations and ecological communities of fish and marine vegetation and management of the riparian zone, waterways and threatened marine/freshwater aquatic species. This relates to community land categorised as natural area (foreshore, watercourse or wetland).

Where an area of community land is declared to be critical habitat, or if that area is affected by a recovery plan or threat abatement plan under Part 7A of the FM Act, a site-specific plan of management will need to be undertaken.



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Rural Fires Act 1997

This Act contains provisions for bushfire risk management and the establishment of a Bushfire Management Committee. It also includes direction on development in bushfire prone lands.

Water Management Act 2000

This Act is based on the concept of ecologically sustainable development, and its objective is to provide for the sustainable and integrated management of the water sources of the state for the benefit of both present and future generations. The Act recognises:

- the fundamental health of our rivers and groundwater systems and associated wetlands, floodplains, estuaries has to be protected
- the management of water must be integrated with other natural resources such as vegetation, native fauna, soils and land
- to be properly effective, water management must be a shared responsibility between the government and the community
- water management decisions must involve consideration of environmental, social, economic, cultural and heritage aspects
- social and economic benefits to the state will result from the sustainable and efficient use of water.

Heritage Act 1977

This Act contains provisions for the conservation of items of heritage and may relate to community land categorised as cultural significance or natural area.

Crown land 2031: State Strategic Plan for Crown land

The State Strategic Plan for Crown land sets the vision, priorities and overarching strategy for the management of Crown land and outlines timeframes and outcomes.

Commonwealth legislation

Environmental Protection and Biodiversity Conservation Management Act 1999

This Act enables the Australian Government to join with the states and territories in providing a national scheme of environment and heritage protection and biodiversity conservation. It incorporates threatened species on a national level and with relevance to Matters of National Environmental Significance.

Telecommunications Act 1997

This Act provides for telecommunication facilities being permitted on community land without authorisation in a PoM.

State Environmental Planning Policies

State Environmental Planning Policy (Biodiversity and Conservation) 2021

Chapter-2 - Vegetation in Non-Rural Areas

This policy deals with clearing of native vegetation in urban areas and land zoned for environmental protection.

Chapter-8 - Sydney Drinking Water Catchment

This policy aims to protect quality of surface water and the ecosystems that depend on it and requires that any development would have a neutral or beneficial effect on water quality.



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State Environmental Planning Policy (Transport and Infrastructure) 2021

Chapter 2 -Infrastructure

This planning policy lists development allowed with consent or without consent on community land.

Other relevant legislation, policies and plans

Biosecurity Act 2015

Catchment Management Authorities Act 2003

Companion Animals Act 1998

Council plans, strategies, policies, procedures and guidelines, generally as amended

Disability Discrimination Act 1992

Environmental Protection and Biodiversity Conservation Management Act 1999 (Cth)

Local Land Services Act 2013

Operations Act 1997

Pesticides Act 1999

Protection of the Environment Operations Act 1997

Protection of the Environment Operations (Noise Control) Regulation 2008

Public Works Act 1912 (as amended)

Retail Leases Act 1994

Rural Fire Regulation 2002

Tenterfield Development Control Plan

Tenterfield Asset Management Plan

Soil Conservation Act 1938

Telecommunications Act 1997 (Cth)

NSW Invasive Species Plan 2008-2015

National Local Government Biodiversity Strategy

NSW Biodiversity Strategy

The list above is not exhaustive. Depending on the nature of the land subject to a plan of management, there may be other relevant legislation, policies and procedures that need to be considered. Further advice on this can be sought by contacting Council.



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**Appendix B: Concept Design – Youth Precinct & Mountain Bike
Trail Head**



CROWN STREET MASTER PLAN
Tenterfield Youth Precinct & Mountain Bike Trail Head



Issue C July 2022



Plan of Management

Appendix C: Existing Leases & Licences on the site

Group/organisation	Type of tenure	Term
Nil		

(Current as at the date of adoption of the Plan)



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Appendix D: Aboriginal Interests in Crown Lands

Crown land has significant spiritual, social, cultural and economic importance to the Aboriginal peoples of NSW. The CLM Act recognises and supports Aboriginal rights, interests and involvement in Crown land.

The management of Crown land can be impacted by the Native Title Act 1993 (Cth) and the Aboriginal Land Rights Act 1983 (NSW).

Native Title

Native title describes the rights and interests that Aboriginal and Torres Strait Islander people have in land and waters according to their traditional law and customs. Native title is governed by the Commonwealth Native Title Act 1993 (NT Act).

Native title does not transfer the land to the native title holder, but recognises the right to land and water, by providing access to the land and if applicable, compensation for any loss, diminution, impairment or other effect of the act on their native title rights and interests.

All Crown land in NSW can be subject to a native title claim under the NT Act. A native title claim does not generally affect Crown land where native title has been extinguished or it is considered excluded land.

When preparing a PoM, Council is required to employ or engage a qualified native title manager to provide advice and validate acts (developments and tenures) over the reserve, in line with the NT Act. The most effective way to validate acts under the NT Act is to ensure all activities align with the reserve purpose.

If native title rights are found to exist on Crown land, council Crown land managers may be liable to pay compensation for acts that impact on native title rights and interests. This compensation liability arises for local councils whether or not the act was validated under the NT Act.

A search of the National Native Title Tribunal (NNTT) register indicates that there are no native title claims or determinations that include the land contained in Crown Reserve R22044 at the time of preparation of the Plan of Management.

For further information about native title and the future acts framework see the [Crown lands website](#).

Aboriginal Land Rights

The *Aboriginal Land Rights Act 1983* (ALR Act) seeks to compensate Aboriginal peoples for past dispossession, dislocation and removal of land in NSW (who may or may not also be native title holders).

Aboriginal land claims may be placed on any Crown land in NSW. The Department of Planning, Industry and Environment is responsible for investigating claims as defined in the ALR Act. If a claim is established, the land is transferred to the Aboriginal Land Council as freehold land.

At the time of preparing this plan of management, Crown Lands have advised Council of an Aboriginal Land Claim (31658). That was lodged on 13 October 2010 for Lot 12 Section 22 DP 758959 (Crown Reserve R22044) on behalf of the Moombahlene Local Aboriginal Land Council. No works can be conducted on Lot 12 until such time as advice is received regarding the claim.

Department:	Office of the Chief Corporate Officer
Submitted by:	Admin Officer
Reference:	ITEM COM24/22
Subject:	UPGRADE OF THE LIONS PARK TOILETS

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

CSP Goal:	Community - The community is supported by accessible and equitably distributed facilities and recreational opportunities for people of all ages.
CSP Strategy:	Provide safe and accessible public spaces and places that are well maintained, clean and fun.

SUMMARY

The aim of this report is to provide Council information as to the demolishing, rebuilding and updating access to the Market Square amenities. The Tenterfield Lions Club will be applying for a grant for \$293,038.02 through the Stronger Country Communities Fund-Round 5. If successful, Council will be writing off the old asset and incorporating a new asset.

OFFICER'S RECOMMENDATION:

That Council:

- (1) Remove/write-off existing toilet block located on Market Square Reserve Trust - Reserve 98007 from Councils Asset Register and once constructed add the newly constructed toilet block to Councils Asset list and Maintenance Schedule - should the Tenterfield Lions Club Grant Application be successful.**

BACKGROUND

The Tenterfield Lions Club will be applying for the Stronger Country Communities Fund – Round 5 to demolish and rebuild public amenities and update current carpark.

The Market Square amenities are located on the Eastern side of Tenterfield and are a popular rest area for many travelers.

Improvement to amenities is required to meet disabled access standards. The current amenities are dated, dark and an eyesore for travelers entering Tenterfield from the eastern side.

To update the Entrance to the park the project requires removal of defective trees and rehabilitate the pavement entrance to accommodate travelers.

REPORT:

Round 5 of the Stronger Country Communities Grant Program has recently opened which will see a further \$160 million made available for community projects that increase the wellbeing of regional NSW communities by providing new or upgraded social and sporting infrastructure, including up to \$50 million dollars for projects delivered by Eligible Community Applicants.

Our Community No. 24 Cont...

Council has received quotes and plans to establish and prepare the site, provide plans to improve drainage and rebuild surface of the car parking and install bollards within the park.

Lions Club of Tenterfield have received Quotations for supply of a standard K9305:Heritage" restroom with a gable roof including one (1) unisex accessible toilet cubicle, one (1) unisex ambulant toilet cubicle and one (1) unisex toilet cubicle all designed to AS1428.1-2009 code and rear service duct. Construction consists of powder coated steel posts, timber wall frames, Colourbond wall cladding and roofing.

Council has provided an estimate for the upgrade to the Market Square Carpark Entrance.

If Lions Club of Tenterfield - Stronger Country Communities Round 5 application is successful Council will write-off the existing building asset and create a new asset for the newly constructed amenities.

The proposed amenities and carpark are to be completed on Crown Land described as Market Square Reserve R98007 - Lot 703 DP 1227550. Council is the appointed Crown Land Manager of the reserve. As the land is reserved Crown Land, an assessment of the proposed works against the Native Title Act will be required from a Native Title Manager prior to the commencement of any works.

A search of any Aboriginal Land Claims has been requested but results have not been received. Should a claim exist, the impact will require assessment. Cultural heritage would also require consideration.

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

Nil.

2. Policy and Regulation

- Local Government Act, 1993
- Local Government (General) Regulation, 2021
- Council's Procurement Policy
- Risk Management Policy
- Asset Management Policy
- Crown Land Management Act, 2016
- Native Title Act, 1993

3. Financial (Annual Budget & LTFP)

Staff time will need to be allocated to the project to prepare a Native Title report and deal with any Aboriginal Land Claims that may exist prior to any work commencing.

If Lions Club Tenterfield grant application is successful through the Stronger Country Communities – Stage 5 it will impact Council assets through the removal/write-off of an existing asset and a new asset being added onto the asset register. With the additional toilet being constructed it will impact future budgets, ongoing maintenance and cleaning.

Our Community No. 24 Cont...

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.

An estimated value of the asset to be written off is \$34,000.00.

5. Workforce (WMS)

With the new assets being completed, Parks and Garden staff maintenance and service runs will be increased and additional staff and income for the park cleaning budget may need to be considered.

6. Legal and Risk Management

Council as Crown Land Manager of the reserve is responsible for ensuring that all works are completed in accordance with the relevant legislation. There is therefore risk associated with providing permission for another entity to complete works on the reserve.

If successful prior to any work commencing, Council's Crown Land Manager needs to provide an assessment on the proposed work against the Native Title Act and if a claim exists, an additional assessment on the Aboriginal land claim will need to be completed.

7. Performance Measures

Performance measures pertain to the grant delivery and outcomes matching the grant criteria if the grant is successful. With Lions Club Tenterfield being responsible for the executed deed.

Even though the construction of the toilets and carpark are exempt work through State Environmental Planning Policy (Transport and Infrastructure) 2021 – Division 12 - Parks and other public reserves and will be managed by the Lions Club of Tenterfield, Council will still provide routine building inspections as it is an asset of Council and arrange regular meetings in relation to the project.

Should Council be awarded the project to complete the upgrade of the carpark, Section 67 will be completed, and invoice will be sent to Lions Club of Tenterfield.

8. Project Management

As the Lions Club of Tenterfield will be the applicant of the funding of this project, they will be project managing the development.

Kylie Smith
Chief Corporate Officer

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

Department:	Engineering Department
Submitted by:	Manager Asset & Program Planning
Reference:	ITEM ECO14/22
Subject:	ACQUISITION OF LAND REQUIRED FOR ROAD WIDENING PURPOSES - SUNNYSIDE PLATFORM ROAD

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

CSP Goal:	Transport - The Tenterfield Shire has an effective transport network that is safe efficient and affordable for us as a community.
CSP Strategy:	Deliver a well-designed, safe road network, including carparking, footpaths and cycleways, that is suitable for all users now and take into consideration future network demand.

SUMMARY

The purpose of this report is to seek Council concurrence to the acquisition of a section of land adjacent to Sunnyside Platform Road to compliment improvement works at the intersection of Bruxner Way.

OFFICER'S RECOMMENDATION:

That Council:

- (1) Agree to the acquisition of land adjacent to Sunnyside Platform Road for road widening purposes at the intersection of Bruxner Way; and**
- (2) Delegate the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners.**

BACKGROUND

Council is undertaking road rehabilitation works along Sunnyside Platform Road under the Roads of Strategic Importance program. This work includes widening of the intersection at Bruxner Way to improve road safety at this location.

In order to accommodate the road widening and drainage, it is necessary to acquire a section of land from the adjoin landowner.

REPORT:

Late in 2021 Council was successful in obtaining funding under the Roads of Strategic Importance program for the upgrade of Sunnyside Platform Road including the widening of the intersection at Bruxner Way.

Work along Sunnyside Platform Road has been substantially undertaken with a range of further works to be completed including the Bruxner Way intersection.

As one property corner is close to the existing intersection, it is necessary to acquire a section of land from the adjoining landowner to allow construction of an improved road formation and drainage works.

Our Economy No. 14 Cont...

An agreement is usually made with any affected land holders to acquire portions of land required for road purposes. A registered surveyor will then complete a survey plan which is used for purposes of land valuation and compensation assessment through a professional valuer, the compensation amount payable in accordance with the provisions of the Land Acquisition (Just Terms Compensation) Act 1991.

Once compensation has been agreed with the land owners, they will be required to sign the acquisition plan and provide the title deeds for the property to lawyers for lodgement with the plan. The land in question will then become road upon registration of the plan.

The acquisition required is part of Lot 62 DP 1206900 and involves acquiring an approximate area of 660 m². The area in question is rural pasture land with no structures or improvements other than fences. A Telstra communication cable crosses the road and the land near the intersection. An agreement has been signed by the affected property owners for access to the land subject to Council approval.

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

The land acquisition matters are being undertaken directly with affected landowners, subject to Council approval.

2. Policy and Regulation

- Compensation as set out in the Land Acquisition (Just Terms Compensation) Act 1991.
- Roads Act 1993

3. Financial (Annual Budget & LTFP)

The costs of the acquisition would include fencing of new boundary line, Council's independent valuation of the respective property area, compensation payable of the land required for road purposes, survey costs, plan registration costs and other reasonable legal costs. These costs would be funded under the project grant budget and are estimated to be in the order of \$5,000 plus the compensation amount.

4. Asset Management (AMS)

The acquisition is necessary to ensure work on Council's assets are contained within a public road reserve.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

It is necessary to ensure the road formation is located within a public road reserve.

7. Performance Measures

No implications.

8. Project Management

The land acquisition would be managed by Council's Asset and Planning section through registered land surveyors, property valuers and Council's lawyers.

Our Economy No. 14 Cont...

Fiona Keneally
Director Infrastructure

Prepared by staff member:	David Counsell
Approved/Reviewed by Manager:	Fiona Keneally, Director Infrastructure
Department:	Engineering Department
Attachments:	There are no attachments for this report.

Department:	Engineering Department
Submitted by:	Manager Asset & Program Planning
Reference:	ITEM ECO15/22
Subject:	ACQUISITION OF LAND REQUIRED FOR ROAD REALIGNMENT PURPOSES ON PADDYS FLAT ROAD NORTH

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

CSP Goal:	Transport - The Tenterfield Shire has an effective transport network that is safe efficient and affordable for us as a community.
CSP Strategy:	Deliver a well-designed, safe road network, including carparking, footpaths and cycleways, that is suitable for all users now and take into consideration future network demand.

SUMMARY

The purpose of this report is to seek Council concurrence to the acquisition of a section of land adjacent to Paddys Flat Road North for road realignment and widening at Kangaroo Creek Bridge.

OFFICER'S RECOMMENDATION:

That Council:

- (1) Agree to the acquisition of land adjacent to Paddys Flat Road North for road realignment and widening purposes at Kangaroo Creek Bridge; and**
- (2) Authorise the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners.**

BACKGROUND

Council has commenced construction of a new concrete bridge on Paddys Flat Road North over Kangaroo Creek. This project is being fifty percent (50%) funded by the Bridges Renewal Program and includes realigning the road to facilitate the bridge construction and improve road safety at this location. It is necessary to acquire a section of land from the adjoining landowner.

REPORT:

Council is constructing a new concrete bridge over Kangaroo Creek on Paddys Flat Road North with funding under the Bridges Renewal Program.

The new bridge is being constructed immediately upstream of the existing bridge to enable the road to be kept open during construction and to improve the alignment of the approaches onto the bridge. The existing road approaches on the southern approach are not currently located within a road reserve and this acquisition will also correct this section of the bridge approaches back to Kangaroo Creek Road intersection. It is therefore necessary to acquire a section of land from the adjoining landowner to allow construction of an improved road approaches as well as accommodating the new bridge.

Our Economy No. 15 Cont...

An agreement is usually made with any affected land holders to acquire portions of land required for road purposes. A registered surveyor will then complete a survey plan which is used for purposes of land valuation and compensation assessment through a professional valuer, the compensation amount payable in accordance with the provisions of the Land Acquisition (Just Terms Compensation) Act 1991.

Once compensation has been agreed with the land owners, they will be required to sign the acquisition plan and provide the title deeds for the property to lawyers for lodgement with the plan. The land in question will then become road upon registration of the plan.

The acquisition required includes part of Lot 2 DP 547625 and Lot 7 DP 751067, involving an approximate area of a hectare. The land is rural pasture with no improvements other than the new bridge under construction. An agreement has been signed by the affected property owners for access to the land subject to Council approval.

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

The land acquisition matters are being undertaken directly with affected landowners, subject to Council approval.

2. Policy and Regulation

- Compensation as set out in the Land Acquisition (Just Terms Compensation) Act 1991.
- Roads Act 1993

3. Financial (Annual Budget & LTFP)

The costs of the acquisition will include fencing of new boundary line, valuation of the property area, compensation payable of the land required, survey costs, plan registration costs and other legal costs. These costs would be funded under the bridge replacement budget and are estimated to be in the order of \$8,000 plus the compensation amount.

4. Asset Management (AMS)

The acquisition is necessary to ensure Council's road and bridge assets are located within a public road reserve.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

It is necessary to ensure the road formation is located within a public road reserve.

7. Performance Measures

No implications.

8. Project Management

The land acquisition would be managed by Council's Asset and Planning section with the use of registered land surveyors, property valuers and lawyers.

Our Economy No. 15 Cont...

Fiona Keneally
Director Infrastructure

Prepared by staff member:	David Counsell
Approved/Reviewed by Manager:	Fiona Keneally, Director Infrastructure
Department:	Engineering Department
Attachments:	There are no attachments for this report.

Department:	Engineering Department
Submitted by:	Manager Asset & Program Planning
Reference:	ITEM ECO16/22
Subject:	ACQUISITION OF LAND REQUIRED FOR ROAD WIDENING PURPOSES - MT LINDESAY ROAD BLER PROJECT

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

CSP Goal:	Transport - The Tenterfield Shire has an effective transport network that is safe efficient and affordable for us as a community.
CSP Strategy:	Deliver a well-designed, safe road network, including carparking, footpaths and cycleways, that is suitable for all users now and take into consideration future network demand.

SUMMARY

The purpose of this report is to seek Council concurrence to the acquisition of small sections of land adjacent to Mt Lindesay Road to compliment improvement works being undertaken under the Bushfire Local Economic Recovery Fund.

OFFICER'S RECOMMENDATION:

That Council:

- (1) Agree to the acquisition of land adjacent to Mt Lindesay Road for road widening purposes on various curves being widened under the BLER Fund project; and**
- (2) Delegate the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners.**

BACKGROUND

Council is undertaking road rehabilitation works along two remaining unsealed sections of Mt Lindesay Road under the Bushfire Local Economic Recovery Fund. This work includes widening of the road formation and drainage upgrades to improve road safety, with the road to be initially bitumen sealed. At the section located 5 to 6km north of Cullendore Road, there are minor road widenings on sharp curves where it is necessary to acquire a section of land from the adjoin landowner.

REPORT:

Council is undertaking road rehabilitation works along two remaining unsealed sections of Mt Lindesay Road under the Bushfire Local Economic Recovery Fund that includes the widening of sharp curves on the road. On the northern section 5 to 6km along from Cullendore Road, the existing fence was located at the top of embankments above sharp curves that required widening for safety. It is quite likely that the true road reserve boundary may have been partially severed by the existing road given the topography of the landform in this locality.

It is necessary to acquire a section of land from the adjoining landowner to allow construction of an improved road formation and drainage works.

Our Economy No. 16 Cont...

An agreement is usually made with any affected land holders to acquire portions of land required for road purposes. A registered surveyor will then complete a survey plan which is used for purposes of land valuation and compensation assessment through a professional valuer, the compensation amount payable in accordance with the provisions of the Land Acquisition (Just Terms Compensation) Act 1991.

Once compensation has been agreed with the land owners, they will be required to sign the acquisition plan and provide the title deeds for the property to lawyers for lodgement with the plan. The land in question will then become road upon registration of the plan.

The acquisition required may be part of Lot 26 DP 751081, Lot 59 DP 41318 and Lot 37 DP 751081 involving acquiring areas of land between 100 and 500 m². It be considered that there are at least three property corners that will be impacted by the road. The actual areas are subject to survey and confirmation of existing boundaries, and involves two separate land owners. The property is generally steep timbered rural land with rocky outcrops and no structures or improvements other than fences. An agreement has been signed by the affected property owners for access to the land subject to Council approval.

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

The land acquisition matters are being undertaken directly with affected landowners, subject to Council approval.

2. Policy and Regulation

- Compensation as set out in the Land Acquisition (Just Terms Compensation) Act 1991.
- Roads Act 1993

3. Financial (Annual Budget & LTFP)

The costs of the acquisition would include fencing of new boundary line, Council's independent valuation of the respective property area, compensation payable of the land required for road purposes, survey costs, plan registration costs and other reasonable legal costs. These costs would be funded under the project grant budget and are estimated to be in the order of \$ 20,000 plus the compensation amount.

4. Asset Management (AMS)

The acquisition is necessary to ensure work on Council's assets are contained within a public road reserve.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

It is necessary to ensure the road formation is located within a public road reserve.

7. Performance Measures

No implications.

Our Economy No. 16 Cont...

8. Project Management

The land acquisition would be managed by Council's Asset and Planning section through registered land surveyors, property valuers and Council's lawyers.

Fiona Keneally
Director Infrastructure

Prepared by staff member:	David Counsell
Approved/Reviewed by Manager:	Fiona Keneally, Director Infrastructure
Department:	Engineering Department
Attachments:	There are no attachments for this report.

Department:	Engineering Department
Submitted by:	Manager Asset & Program Planning
Reference:	ITEM ECO17/22
Subject:	ACQUISITION OF LAND REQUIRED FOR ROAD ALIGNING PURPOSES ALONG KILDARE ROAD

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

CSP Goal:	Transport - The Tenterfield Shire has an effective transport network that is safe efficient and affordable for us as a community.
CSP Strategy:	Deliver a well-designed, safe road network, including carparking, footpaths and cycleways, that is suitable for all users now and take into consideration future network demand.

SUMMARY

The purpose of this report is to seek Council concurrence to the acquisition of a section of land along the existing formation of Kildare Road for road improvement works.

OFFICER'S RECOMMENDATION:

That Council:

- (1) Agree to the acquisition of land along Kildare Road for road aligning purposes; and**
- (2) Authorise the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners in consideration to close an existing road reserve in exchange.**

BACKGROUND

Council is undertaking road improvement works along Kildare Road under the Fixing Local Roads program including widening of structures and the road formation with bitumen sealing.

It has been identified that at section of the road traverses through private property and it is necessary to acquire a section of land from the landowner to formalise a road reserve.

REPORT:

Council has obtained funding under the Fixing Local Roads program for the upgrade and improvement of Kildare Road. This work is underway and it has been identified that at section of the road traverses through private property. It is necessary to acquire a section of land from the adjoining landowner along the existing road formation. There is another section of road reserve that can be proposed to be closed in exchange for the new road opening, subject to survey and investigation.

An agreement is usually made with any affected land holders to acquire the portion of land required for the road purposes. A registered surveyor will then complete a survey plan which is used for purposes of land valuation and compensation assessment through

Our Economy No. 17 Cont...

a professional valuer, the compensation amount payable in accordance with the provisions of the Land Acquisition (Just Terms Compensation) Act 1991. The road formation through the current property is largely unfenced.

Once compensation has been agreed with the land owners, they will be required to sign the acquisition plan and provide the title deeds for the property to lawyers for lodgement with the plan. The land in question will then become road upon registration of the plan.

The acquisition required approximately 2km is located within Lot 1 DP 620453 and Lot 37 DP 751486, and based upon a standard road reserve being 20m wide, this will involve acquiring an approximate area of four hectares. An agreement has been signed by the affected property owners for access to the land subject to Council approval.

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

The land acquisition matters are being undertaken directly with affected landowners, subject to Council approval.

2. Policy and Regulation

- Compensation as set out in the Land Acquisition (Just Terms Compensation) Act 1991.
- Roads Act 1993

3. Financial (Annual Budget & LTFP)

The costs of the acquisition would include independent valuation of the respective property area, compensation assessment for proposed closed road in exchange of the land required for road purposes, survey costs, plan registration costs and other legal costs. These costs would be funded under the project grant budget and are estimated to be in the order of \$ 10,000 plus any compensation amount.

4. Asset Management (AMS)

The acquisition is necessary to ensure Council's transport assets are contained within a public road reserve.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

It is necessary to ensure the road formation is located within a public road reserve.

7. Performance Measures

No implications.

8. Project Management

The land acquisition would be managed by Council's Asset and Planning section through registered land surveyors, property valuers and Council's lawyers.

Our Economy No. 17 Cont...

Fiona Keneally
Director Infrastructure

Prepared by staff member:	David Counsell
Approved/Reviewed by Manager:	Fiona Keneally, Director Infrastructure
Department:	Engineering Department
Attachments:	1 Kildare Road alignment 1 Page

Created on 4/07/2022 3:44 PM



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Important Notice!

This map is not a precise survey document. Accurate locations can only be determined by a survey on the ground.

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Projection:

Date: 4/07/2022

Drawn By: David Counsell

Map Scale: 1:10000 at A4

Department:	Engineering Department
Submitted by:	Manager Water & Waste
Reference:	ITEM ENV10/22
Subject:	ADOPTION & UPDATE TO POLICIES INCLUDING ADOPTION OF CONTAMINATED RECYCLING BIN POLICY AND BACKFLOW PREVENTION POLICY & UPDATE TO WATER QUALITY & SAFETY POLICY

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

CSP Goal:	Environment - Our natural environment will be protected, enhanced and promoted for future generations.
CSP Strategy:	Deliver total water cycle management approach including water conservation and complying with relevant acts and legislation.

SUMMARY

The purpose of this report is for Council to review and adopt the New Contaminated Recycling Bin Policy and the New Backflow Prevention Policy and the updated Water Quality and Safety Policy aligned with Water & Waste.

OFFICER'S RECOMMENDATION:

That Council:

- (1) Adopts the new Backflow Prevention Policy;**
- (2) Adopts the new Contaminated Recycling Bin Policy; and**
- (3) Adopts the updated Water quality and Safety Policy.**

BACKGROUND

The Water Quality Policy first adopted 26 September 2018, required updating due to requirement of NSW Dam Safety to provide a policy of support. The updated policy includes the Safety requirement for the Dam and provides a single policy encompassing support for water quality and safety.

The new Backflow Prevention Policy supports the Water Quality and Safety Policy by providing protection to Councils potable water reticulation. Legislated by New South Wales Government Plumbing and Drainage Act 2011 and regulated through Australian and New Zealand Standard (AS/NZS 3500.1) Plumbing and Drainage Part 1: Water Services, the policy provides responsibility of the property owner to ensure they do not affect the mains supply with any water from their property.

The new Contaminated Recycling Bin Policy is to provide clear direction as to how Council will manage residents/businesses who repeatedly contaminate their recycling bin. Staff have reviewed approaches by other Councils in dealing with this situation of continued contamination of recycling, provided extensive educational advertising and undertaken the first recycling bin audit of Tenterfield town, to try to reduce the instances of contamination in recycling that ultimately costs council and the community when loads are rejected.

Our Environment No. 10 Cont...

REPORT:

The Drinking Water and Safety policy has been amended and updated to ensure standardisation of Council documents including legislative changes and allowing ongoing review requirements to be scheduled on a 2 yearly basis.

The new Backflow Prevention Policy supports the commitment to ensuring the Drinking Water Quality and Safety Policy by ensuring responsibility of the property owner to ensure they do not affect the mains supply with any water from their property, entering the potable reticulated supply. Backflow is the undesirable reversal of flow of contaminated water into the potable water supply. To prevent this from happening, a backflow prevention device is installed to stop the undesirable contaminant entering the potable water piping. Backflow prevention devices are required by Australian Standards, National Plumbing and Drainage Code (AS 3500.1) for the protection and conservation of potable drinking water. To ensure compliance with the policies a register of high to medium risk backflow devices will be held by Council, with reminders provided to property owners for biannual testing. To ensure the currency of the policy an ongoing review of requirements to be scheduled on a 5 yearly basis.

The new Contaminated Recycling Bin Policy has been developed to set a standard for intervention with premises that are not putting the correct materials in their co-mingled recycling bins. The purpose is to ensure that the quality of recycling materials collected in the Tenterfield Shire is within the acceptable contamination standards supporting the Waste Minimisation and Management Act 1995 and the Waste Avoidance and Resource Recovery Act 2001. To ensure the currency of the policy an ongoing review of requirements to be scheduled on a 3 yearly basis.

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

The new policies of Backflow Prevention Policy and Contaminated Recycling Bin Policy require community consultation of 14 days expected to occur from the 4 October to 17 October 2022.

Notably many instances of community communications have occurred to educate the community with regard to what is appropriate for recyclable materials and what is unacceptable as contamination.

The revised Drinking Water Quality and Safety policy requires no consultation periods as there are no Community Engagement implications as a result of this report.

2. Policy and Regulation

- Australian Drinking Water Guidelines 2017
- Public Health Act 2010 (NSW)
- Public Health Regulation 2012
- Dams Safety Act 2015 (NSW)
- Dams Safety Regulation 2019 (the Regulation).
- ISO 55001 Asset Management
- ISO 9001 Quality Management Systems

Our Environment No. 10 Cont...

- Water Directorate (2013) Backflow Prevention and Cross Connection Control Guidelines.
- New South Wales Government (2017) Local Government Act 1993.
- New South Wales Government (2017) Plumbing and Drainage Act 2011.
- Australian and New Zealand Standard (AS/NZS 3500.1) Plumbing and Drainage Part 1: Water Services
- National Construction Code Series, 2012: Volume Three, Plumbing Code of Australia
- Waste Minimisation and Management Act 1995
- The Protection of the Environment Operations (POEO) Act 1997
- Waste Avoidance and Resource Recovery Act 2001
- Local Government Act 1994
- Local Government Act (Regulations) 2005
- Council Policy 3.180 Rainwater Tanks-Installation requirements where reticulated water is connected.

3. Financial (Annual Budget & LTFP)

To capture costs associated with additional requirements for Backflow Prevention and Contaminated Recycling new operational numbers will be requested.

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

No changes required for workforce strategy.

Additional time required for Backflow register set-up and maintenance with biannual reminder letters.

Additional time required for manual inspections of previously contaminated recycling bins along with correspondence, and bin removals.

6. Legal and Risk Management

Risks associated with maintaining reticulation system integrity for water quality will be reduced through application of the Backflow Prevention Policy.

Risk of increased costs for recycling load rejection will be reduced through application of the Contaminated Recycling Bin Policy.

7. Performance Measures

Nil.

8. Project Management

Nil.

Our Environment No. 10 Cont...

Fiona Keneally
Director Infrastructure

Prepared by staff member:	Gillian Marchant	
Approved/Reviewed by Manager:	Fiona Keneally, Director Infrastructure	
Department:	Engineering Department	
Attachments:	1 Drinking Water Quality and Safety Policy	6 Pages
	2 Backflow Prevention Policy	5 Pages
	3 Contaminated Recycling Bin Policy	6 Pages



DRINKING WATER QUALITY & SAFETY POLICY

Summary:

The purpose of this policy is to provide clear direction on how Council maintains its drinking water quality.

Policy Number	2.162
File Number	
Document version	Version 2.0
Adoption Date	26 September 2018
Approved By	Council
Endorsed By	Executive Management Team
Minute Number	206/18
Consultation Period	4 October to 17 October 2018
Review Due Date	September 2024
Department	Water & Waste Management
Policy Custodian	Manager Water & Waste
Superseded Documents	N/A
Related Legislation	Australian Drinking Water Guidelines 2017 Public Health Act 2010 (NSW) Public Health Regulation 2012
Delegations of Authority	Chief Executive, Directors, Managers

1. Overview

This Policy serves to ensure that Council is committed to managing its water supply infrastructure and catchment safely and effectively including providing a safe, quality product that consistently meets appropriate drinking water standards developed in accordance with the Australian Drinking Water Guidelines and other regulatory and Dam safety guidelines.

The implementation of such will ensure that all managers, supervisors and employees involved in the supply of drinking water are responsible for understanding, implementing, maintaining and continuously improving the Drinking Water Management System and the Dam Safety Management System.

2. Policy Objectives

Council is committed to managing its catchment, infrastructure and water supply effectively to provide safety including a safe, quality product that consistently meets appropriate drinking water standards developed in accordance with the Australian Drinking Water Guidelines, Dam Safety NSW Act and other regulatory requirements.

3. Policy Statement

Council has implemented and will maintain a Drinking Water Management System to effectively manage the risks to drinking water quality and Safety mechanisms associated with Dam Safety.

4. Scope

In partnership with relevant stakeholders, Council will:

- Manage water quality at all points, from source (as possible) through to treatment, storage and distribution including safety mechanisms associated with Dam Safety, as relevant to Council's systems;
- Continue to use a risk-based approach in which potential threats to water quality and safety are identified and balanced;
- Continue to revise and develop incident response processes to deal with any water quality or safety issues identified;
- Continue to ensure that employees and any contractors involved in the supply of drinking water understand their responsibility and are appropriately trained to implement the Drinking Water Management System and the Dam Safety Management System;
- Continue the routine monitoring of the quality of drinking water and safety; utilise effective reporting mechanisms in place to provide relevant and timely information; and continue to promote confidence in the water supply, safety and its management;
- Continue to comply with the regulatory requirements of the Public Health Act 2010 (NSW), associated Public Health Regulation 2012 and Dams Safety Act 2015 (NSW) and associated Dams Safety Regulation 2019 (NSW);
- Continually improve practices by assessing performance against criteria stated in the Drinking Water Management System and Dam Safety Management System.

5. Accountability, Roles & Responsibility

Elected Council

Adopt the Drinking Water Quality Policy and to continue to support the Drinking Water Management System and Dam Safety Management System.

General Manager, Executive and Management Teams

Adopt the Drinking Water Quality & Safety Policy and to continue to support the Drinking Water Management System and the Dam Safety Management System.

Management Oversight Group

Continue to support and include system risk as described in the Australian Drinking Water Management Guidelines and Dam Safety NSW regulations.

Manager Water & Waste

Responsible for ensuring compliance with Policy, Regulation and guidelines.

6. Definitions

Nil.

7. Related Documents, Standards & Guidelines

Australian Drinking Water Guidelines 2017

Public Health Act 2010 (NSW)

Public Health Regulation 2012

Dams Safety Act 2015 (NSW)

Dams Safety Regulation 2019 (the Regulation).

ISO 55001 Asset Management

ISO 9001 Quality Management Systems

Council Policy 3.180 Rainwater Tanks-Installation requirements where reticulated water is connected.

8. Version Control & Change History

Version	Date	Modified by	Details
V1.0	26/09/2018	Council	Adoption of Original Policy
V2.0	04/08/2022	Council	Amendment to include Dam Safety



BACKFLOW PREVENTION POLICY

Summary:

The purpose of this policy is to provide clear direction on how business maintains its drinking water quality and reduces potential contamination through backflow prevention.

Policy Number	
File Number	
Document version	Version 1.0
Adoption Date	26 September 2022
Approved By	Council
Endorsed By	Executive Management Team
Minute Number	
Consultation Period	4 October to 17 October 2022
Review Due Date	September 2027
Department	Water & Waste Management
Policy Custodian	Manager Water & Waste
Superseded Documents	N/A
Related Legislation	Australian Drinking Water Guidelines 2017 Public Health Act 2010 (NSW) Public Health Regulation 2012 New South Wales Government Plumbing and Drainage Act 2011. Australian and New Zealand Standard (AS/NZS 3500.1) Plumbing and Drainage Part 1: Water Services National Construction Code Series: Volume Three, Plumbing Code of Australia
Delegations of Authority	Chief Executive, Directors, Managers

1. Overview

This Policy serves to ensure that Council has a responsibility to provide safe drinking water to the community. It is the responsibility of the property owner to ensure they do not affect the mains supply with any water from their property. Backflow is the undesirable reversal of flow of contaminated water into the potable

water supply. To prevent this from happening, a backflow prevention device is installed to stop the undesirable contaminant entering the potable water piping. Backflow prevention devices are required by Australian Standards, National Plumbing and Drainage Code (AS 3500.1) for the protection and conservation of safe drinking water. It is important for property owners who have backflow prevention devices to understand the importance of backflow prevention, as well as their responsibilities under the law to maintain these.

You will need a backflow device if you have any of the following on your property that is connected to Council's potable water supply:

- an irrigation system
- fire hose reels or fire hydrants
- commercial or industrial equipment or activities which could pollute the drinking water supply, such as air conditioning cooling towers or chemical cleaning areas
- water outlets in proximity to pollutants, grease traps or chemicals
- an alternate water supply, including rain water tanks (see policy 3.180 for [Rainwater Tanks Installation Requirements Where Reticulated Water Is Connected Policy](#)), bores or wells.

The type of backflow prevention device required depends on the hazard rating or the risk of possible contamination. Any property that drinking water enters is designated to be either a high, medium or low hazard area. These ratings are defined in AS3500.1

2. Policy Objectives

Council has a responsibility to provide safe drinking water to the community. It is the responsibility of the property owner to ensure they do not affect the mains supply with any water from their property through backflow.

The policy is intended to ensure that public health risks are minimised through the installation of backflow prevention devices, with the purpose of this being to protect the quality of the potable water supply within Council's water reticulation system from unintended cross connection and backflow of contaminants.

3. Policy Statement

This policy governs the process and requirements for the installation, testing and maintenance of backflow prevention devices. Council has implemented and will maintain a Drinking Water Management System to effectively manage the risks to drinking water quality and Safety mechanisms associated with Dam Safety.

4. Scope

All properties connected to the Council's potable water supply network shall ensure that a backflow prevention device is installed in accordance with the provisions of the Australian and New Zealand Standard for Plumbing and Drainage Part 1: Water Services (AS/NZS 3500.1), the Plumbing Code of Australia and Council's connection requirements.

- The hazard rating of all properties connected to the potable water supply network must be determined by a licensed plumber with appropriate backflow accreditation in accordance with AS/NZS 3500.1.
- Where more than one activity or process occurs on the site, the property hazard rating will be equal to, or greater than, the highest identified hazard in accordance with AS/NZS 3500.1.

- Where the hazards are unknown for a commercial, industrial or mixed development, the hazard rating will default to 'high hazard' requiring the installation of a device appropriate for that hazard rating in accordance with AS/NZS 3500.1.
- If the use, and hence the hazard rating, of a premises changes, the customer shall install the appropriate backflow prevention device applicable to the hazard rating of the new use.
- All properties with a potable water connection that present a medium or high hazard rating must install and maintain an appropriate testable backflow prevention device at the property boundary for site containment protection purposes in accordance with AS/NZS 3500.1.
- 20mm & 25mm low hazard meter installations shall be protected through the provisions of the Council supplied water meter, which incorporates a backflow prevention device, at time of connection.
- The customer is responsible for the installation, maintenance and testing of the backflow prevention devices as required under AS/NZS 3500.1 for all devices other than low hazard 20mm and 25mm meter installations. An approved test certification report for these devices must be completed and forwarded to Council annually. Bi-annual testing of all registered backflow devices shall be undertaken by a licensed plumber with appropriate backflow accreditation in accordance with the Plumbing Code of Australia, AS/NZS 3500.1 and the Plumbing and Drainage Act 2011.
- If Council determines that the backflow prevention for a premise is unsatisfactory, a notice will be issued requiring the customer to repair, test, replace or install a suitable backflow prevention device(s). The customer must, at their expense, engage an accredited person to comply with the notice within the time specified in the notice.
- Where the property owner fails to install, repair, maintain, replace or test a backflow prevention device as required by a notice issued by Council, Council may disconnect (in the case of a non-residential property) or restrict (in the case of a residential property or mixed development) the customer from the drinking water supply system until such time as the customer has complied with the notice.
- Council shall advise the customer, in writing, the date for which the device is required to be tested (only applicable to medium and high hazard ratings).
- Upon advice from Council of the need to do so, the customer shall submit test certification of the satisfactory operation of the backflow device to Council within 30 days of the issue of the advice. Where the customer fails to provide the certification by the due date, Council may do one or more of the following:
 - o Issue of formal notice under section 124 of the Local Government Act 1993
 - o Test and certify the device and charge a fee to the customer in accordance with Council's Fees & Charges
 - o Disconnect (non-residential) or restrict (residential) the water service if Council believes that the hazard presented by the activities on the property presents an unacceptable risk to the water supply and charge a fee for the disconnection/reconnection.
- Council will maintain a register of all current testable backflow prevention devices and bi-annual test reports.

- When the current use of the site does not align with the level of backflow protection, Council may issue notice to the property owner detailing the areas which are unsatisfactory and identifying the rectification that is required.

5. Accountability, Roles & Responsibility

Elected Council

Adopt the Backflow Prevention Policy and to continue to support the Drinking Water Management System and Dam Safety Management System.

General Manager, Executive and Management Teams

Adopt the Backflow Prevention Policy and to continue to support the Drinking Water Management System and the Dam Safety Management System.

Management Oversight Group

Continue to support and include system risk as described in the Australian Drinking Water Management Guidelines, Dam Safety NSW regulations and NSW Plumbing and Drainage Act.

Manager Water & Waste

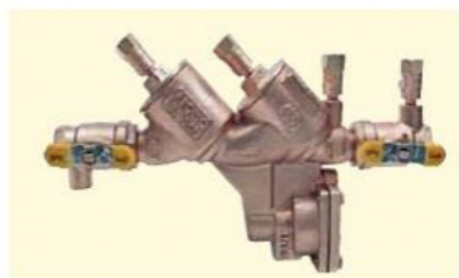
Responsible for ensuring compliance with Policy, Regulation and guidelines.

Property Owners

Responsible for ensuring compliance with Policy, Regulation and guidelines, testing and providing test certificates to Council.

6. Definitions

High risk - Any condition, device or practice within the water supply system and its operation which has the potential to cause death. For this rating, reduced pressure zone devices (RPZD) are used. Examples of reduced pressure zone devices (testable)



Medium risk - Any condition, device or practice within the water supply system and its operation which could endanger health. In this instance, double check valves are used. Example of double check valve (testable)



Low risk - Any condition, device or practice within the water supply, where dual check valves are used. Example of dual check valve (non-testable)



7. Related Documents, Standards & Guidelines

Water Directorate (2013) Backflow Prevention and Cross Connection Control Guidelines.

New South Wales Government (2017) Local Government Act 1993.

New South Wales Government (2017) Plumbing and Drainage Act 2011.

Australian and New Zealand Standard (AS/NZS 3500.1) Plumbing and Drainage Part 1: Water Services

Australian Drinking Water Guidelines 2017

National Construction Code Series, 2012: Volume Three, Plumbing Code of Australia

Council Policy 2.162 Water Quality and Safety Policy.

Council Policy 3.180 Rainwater Tanks-Installation requirements where reticulated water is connected.

8. Version Control & Change History

Version	Date	Modified by	Details
V1.0	26/09/2022	Council	Adoption of Original Policy



CONTAMINATED RECYCLING BIN POLICY

Summary:

The purpose of this policy is to provide clear direction as to how Council will manage residents/businesses who repeatedly contaminate their recycling bin.

Policy Number	(Insert)
File Number	N/A
Document version	Version 1
Adoption Date	26 September 2022
Approved By	Council;
Endorsed By	Executive Management Team
Minute Number	(Insert)
Consultation Period	4 October to 17 October 2022
Review Due Date	September 2025 – 3 years
Department	Water & Waste Management
Policy Custodian	Manager of Water & Waste
Superseded Documents	N/A
Related Legislation	Local Government Act 1994 Local Government Act (Regulations) 2005 Waste Minimisation and Management Act 1995 The Protection of the Environment Operations (POEO) Act 1997 Waste Avoidance and Resource Recovery Act 2001
Delegations of Authority	Chief Executive, Director Infrastructure, Manager Water & Waste, WTS Operators

1. Overview

The policy has been developed to set a standard for intervention with premises that are not putting the correct materials in their co-mingled recycling bins. The purpose is to ensure that the quality of recycling materials collected in the Tenterfield Shire is within the acceptable contamination standards as specified within the contract with the current recycling facility.

The procedures within outline how to deal with Repeat Offenders in order to reduce contamination of the co-mingled recyclables, thereby maximising the effectiveness of the recycling operation.

2. Policy Principles

The principle of this policy is to maximise the effectiveness of the recycling operation by dealing with premises that repeatedly contaminate their co-mingled recycling bins.

3. Policy Objectives

The objective of this policy is:

- Achieve waste minimisation targets and compliance with contractual obligations.
- Minimise recycling bin contamination
- Assist in the provision of an environmentally and financially sustainable Council through efficient and effective recycling

4. Policy Statement

The purpose of this policy is to provide guidance on the steps taken when a resident/business repeatedly contaminates their recycling bin.

5. Scope

The following outlines the advice on how to deal with a resident with contaminated recycling bins. Items which are accepted in the co-mingled recycling bins are outlined on the top of recycling bins and in the recycle right information provided on Council's website at [Recycling | Tenterfield Shire Council \(nsw.gov.au\)](https://www.tenterfieldshire.nsw.gov.au/Recycling)

For the purposes of this policy a minimum contamination level in the recycling bin is required before reporting the contamination as an 'offence'.

5.1 Contamination

Contamination of co-mingled recycling includes, but is not limited to:

- Plastic bags; or
- General waste; or
- Nappies; or
- Green waste; or
- Electrical or e-waste; or
- Any large or unacceptable items, such as polystyrene packaging, car batteries, plastic washing baskets; or
- Sharps, including needles; or
- Other medical wastes, including drip bags; or
- Steel pipes, pieces; or
- Dead animals; or
- Clothes, blankets, rugs, carpet; or
- Oil, chemicals, batteries or other hazardous materials.

5.2 Bin Inspections

Random bin inspections will be conducted by Council to check bins for contamination. These inspections may be guided by reports of previous contamination caused by the customer.

Bins that are found to have contamination during a random bin inspection will be tagged for the customer's information and an educational letter sent to the customer by Council, informing them of the correct materials to go into the bin.

Bins that are found to be contaminated during a random bin inspection will be reported in the same manner of bin contamination found during collection and will be recorded as a warning offence.

5.3 Contamination – Visible at the kerbside

Prior to emptying, if a bin is found to contain contamination, the driver will assess the severity of the contamination and collect the bin only when they deem appropriate. An assessment will be made as to whether contamination has been (for example) apparently added to the top of the bin after placement on the kerb, or whether it appears to pervade the bin. If contamination is throughout the bin, immediate feedback will be provided via a contamination notification sticker applied to the bin.

Instances where there is gross contamination of the bin, the driver will not collect the recycling bin. The bin will be collected as general waste, at additional cost to the premises.

In addition, the resident will receive a letter of notification of the contamination incident reinforcing the correct recyclable materials.

Occurrence will be recorded as an official warning.

5.4 Contamination – Visible via camera during collection

Council's collection vehicles are fitted with a camera in the collection hopper, linked to in-cabin monitors that allow the drivers to observe the contents of the bin as it is emptied and identify the specific contamination. Where contamination is not visible at kerbside, contamination will be reviewed using the camera system as the bin is emptied, allowing the driver to conduct a more comprehensive visual audit of the bin contents. An assessment will be made as to whether contamination has been (for example) apparently added to the top of the bin after placement on the kerb, or whether it appears to pervade the bin. If contamination is throughout the bin, immediate feedback will be provided via a contamination notification sticker applied to the bin.

In addition, the resident will receive a letter of notification of the contamination incident reinforcing the correct recyclable materials.

A warning of occurrence will be recorded.

5.5 Multiple occurrences – second occurrence

Should a contamination incident occur of the same bin service, for the second time at a premise within three (3) months of the initial occurrence, the driver will record the address and apply a non-collection notification sticker, if appropriate, or a contamination notification sticker.

A letter will also be issued to the resident outlining the contamination incident, previous contamination history recorded at the property and the dates the previous incident occurred. This letter will also contain advice of service withdrawal/cessation should one more contamination incident occur. If the property owner has a different address, a copy of the letter will be sent to the Property Owner as well.

All efforts will be made to educate and assist residents in the correct use of their bin and to develop strategies with them to manage contamination, including contamination by others. Only after failure to secure compliance from the customer would the service be altered.

5.6 Multiple occurrences – third occurrence

Should a contamination incident occur for a third time at a premise within four (4) weeks of the second occurrence, the driver will record the address and apply a non-collection notification sticker to the bin.

The driver will contact the Manager Water and Waste regarding the ongoing contamination at the property, providing detailed history of contamination occurrences and provide advice of the removal of the bin.

Arrangement will be made for the bin to be collected as general waste and then removed from the property directly following the collection.

Council will send the resident a letter advising of the service withdrawal/cessation for the duration of six (6) months, contamination history recorded at the property and the dates the previous incidents occurred. If the property owner has a different address, a copy of the letter will be sent to the Property Owner as well.

5.7 Reinstatement of Bins

Ratepayers are expected to continue to pay for the full waste collection/service charge regardless of whether they are receiving the recycling service.

After the duration of six (6) months, the bins can be reinstated on application and approval from Council. For the bin to be reinstated, the resident must sign a pledge agreeing not to contaminate their bin and pay a reinstatement fee (see the fees and charges).

If at any time the drivers observe an additional bin at the premises that the bin has been removed, they are to make a record of this fact and report to the Manager of Water and Waste. The additional bin will be investigated and removed if required. Additional bins will not be collected.

In the instance of a tenanted (rental) property where bins have been removed and there is a tenant change, the bin can be reinstated on application if evidence of tenant change is provided and the new residents signs a pledge agreeing not to contaminate their bin. In this instance, a reinstatement fee will not apply.

Additional monitoring and bin inspections of the reinstated bins will be undertaken.

5.8 Further occurrence - recurrence

If the bin needs to be removed a second time, the offending property will not be allowed a replacement unless there is a change of tenant or property owner.

Prevention Notice / Infringement Notice may be applied depending upon the circumstances of contamination.

5.9 Additional bins

If a property has two (2) contamination offences in the previous six (6) months they will not be eligible to request any additional recycling services.

If a property has had the bin removed, they cannot receive any additional bins

6. Accountability, Roles & Responsibility

Elected Council

Adopt and support the Contaminated Recycling Bin Policy.

General Manager, Executive and Management Teams

Adopt and support the Contaminated Recycling Bin Policy.

Management Oversight Group

Continue to support and include system risk as described in the Waste Minimisation and Management Act 1995 and Waste Avoidance and Resource Recovery Act 2001.

Manager Water & Waste

Responsible for ensuring compliance with Policy, Regulation and guidelines.

7. Definitions

Contamination: Contamination of the recycling bin is when items that are not able to be recycled according to Council's Materials Recycling Facility (MRF) are placed in the recycling bin.

Repeatedly: In order for a residence to be considered to repeatedly contaminate their recycling bin, they will have placed un-recyclable items in their bin three (3) times within a six (6) month period.

8. Related Documents, Standards & Guidelines

- Waste Minimisation and Management Act 1995
- The Protection of the Environment Operations (POEO) Act 1997
- Waste Avoidance and Resource Recovery Act 2001
- Local Government Act 1994
- Local Government Act (Regulations) 2005

9. Version Control & Change History

Version	Date	Modified by	Details
V1.0		Council	Adoption of Original Policy

Department:	Office of the Chief Corporate Officer
Submitted by:	Casual Administration & Customer Service Assistant
Reference:	ITEM GOV73/22
Subject:	MONTHLY OPERATIONAL REPORT AUGUST 2022

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

CSP Goal:	Leadership - Council is a transparent, financially-sustainable and high-performing organisation, delivering valued services to the Community.
CSP Strategy:	Ensure the performance of Council as an organisation complies with all statutory Guidelines, supported by effective corporate management, sound integrated planning and open, transparent and informed decision making.
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 2022/2023 Operational Plan.

OFFICER'S RECOMMENDATION:

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

Kylie Smith
Chief Corporate Officer

Prepared by staff member:	Lee Sisson	
Approved/Reviewed by Manager:	Kylie Smith, Chief Corporate Officer	
Department:	Office of the Chief Corporate Officer	
Attachments:	1 Monthly Operational Report - August 2022	119 Pages

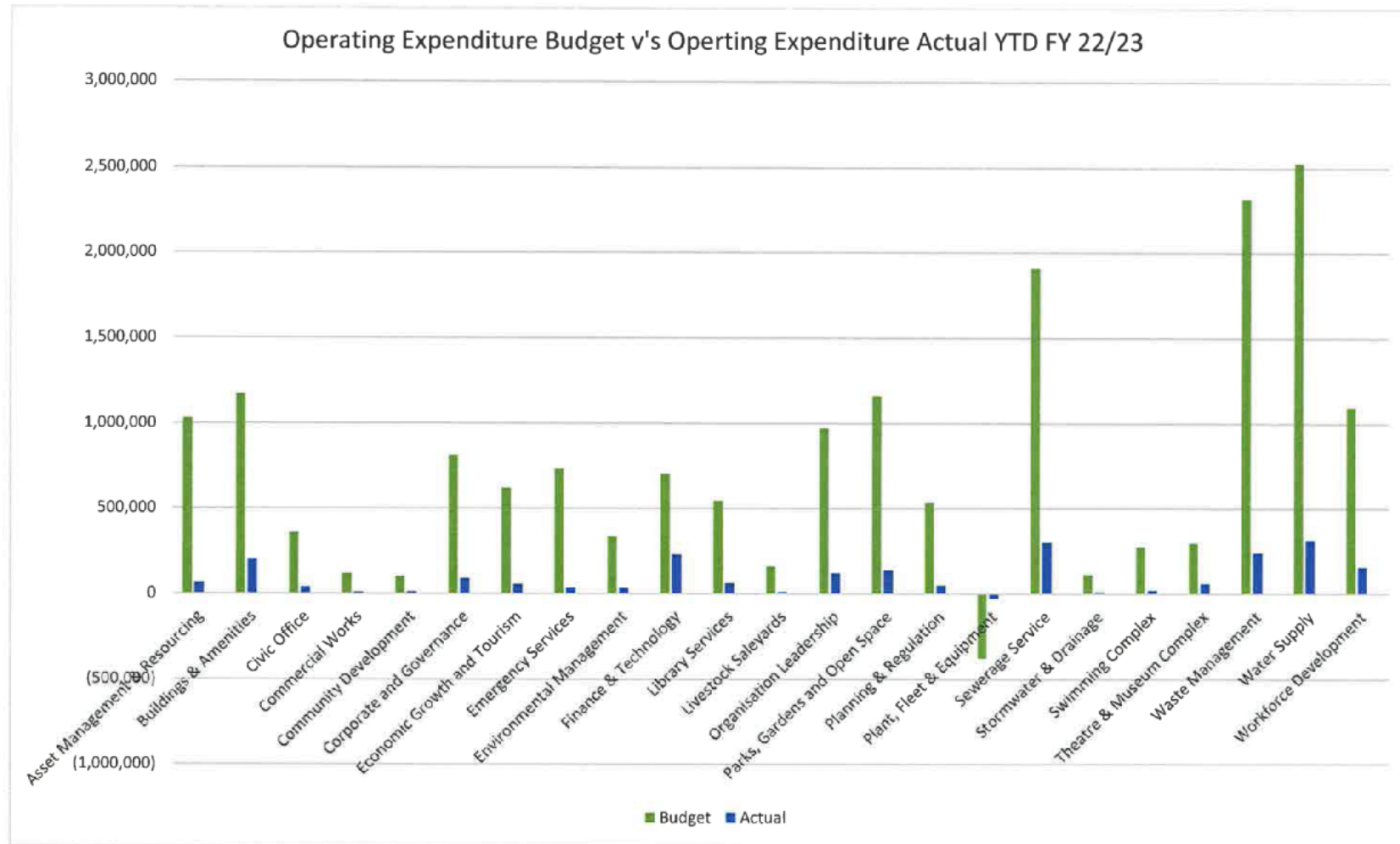
Monthly Operational Report

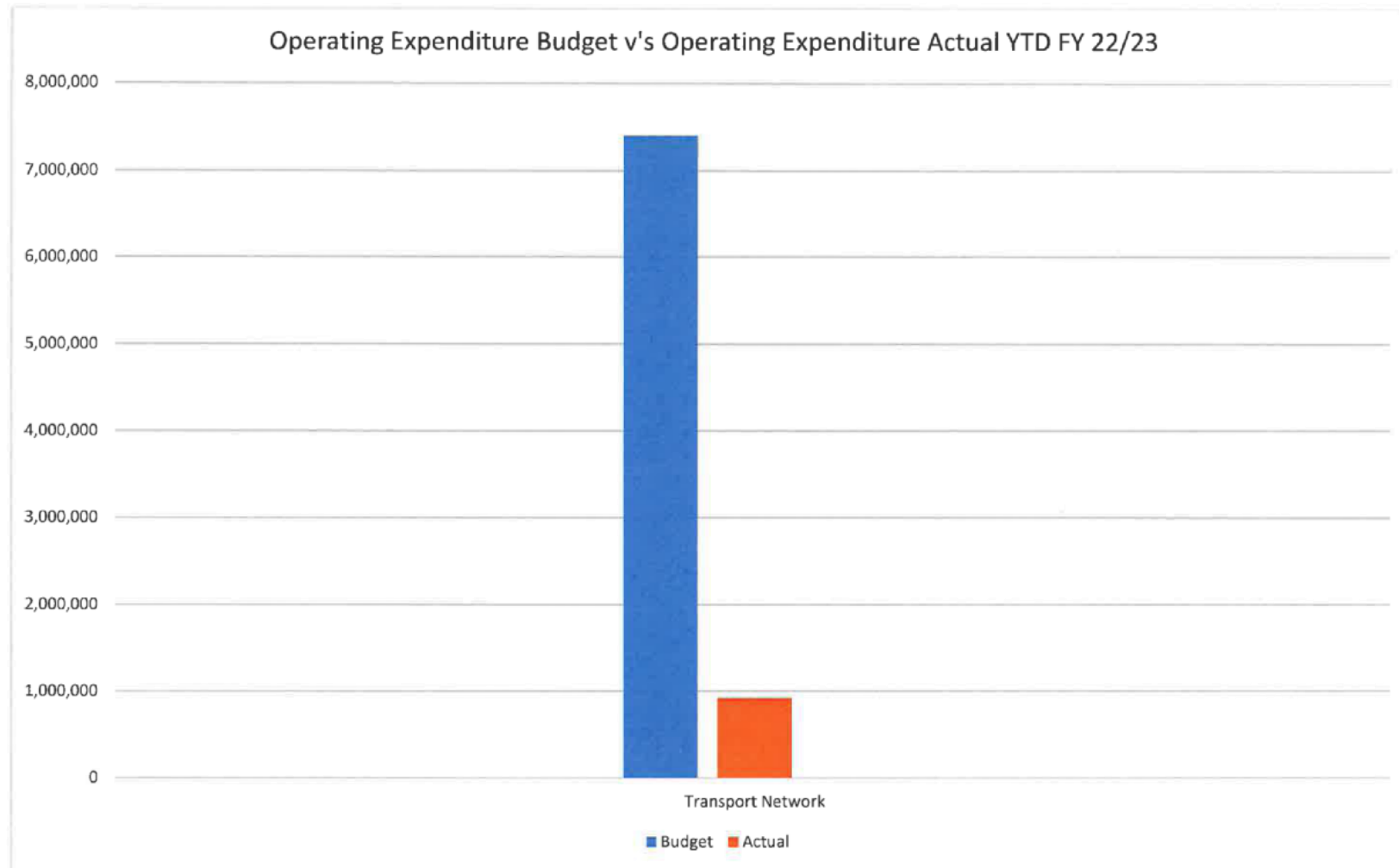
Tenterfield Shire Council August 2022

Council Meeting 28 September 2022

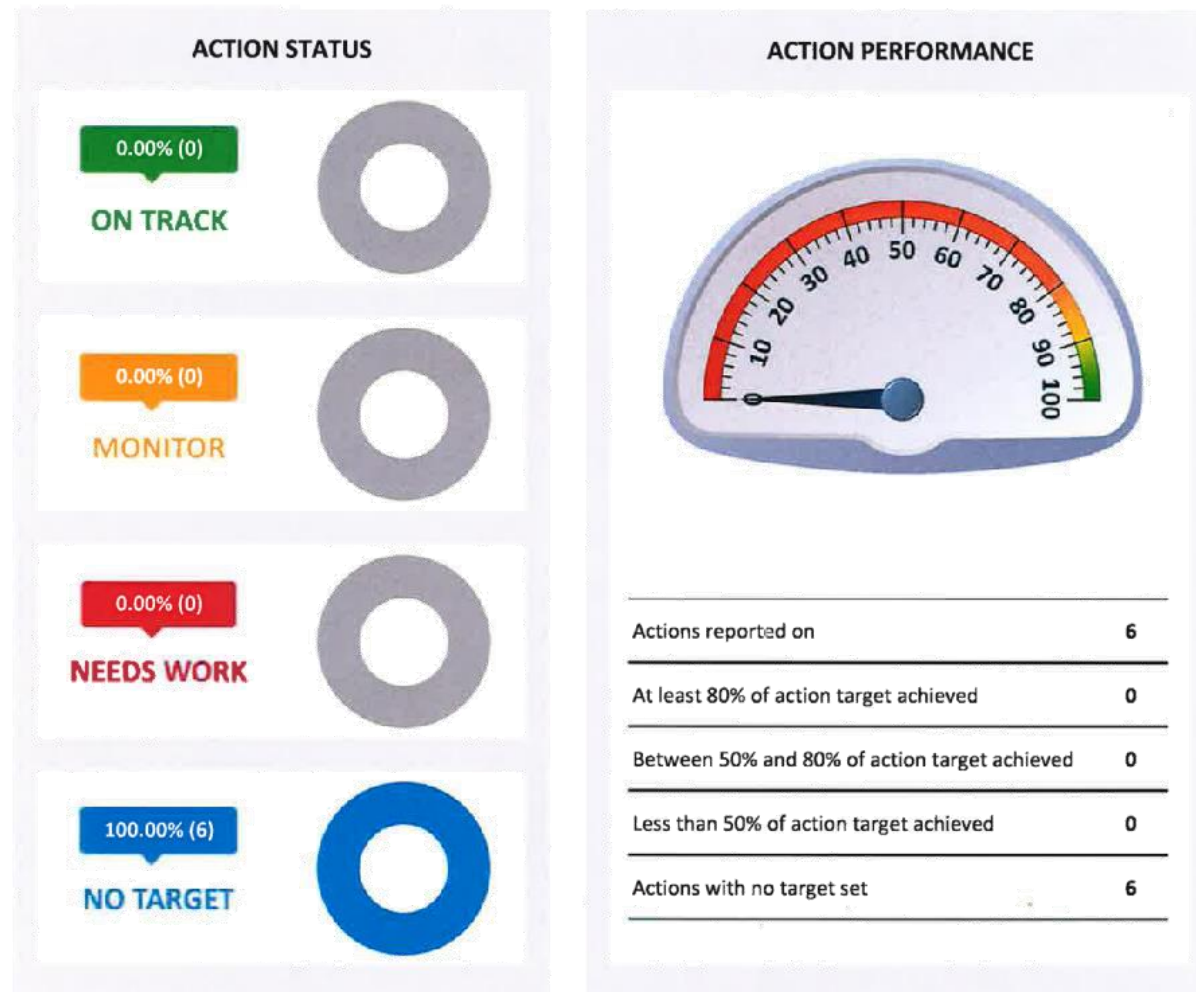


TENTERFIELD









1. CIVIC OFFICE

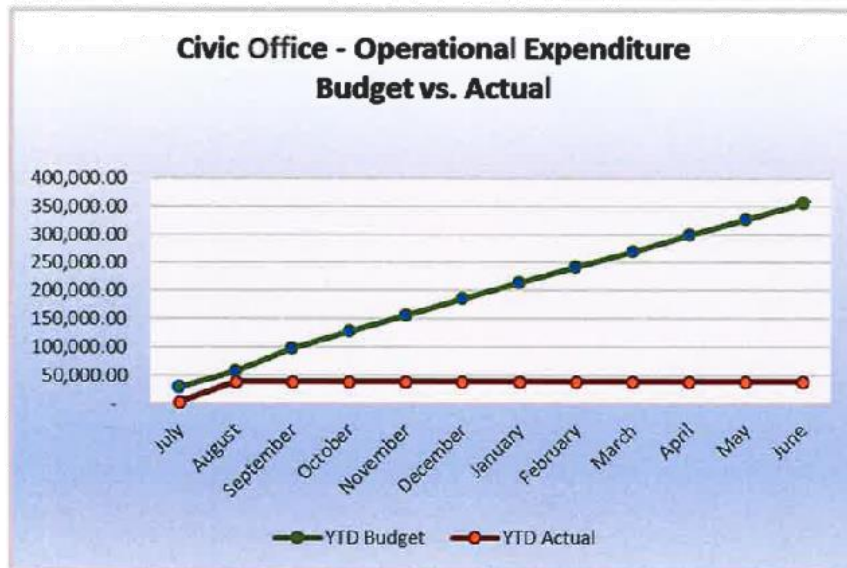


1. CIVIC OFFICE

Business Unit: Civic Office								
Service Profile: Civic Office								
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
2.1.3.1 Investigate, advocate for, and source funding to improve heavy vehicle access across the region.	Chief Executive	August-2022 Ongoing nothing further to report	Ongoing	01/07/22	30/06/23		0.00	 No TARGET
5.1.1.9 Influence and advocate support from Federal and State government in relation to promotion of Tenterfield community objectives.	Chief Executive	August -2022 Ongoing, waiting for the Federal budget in October to identify opportunity's that fall within our budget challenges and are strategic in nature.	Ongoing	01/07/22	30/06/23		0.00	 No TARGET
5.1.1.10 Advocate to hand back Bruxner Way and Mt Lindesay Road to State Government.	Chief Executive	August -2022 This is ongoing we are waiting for the results of our submissions. I have received correspondence, form Janelle Saffin confirming that she and her team are also lobbying on our behalf.	Ongoing	01/07/22	30/06/23		0.00	 No TARGET
5.1.1.11 Manage communication, media and information channels.	Manager Economic Development & Special Projects	Manager has continued to work with publishers of the Regional Lifestyle Magazine on the Tenterfield Shire feature – supplying photos and editorial to meet the publisher's on-going requests for material - with all material to be with publishers by first week in September. As reported in 1.1.1.1 - Facebook has proved popular with Shire residents. Manager has been regularly dealing with the Tenterfield Star, particularly on proposed rates rises and also recycling articles.	Ongoing	01/07/22	30/06/23		0.00	 No TARGET

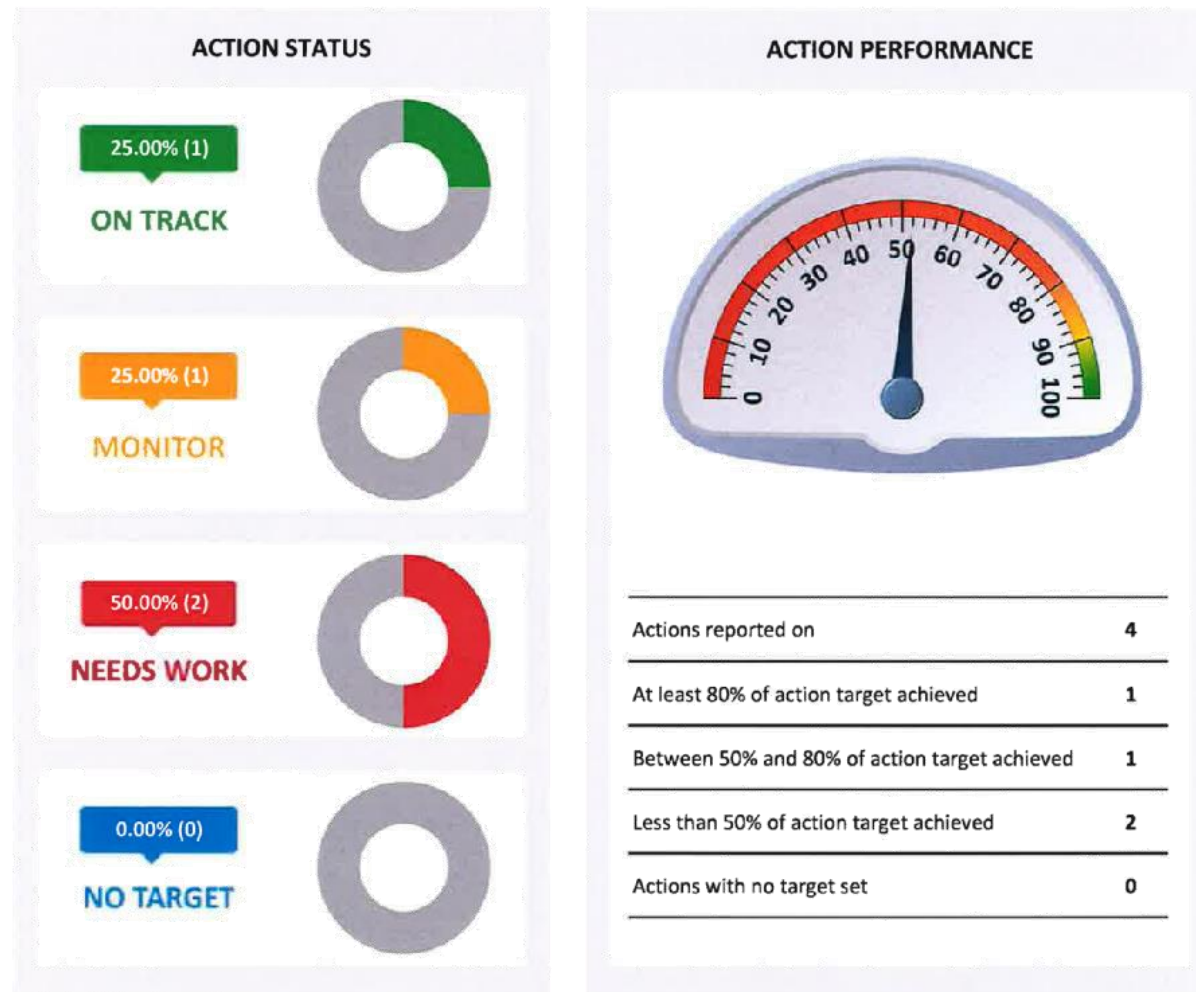
Tenterfield Shire Council				Monthly Operational Report - August 2022				
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
5.1.1.12 Deliver councillor services.	Chief Executive	August-2022 Ongoing nothing further to report	Ongoing	01/07/22	30/06/23		0.00	 No TARGET
5.2.2.1 Advocate for health services throughout the Region and ensure future government planning aligns with community needs.	Chief Executive	August 2022 - nothing further to report	Ongoing	01/07/22	30/06/23		0.00	 No TARGET

1. Civic Office






COA	22/23 Full Year Budget	22/23 YTD Actuals August	22/23 Percentage Spent
Civic Office	355,339	39,059	10.99%
1. Operating Income	0	(73)	0.00%
2. Operating Expenditure	355,339	39,132	11.01%

2. ORGANISATION LEADERSHIP




2. ORGANISATION LEADERSHIP

Business Unit: Organisation Leadership								
Service Profile: Organisation Leadership								
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
5.1.2.4 Implement the long-term financial strategy, aligning the Long-Term Financial Plan with the Asset Management Plan.	Chief Executive	August-2022 Community consultation is ongoing, as mentioned we have three possible scenarios and subsequent associated plans. We will continue to cut costs and streamline services as much as we can until we have an outcome which wont be until May 2023. Unfortunately, the amorphous situation requires that we develop three plans based on three possible outcomes. This has meant tripling the work load of some of our team. This has been raised by both the OLG and our auditors as a particular impost and costly exercise however we all agree that we have little choice considering the situation.	In Progress	01/07/22	30/06/23	16.00	100.00	 NEEDS WORK
5.1.2.5 Apply for a Special Rate Variation.	Chief Executive	August -2022 Consultation including both group and face to face meetings are ongoing.	In Progress	01/07/22	30/06/23	75.00	100.00	 MONITOR
5.1.2.6 Report to council identifying efficiency savings of 10-15% across the budget, for the 2022/23 financial year.	Chief Executive	Complete has been reported to council as directed	Completed	01/07/22	30/06/23	100.00	100.00	 ON TRACK

Tenterfield Shire Council

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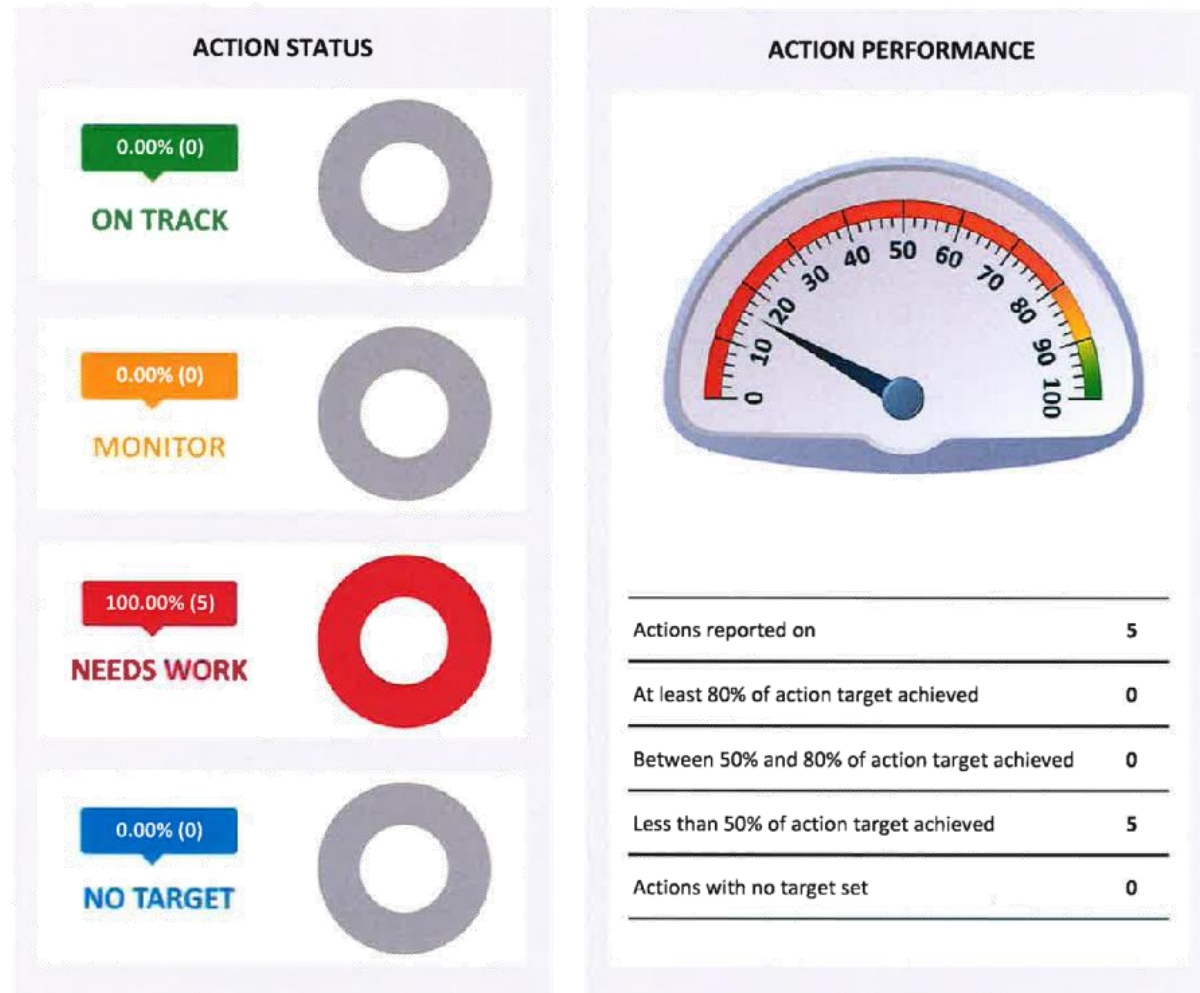
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
5.1.2.7 Provide Council a Review of operating plan for the Visitor Information Centre.	Manager Economic Development & Special Projects	<p>The Visitor Information Centre continues to operate six-days-a-week with reduced opening hours on Saturdays - now closing 2:30pm.</p> <p>Visitor Information Centre Update: August visitors to visitor information centre = 1,158 (1201% increase on July 2021 – COVID closures) August visitors to Visit Tenterfield website = 3,446 (77.8% increase on July 2021) 41% of visitors from New South Wales, 33% from Queensland and 12% from Victoria. Tenterfield Visitor Information Centre has a 4.5 star review on Google (151 reviews) & 4.5 star review on TripAdvisor (107 reviews).</p>	In Progress	01/07/22	30/06/23	16.00	100.00	

2. Organisation Leadership




COA	22/23 Full Year Budget	22/23 YTD Actuals August	22/23 Percentage Spent
Organisation Leadership	970,404	120,014	12.37%
2. Operating Expenditure	970,404	120,014	12.37%

3. COMMUNITY DEVELOPMENT



3. COMMUNITY DEVELOPMENT

Business Unit: Community Development								
Service Profile: Community Development								
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
1.1.1.1 Improve and maintain communication methods in accordance with the Community Engagement Strategy.	Manager Economic Development & Special Projects	<p>Manager worked with other staff to use all available avenues to communicate Council activities - social media, local newspaper and radio as well as Your Local News and direct meetings with the public.</p> <p>In August, TSC Facebook page proved popular with page reach of 3690. Individual posts have topped at 1535, with many reaching 900-plus.</p> <p>Notices/reminders for SRV consultations/meetings reached 1149 for the 3 Sept Information Session; Calculate Your Proposed Rate Rise 506 and Mayoral videos 446 (Loans, cash and investments) and 257 (Rate caps, pegs and SRVs).</p> <p>Audience Facebook Page likes 184 Gender Women 79.4 Men 20.59</p> <p>Top towns/cities Tenterfield, NSW, Australia 64.7% Stanthorpe, QLD, Australia</p>	In Progress	01/07/22	30/06/23	16.00	100.00	




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2.7%
Toowoomba, QLD, Australia
2.7%
Sydney, NSW, Australia
2.2%
Brisbane, QLD, Australia
1.6%
Wallangarra, QLD, Australia
1.6%
Ballina, NSW, Australia
1.1%
Ipswich, QLD, Australia
1.1%
Lismore, NSW, Australia
1.1%
Liston, NSW, Australia
1.1%
Top countries
Australia
98.4%


Tenterfield Shire Council

Monthly Operational Report - August 2022

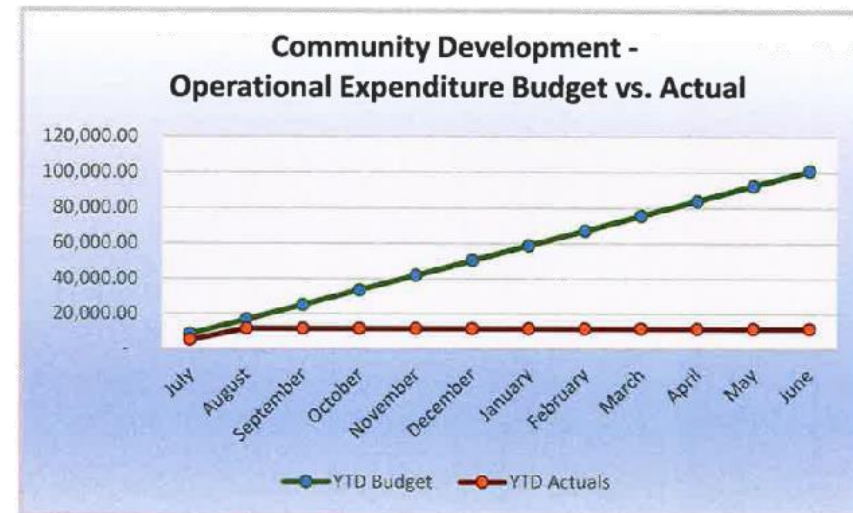
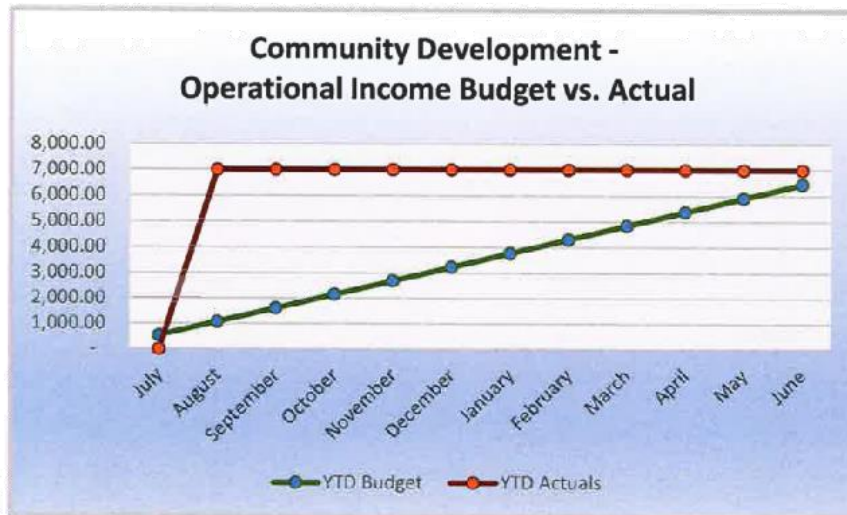
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
1.1.1.2 Provide opportunities for the community to participate in decision making via Council Committees.	Community Development Officer	<p>Disability & Inclusion committee: The community did not attend, managers are aware of the situation. Working on the new (Disability Inclusion Action Plan) DIAP'S with Lee Mathers and meetings with community members to look for ways to engage the community.</p> <p>Aboriginal Advisory Committee: last meeting on 31st of August. They decide to meet up monthly. Next meeting would be 12th October.</p> <p>Youth Advisory Committee: Meeting on 1st September, good work engaging with youth, offered different ways to participate and represent their peers. Still a lot to do for them to develop ownership</p>	In Progress	01/07/22	30/06/23	16.00	100.00	 NEEDS WORK
1.1.2.1 Implement wellbeing programs and activities in partnership with the Aboriginal Advisory Committee. Contribute to NAIDOC week and develop and implement Reconciliation Action Plan (RAP).	Community Development Officer	Supporting Moombahlene with the organisation and grant application for NAIDOC Week, promoting NAIDOC in Council's platforms.	In Progress	01/07/22	30/06/23	16.00	100.00	 NEEDS WORK
1.1.3.1 Support the physical and mental health of the community, through wellbeing activities which improve community capacity and resilience. This includes contributing and supporting local events such as Youth Week.	Community Development Officer	<p>Application and development for Spring Break Holiday 2022</p> <p>Supporting Community group interest in parkrun.</p> <p>Promoting and advocating for different activities and programs to happen in Tenterfield through Tenterfield in Touch.</p>	In Progress	01/07/22	30/06/23	16.00	100.00	 NEEDS WORK

Tenterfield Shire Council

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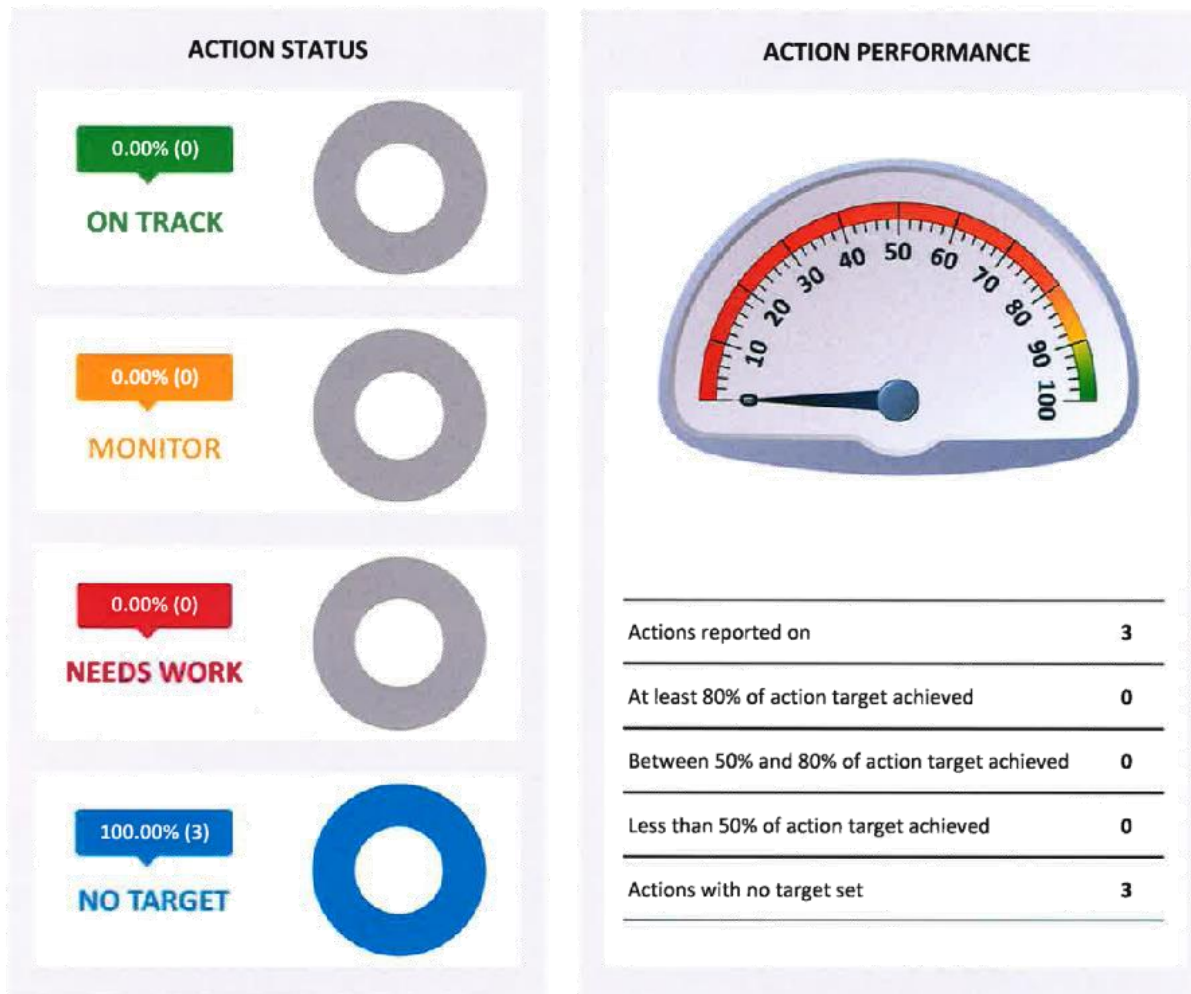
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
1.2.3.1 Deliver and report to the OLG on the Council's Disability Inclusion Action Plan.	Community Development Officer	Tenterfield DIAP'S has expired last year and The NSW Government have update the regulations for this plan. Currently working on it. Raise community awareness of appropriate activities and services that promote inclusion through Tenterfield in Touch.	In Progress	01/07/22	30/06/23	16.00	100.00	

3. Community Development




COA	22/23 Full Year Budget	22/23 YTD Actuals August	22/23 Percentage Spent
Community Development	94,298	4,565	4.84%
1. Operating Income	(6,444)	(7,000)	108.63%
2. Operating Expenditure	100,742	11,565	11.48%

4. ECONOMIC GROWTH & TOURISM



4. ECONOMIC GROWTH & TOURISM

Business Unit: Economic Growth & Tourism								
Service Profile: Economic Growth & Tourism								
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
2.1.1.1 Develop and implement the Economic Development Strategy and Tourism Development Strategy, which also aligns with the Regional Economic Development Strategy (REDS).	Manager Economic Development & Special Projects	<p>Following TSC's resolution Wed, 24 Aug Council Meeting at Drake to accept offer to buy surplus land at Sugarbag Road Lot 26 DP 735029, agent has received deposit and has sent details to TSC's solicitor to prepare sale contract.</p> <p>Also at the 24 August Meeting, Council resolved to seek offers for the sale of the Tenterfield airstrip (Lot 1 DP 236737 – 27.48ha at Schroders Road, between Bruxner and New England Highways, 14km NW of Tenterfield) by inviting tenders from interested parties. Once the tender process is complete, Council will review offers and decide.</p> <p>Preliminary work has started on preparing tender ads and photography of the site.</p> <p>Local real estate marketing continues to be very strong -</p> <p>Monday, 15 August Manager with Enterprise Plus about holding a joint TSC-Chamber of Tourism, Industry and Business seminar during November – which is Small Business Month. The Chamber is interested in joint function and will get back to me with a date. The free seminar (funded by Federal govt) will focus on websites/social media - "Get Discovered – Stay Discovered" for Tenterfield small business owners – basically to discuss/show online options – for website,</p>	Ongoing	01/07/22	30/06/23		0.00	


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social media etc to help boost business.
Hugh has worked with TSC and the Chamber previously and at this stage would be able to offer either a business breakfast or evening lecture. At the time of writing, Chamber was still considering a suitable date, possibly to coincide with its AGM.

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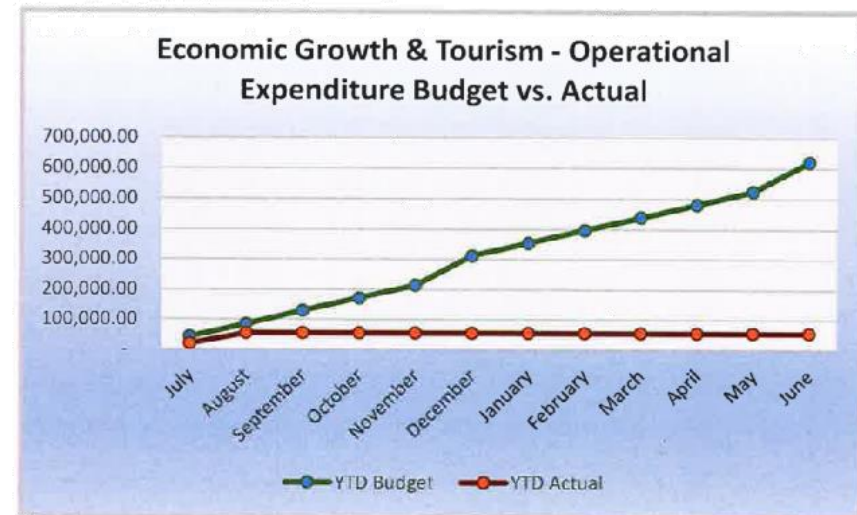
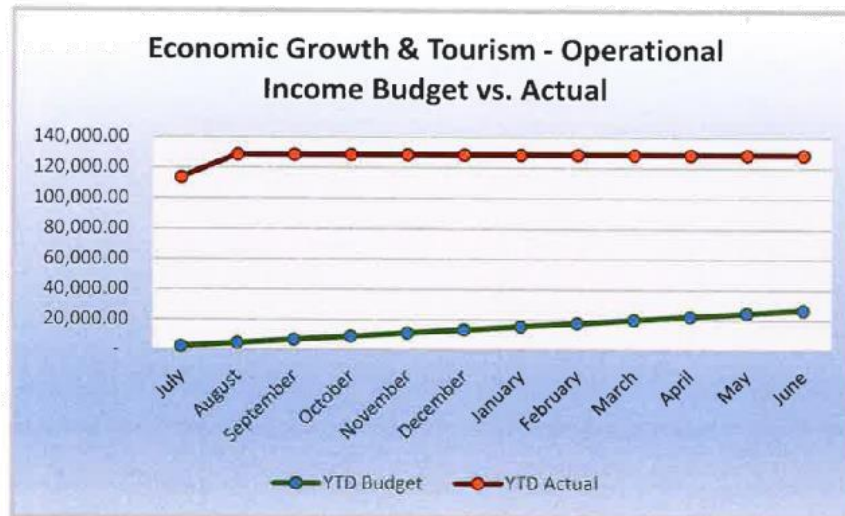
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
2.1.1.2 Deliver and manage Destination Marketing Plan and marketing campaigns and activities.	Manager Economic Development & Special Projects	<ul style="list-style-type: none"> Regional Lifestyle Magazine Advertisements (Summer 22/23) – 1 x Visit Tenterfield and 1 x events in Tenterfield Attended New England High Country monthly meeting regarding upcoming campaigns (Australian Traveller, We Are Explorers Social Campaign & Website Updates). Tourism & Economic Development Newsletter sent out to 274 business recipients. 49% open rate Tourism Advisory Meeting held with staff and Councillors – networking meetings for businesses to be organised later in the year Grants: <ul style="list-style-type: none"> Reconnecting Regional NSW Events <p>Fund – have requested additional information and are still processing grant</p> <ul style="list-style-type: none"> Business Case and Strategy Fund – supported external organisations applications with letters of support and information (National Monument Project and Angry Bull Trails). <p>Ongoing: regular website and events updates on Visit Tenterfield, New England High Country & Destination NSW websites; regular social media posts; communicating with new and existing tourism businesses and events.</p> <p>Social Media Stats – August 2022: Facebook Reach: 18,206 from 13 Facebook posts. Facebook Page Likes: 6,704 (+44 new) Instagram Reach: 7,978 from 11 Instagram posts & 4 stories Instagram Followers: 2,795 (+28 new)</p>	Ongoing	01/07/22	30/06/23		0.00	 No TARGET

Tenterfield Shire Council

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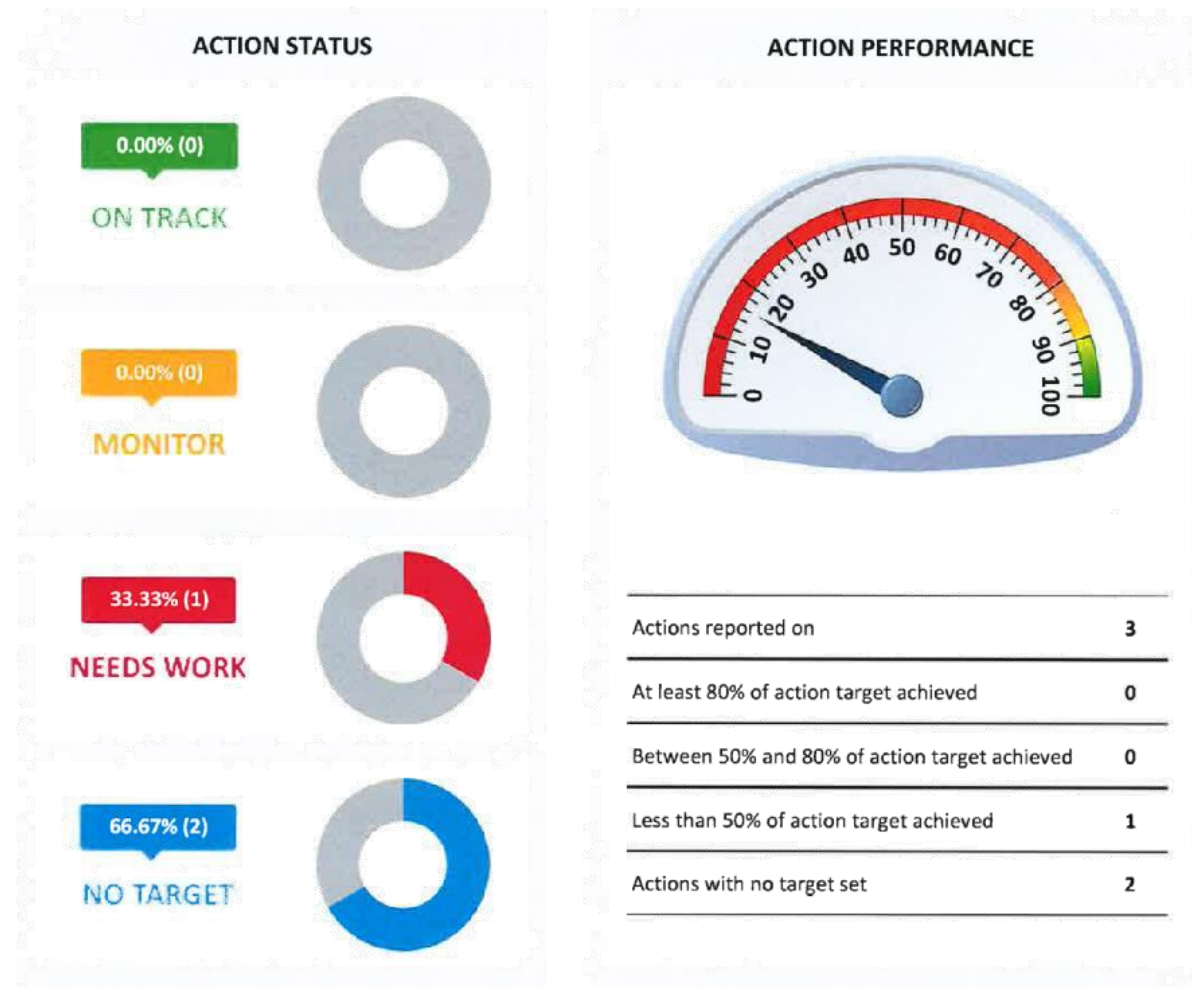
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
5.2.3.1 Support future proposals for improved telecommunications infrastructure.	Manager Economic Development & Special Projects	Nil to report in this area.	Ongoing	01/07/22	30/06/23		0.00	 No TARGET

4. Economic Growth and Tourism



COA	22/23 Full Year Budget	22/23 YTD Actuals August	22/23 Percentage Spent
Economic Growth and Tourism	600,632	(1,037,879)	-172.80%
1. Operating Income	(26,713)	(128,706)	481.81%
2. Operating Expenditure	620,314	55,446	8.94%
3. Capital Income	0	(994,593)	0.00%
4. Capital Expenditure	0	28,760	0.00%
4235004. PSLP - Tenterfield Youth Precinct & Mountain Bike Trailhead	0	28,760	0.00%
6. Liabilities	7,031	1,214	17.26%

5. THEATRE & MUSEUM COMPLEX






Tenterfield Shire Council

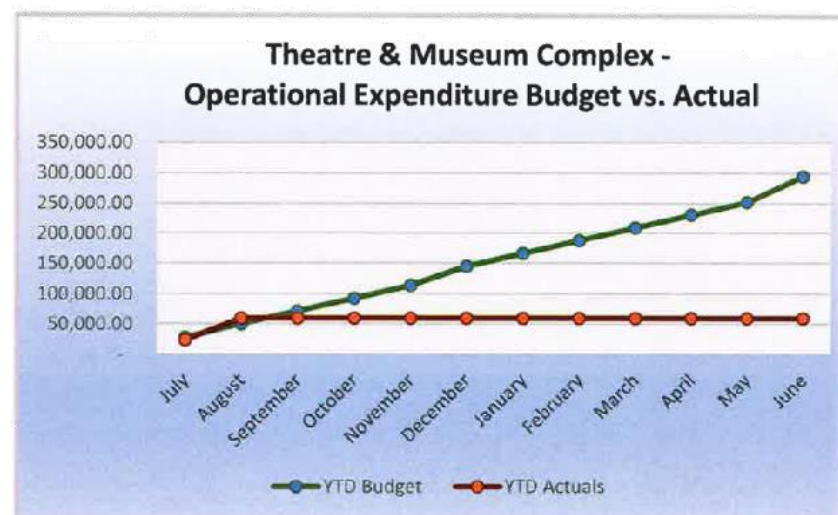
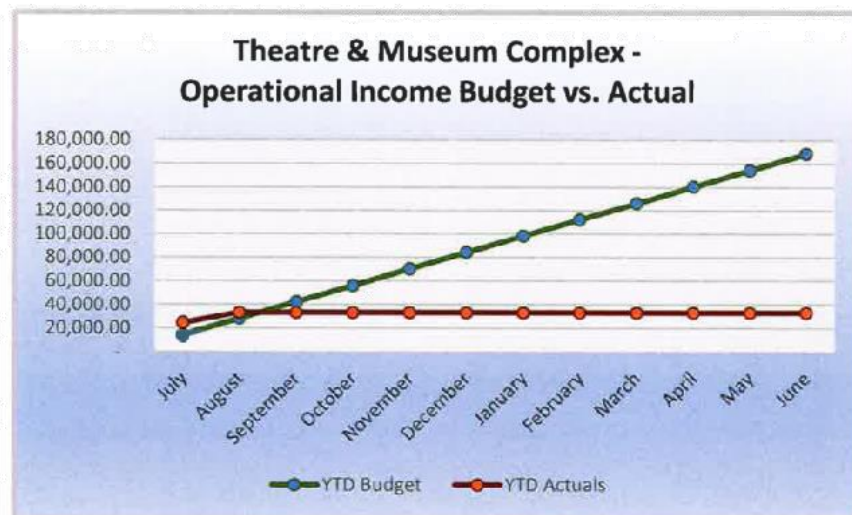
Monthly Operational Report - August 2022

Business Unit: Theatre & Museum Complex

Service Profile: Theatre & Museum Complex

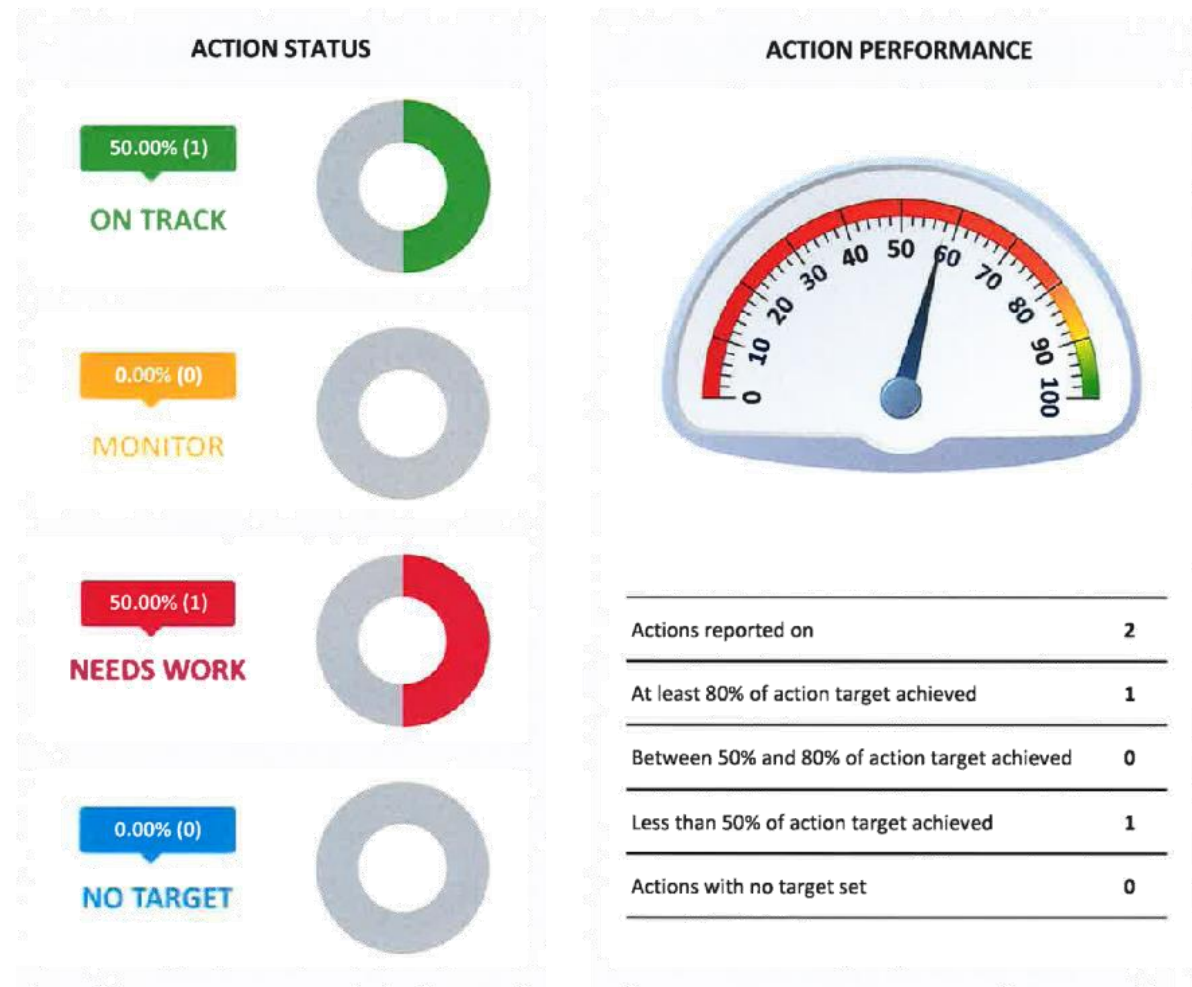
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
1.1.3.4 Develop and proactively manage and deliver cinema program, theatre education and youth related programs.	Manager Arts, Culture and Library Services	During the August reporting period the School of Arts Cinema/Theatre program showcased 30 film screenings and 2 live event including The Owls Apprentice children's shadow puppet event and Byron Writers Festival satellite event - the Five Writers Road Trip attracting 50 attendees. Total cinema/theatre ticket sales for the August period were 477. Popular film screenings included 'More Tenterfield Stories' with 120 attendees; Minions Kids Animation film with 53 attendees; Elvis with 66 attendees and Thor with 93 attendees.	Ongoing	01/07/22	30/06/23		0.00	 No TARGET
1.1.3.5 Manage and operate the Sir Henry Parkes Memorial School of Arts (Cinema, Theatre, and Museum) in partnership with the National Trust of Australia.	Manager Arts, Culture and Library Services	During the August reporting period operations were managed in-line with approved operational budgets. The Museum welcomed 280 visitors. The Sir Henry Parkes Memorial School of Art Joint Management Committee meeting was scheduled for 1 September 2022.	In Progress	01/07/22	30/06/23	16.00	100.00	 NEEDS WORK
1.2.4.1 Provide volunteer training and upskilling in a safe and engaging work environment.	Manager Arts, Culture and Library Services	During the August reporting period staff provided ongoing support to the SoA Volunteer program with volunteers providing vital support for front-of-house operations and projectionist support for the Cinema.	Ongoing	01/07/22	30/06/23		0.00	 No TARGET

5. Theatre and Museum Complex



COA	22/23 Full Year Budget	22/23 YTD Actuals August	22/23 Percentage Spent
Theatre & Museum Complex	220,190	26,044	11.83%
1. Operating Income	(168,316)	(33,141)	19.69%
2. Operating Expenditure	294,365	59,185	20.11%
4. Capital Expenditure	94,141	0	0.00%
5005508. School of Arts - Replace/Repair Carpet. Resand & Reseal Floors (SRV)	94,141	0	0.00%

6. LIBRARY SERVICES





Tenterfield Shire Council

Monthly Operational Report - August 2022

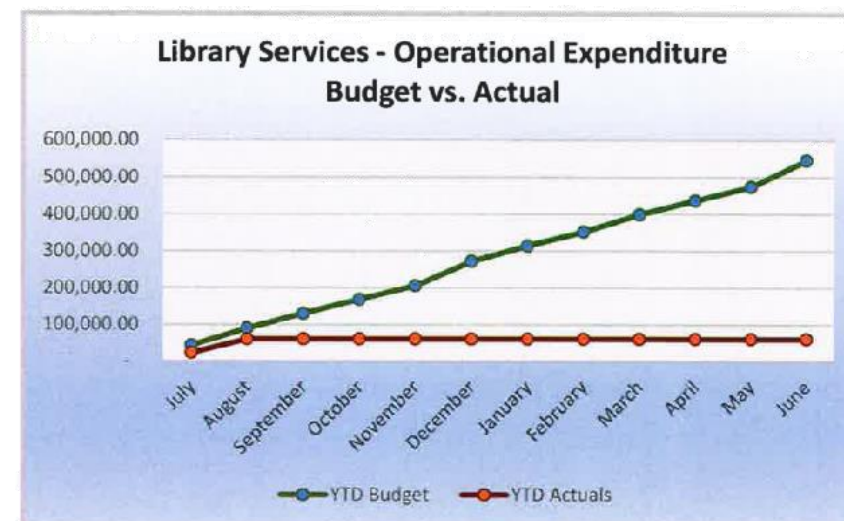
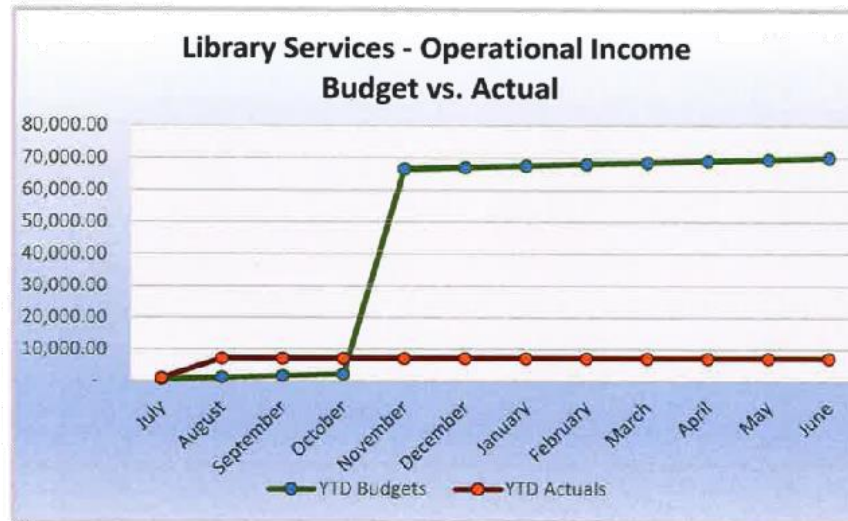
6. LIBRARY SERVICES

Business Unit: Library Services

Service Profile: Library Services

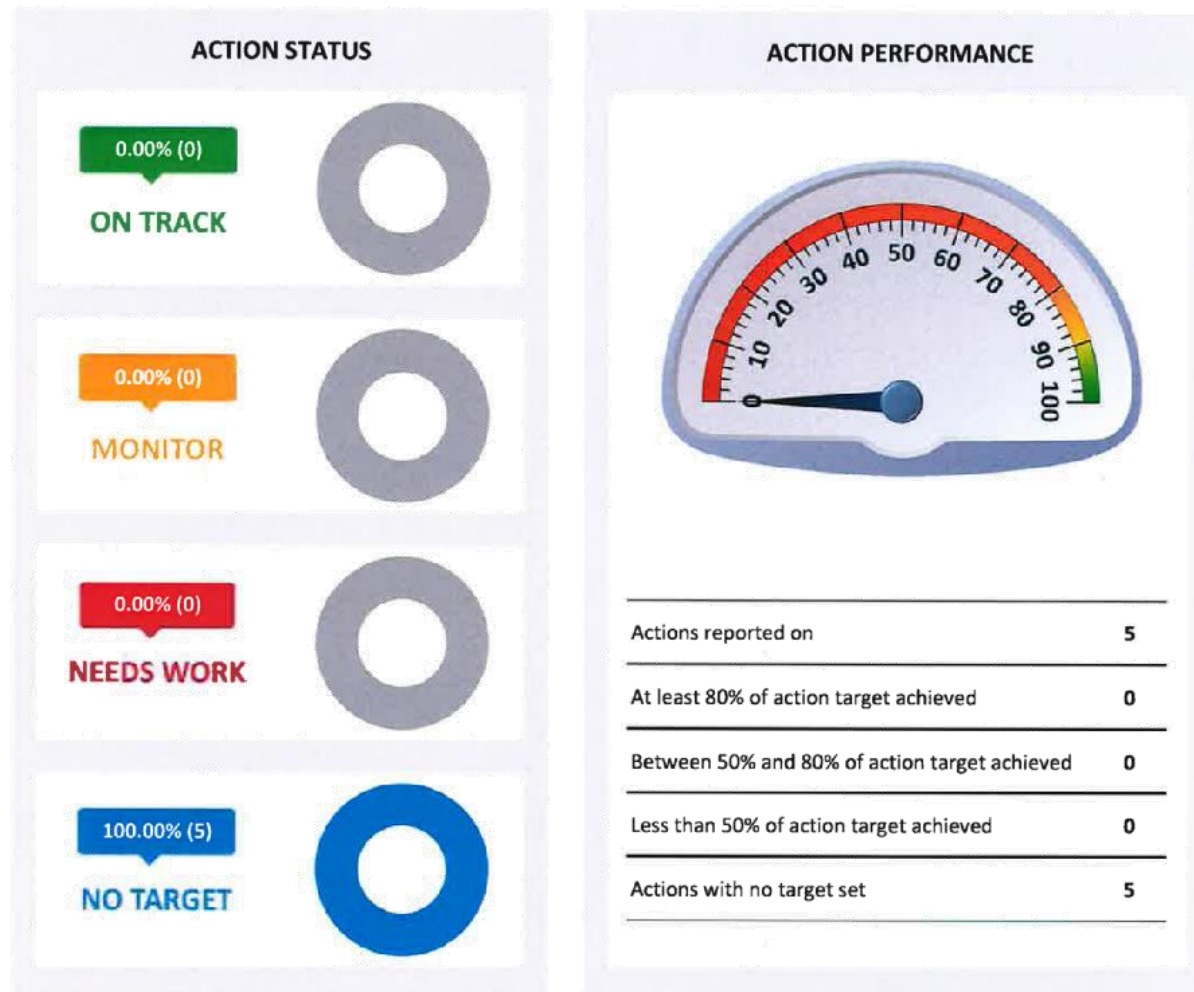
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
1.1.3.2 Deliver technology and resources to individuals and small groups via library services.	Manager Arts, Culture and Library Services	During the August reporting period the Library provided services to 1,234 visitors including 208 users accessing the Library Public Computers. Activities included Weekly story time on Thursdays and Home Library Services to 32 borrowers.	In Progress	01/07/22	30/06/23	16.00	100.00	 NEEDS WORK
1.1.3.3 Manage all corporate art, artefacts, honour boards and memorabilia (including audit and security).	Manager Arts, Culture and Library Services	During the August reporting period the museum collection inventory audit continued with all items now recorded. Next stage of the collection inventory audit will involve cross reference of items that aren't listed as part of a collection to determine individual loan item ownership.	Completed	01/07/22	30/06/23	100.00	100.00	 ON TRACK

6. Library Services



COA	22/23 Full Year Budget	22/23 YTD Actuals August	22/23 Percentage Spent
Library Services	482,542	(142,365)	-29.50%
1. Operating Income	(70,139)	(7,142)	10.18%
2. Operating Expenditure	545,681	60,544	11.10%
3. Capital Income	(19,329)	(196,886)	1018.60%
4. Capital Expenditure	19,329	0	0.00%
5000524. Local Priority Grant 2022/23	19,329	0	0.00%
6. Liabilities	7,000	1,119	15.99%


7. WORKFORCE DEVELOPMENT



Tenterfield Shire Council



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7. WORKFORCE DEVELOPMENT

Business Unit: Workforce Development								
Service Profile: Workforce Development								
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
5.1.1.4 Develop, manage and deliver the Workforce Management Strategy.	Manager HR & Workforce Development	<p>The current recruitment moratorium and financial constraints has initiated and internal review of current secondments, higher duties and position description drifts. This workforce review has led to lateral transfers, internal positional advertisements and positional description analysis to increase operational efficiencies, provide job clarity, boost moral and ensure compliance with applicable industrial instruments. Council continues to provide an on site Employee Assistance Program, independent counselling and advice services. August percentage program utilisation = 12.73% of the Workforce.</p> <p>Flexible work arrangement requests have been received, reviewed and processed whilst remaining mindful of financial constraints, community service level commitments and expectations.</p>	Ongoing	01/07/22	30/06/23		0.00	 No TARGET



Tenterfield Shire Council

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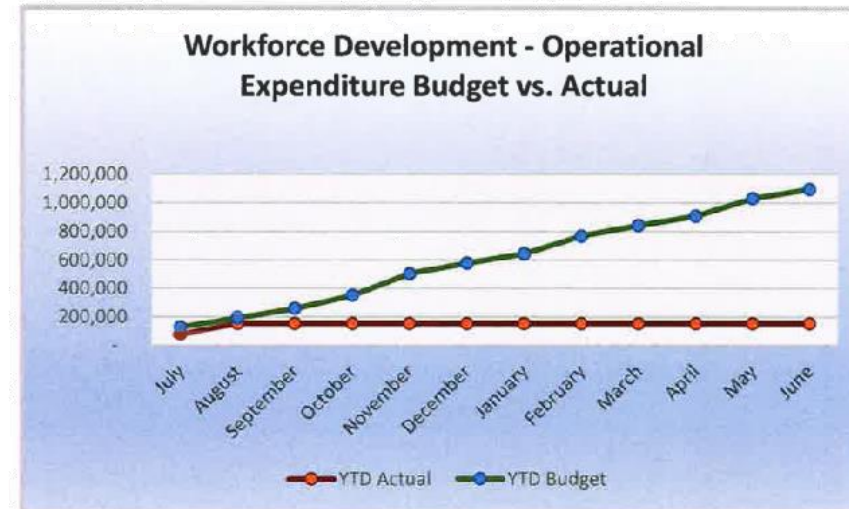
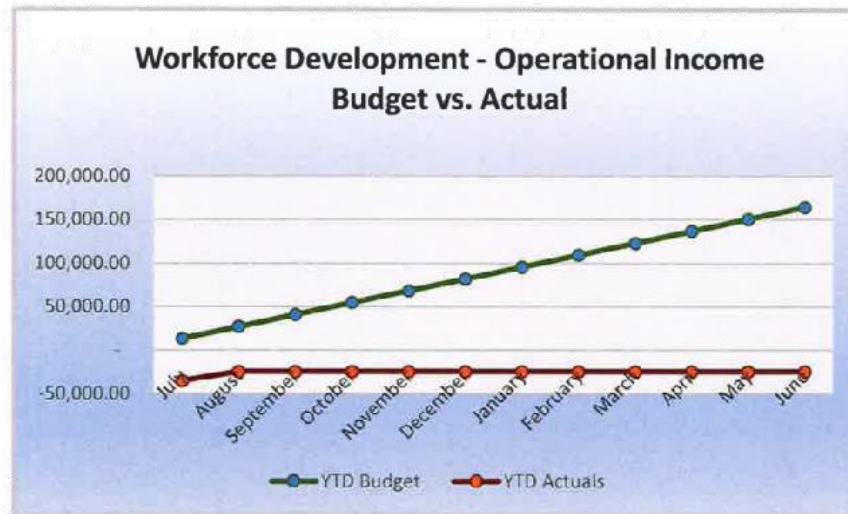
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
5.1.1.5 Facilitate worker health and wellbeing consultation communication, and participation processes.	Manager HR & Workforce Development	The health, wellbeing and moral of Staff has been negatively impacted by the uncertainty of the current environment leading to an increase in the utilisation of Councils Employee Assistance Program (EAP) for August. Council is taking all reasonably practicable measures to mitigate this uncertainty by providing open communication, positional clarity and organisational support. Ten (10) WHS toolbox talks, forty four (44) drug and alcohol tests, three (3) audits, twenty nine (29) site inspections and one (1) employee induction conducted in August. Distribution of COVID PPE is now 90% complete and has been well received by business's, and local villages e.g. Urbenville, Torrington and Drake.	Ongoing	01/07/22	30/06/23		0.00	 No TARGET
5.1.1.6 Develop, mange and deliver Employer the skills targeted training plans.	Manager HR & Workforce Development	Certificate IV in civil construction underway and ongoing. Leadership program underway with selected staff to encourage emerging leaders and bolster succession planning. Funded training has been received for regulatory training. Basic Chainsaw (Fell Trees) has been completed, Chemical Application (ChemCert) has been partially completed, with another course to run in September. Traffic Control, Implement Traffic Control Plans and Prepare a Work Zone Traffic Management Plan courses are currently being sourced. Expected delivery in October 2022. Funding is still being sourced for other regulatory and training needs.	Ongoing	01/07/22	30/06/23		0.00	 No TARGET

Tenterfield Shire Council

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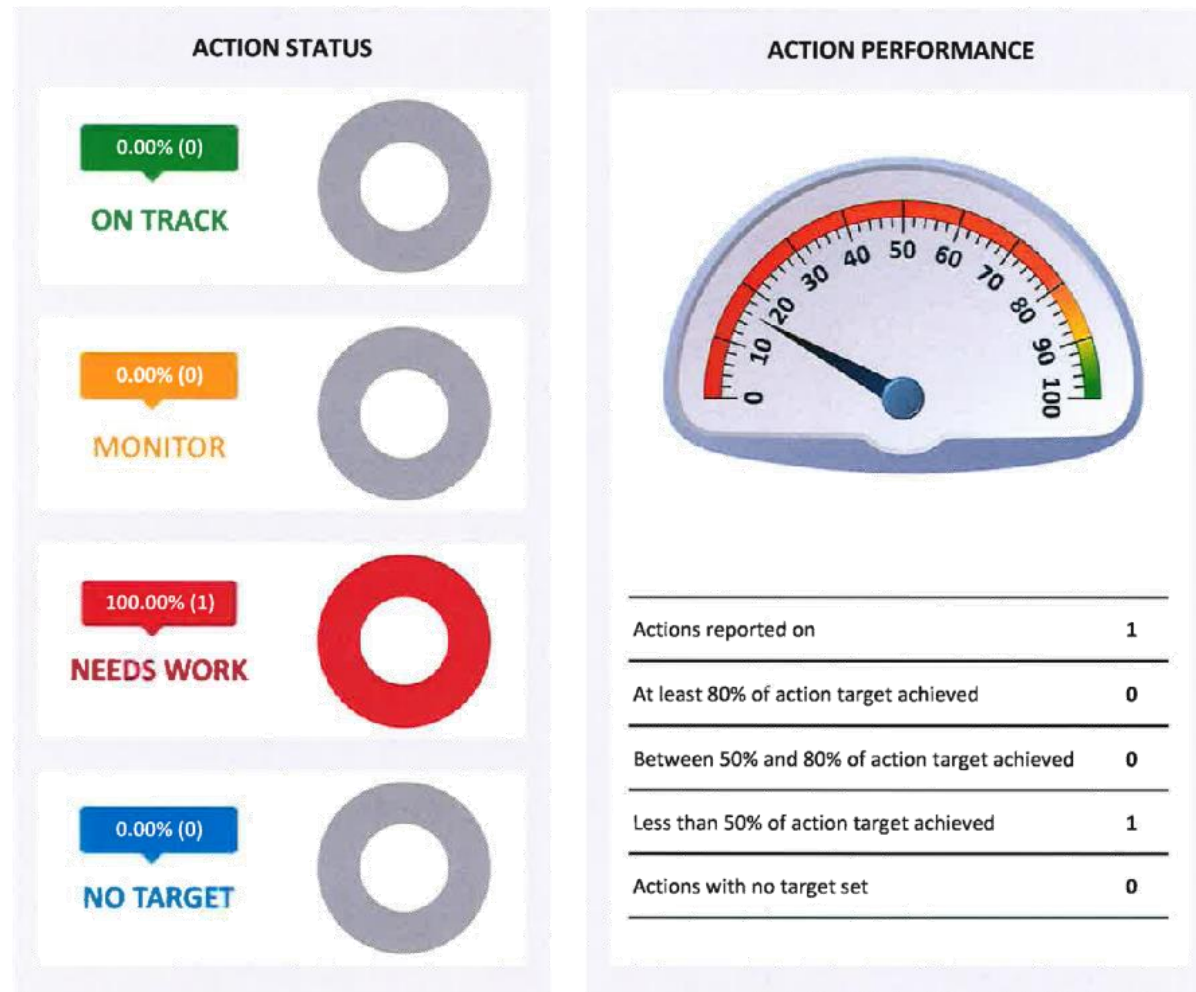
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
5.1.1.7 Develop, manage and deliver Employer of Choice recruitment and retention services.	Manager HR & Workforce Development	The annual staff performance reviews are underway for the respective Managers to discuss and consult with their line reports. The internal review and action on long term secondments, higher duties and position description drifts triggered by the financial constraints will improve morale by solidifying status, ensuring clarity, developing autonomy and providing organisation fairness.	Ongoing	01/07/22	30/06/23		0.00	 No TARGET
5.1.1.8 Manage and report on Council's Enterprise Risk Management Framework and Risk Register.	Manager HR & Workforce Development	State Wide Mutual's Continuous Improvement Pathway (CIP) program based on the principles contained in AS/NZS ISO31000:2009 for the management of risk begun in July, and is continually ongoing for submission in mid September 2022.	Ongoing	01/07/22	30/06/23		0.00	 No TARGET

7. Workforce Development



COA	22/23 Full Year Budget	22/23 YTD Actuals August	22/23 Percentage Spent
Workforce Development	931,385	180,629	19.39%
1. Operating Income	(164,190)	24,641	-15.01%
2. Operating Expenditure	1,095,575	155,988	14.24%


8. EMERGENCY SERVICES



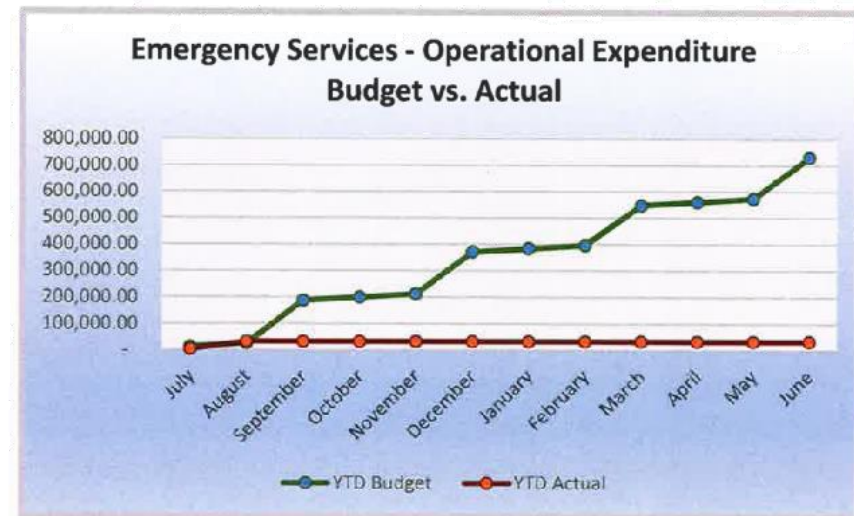
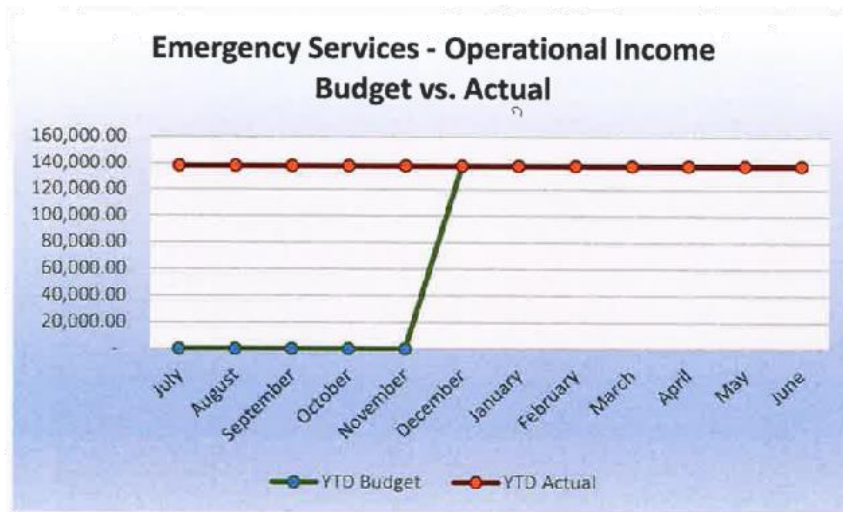
Tenterfield Shire Council

Monthly Operational Report - August 2022

8. EMERGENCY SERVICES

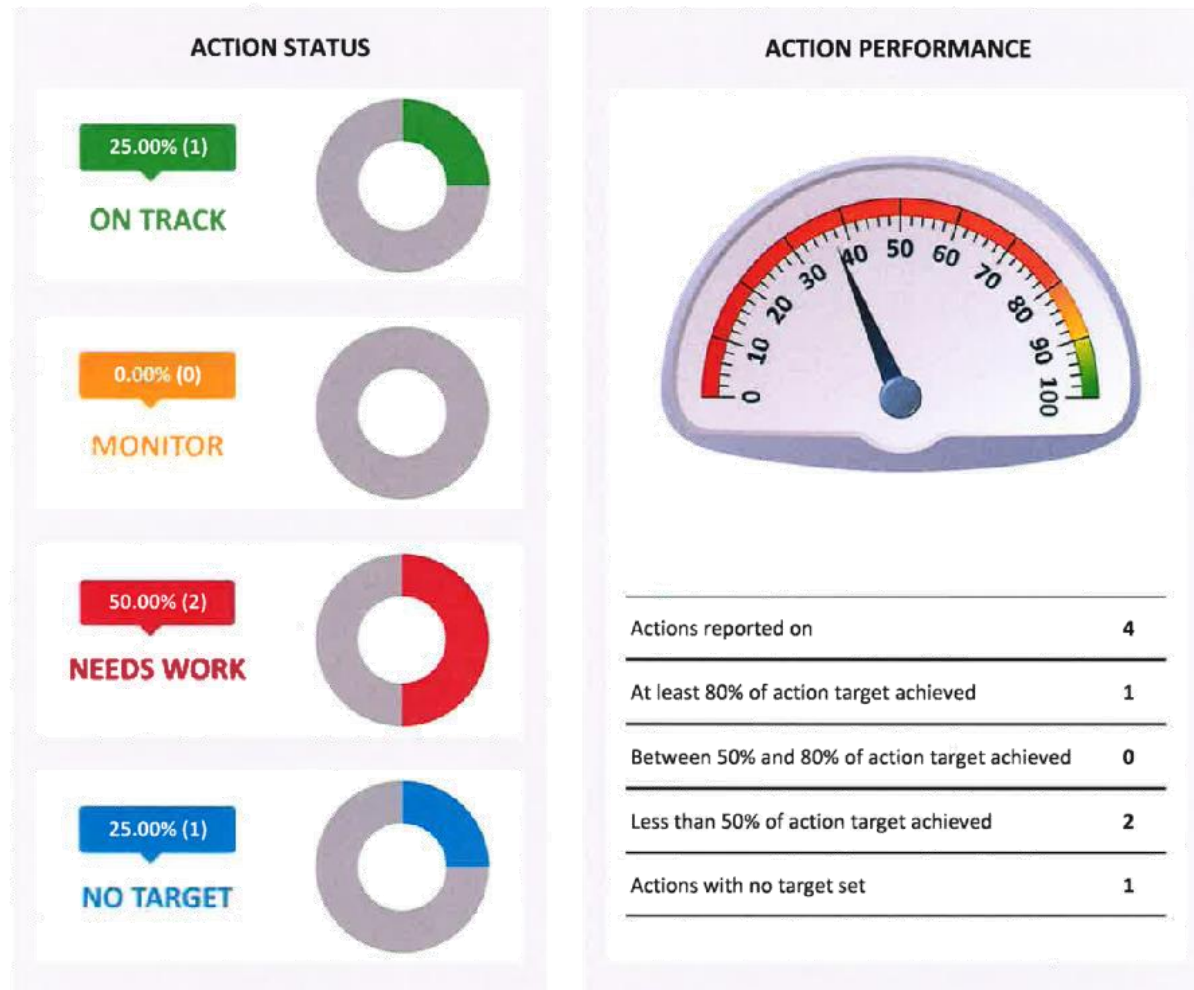
Business Unit: Emergency Services								
Service Profile: Emergency Services								
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
3.1.6.1 Develop, manage and deliver Emergency Management functions and facilities.	Manager HR & Workforce Development	Local Emergency Management Committee (LEMC) meetings working effectively. Council's organisational COVID control measures have been reviewed in light of the August positive cases spike leading to additional control measure implementation.	In Progress	01/07/22	30/06/23	16.00	100.00	

8. Emergency Services





COA	22/23 Full Year Budget	22/23 YTD Actuals August	22/23 Percentage Spent
Emergency Services	592,620	(105,526)	-17.81%
1. Operating Income	(138,210)	(138,165)	99.97%
2. Operating Expenditure	730,830	32,639	4.47%

9. FINANCE & TECHNOLOGY





9. FINANCE & TECHNOLOGY

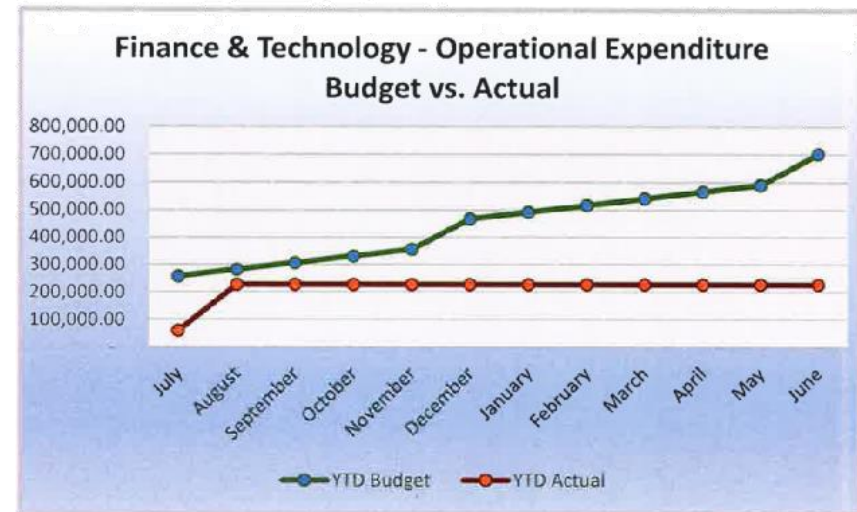
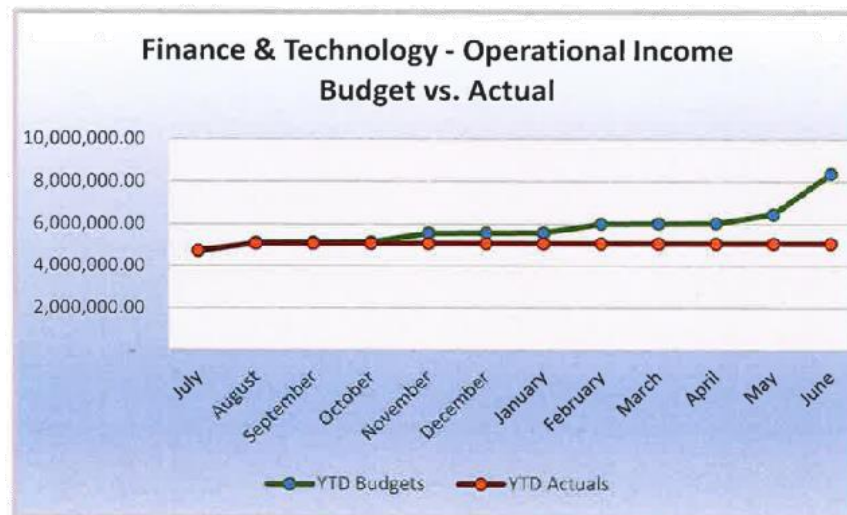
Business Unit: Finance & Technology								
Service Profile: Finance & Technology								
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
5.1.2.1 Manage and deliver finance services.	Manager Finance and Technology	<p>Council continues to seek to provide affordable services and delivery whilst ensuring finances are operated effectively. As Council is undergoing a proposed special rate variation for FY 23/24 and FY24/25 to increase its own source operating revenue which will result in determination of services availability across the shire.</p> <p>As at August 2022 Council is delivering and managing its financial services.</p>	In Progress	01/07/22	30/06/23	16.00	100.00	 NEEDS WORK
5.1.2.2 Manage and report on Council's Long-Term Financial Plan, and facilitate and support internal and external audits.	Manager Finance and Technology	<p>Council Long Term Financial Plan has been updated and presented to Council as part of the Integrated Planning and Reporting documents. The plan is subject to change depending on the outcome of the Council's view on Proposed Special Rate Variation and subsequent acceptance by IPART. Council has received its Interim Audit Management Letter - No New Issues were raised by the Auditor.</p> <p>Council has completed its Preparation of Annual Financial Statements FY21-22. Auditors have conducted their audit procedure and a close off meeting with the auditors has taken place. Council is awaiting final management letter and correspondence from the auditors. No new issues (Council Control) were identified by Council.</p>	In Progress	01/07/22	30/06/23	80.00	100.00	 ON TRACK

Tenterfield Shire Council

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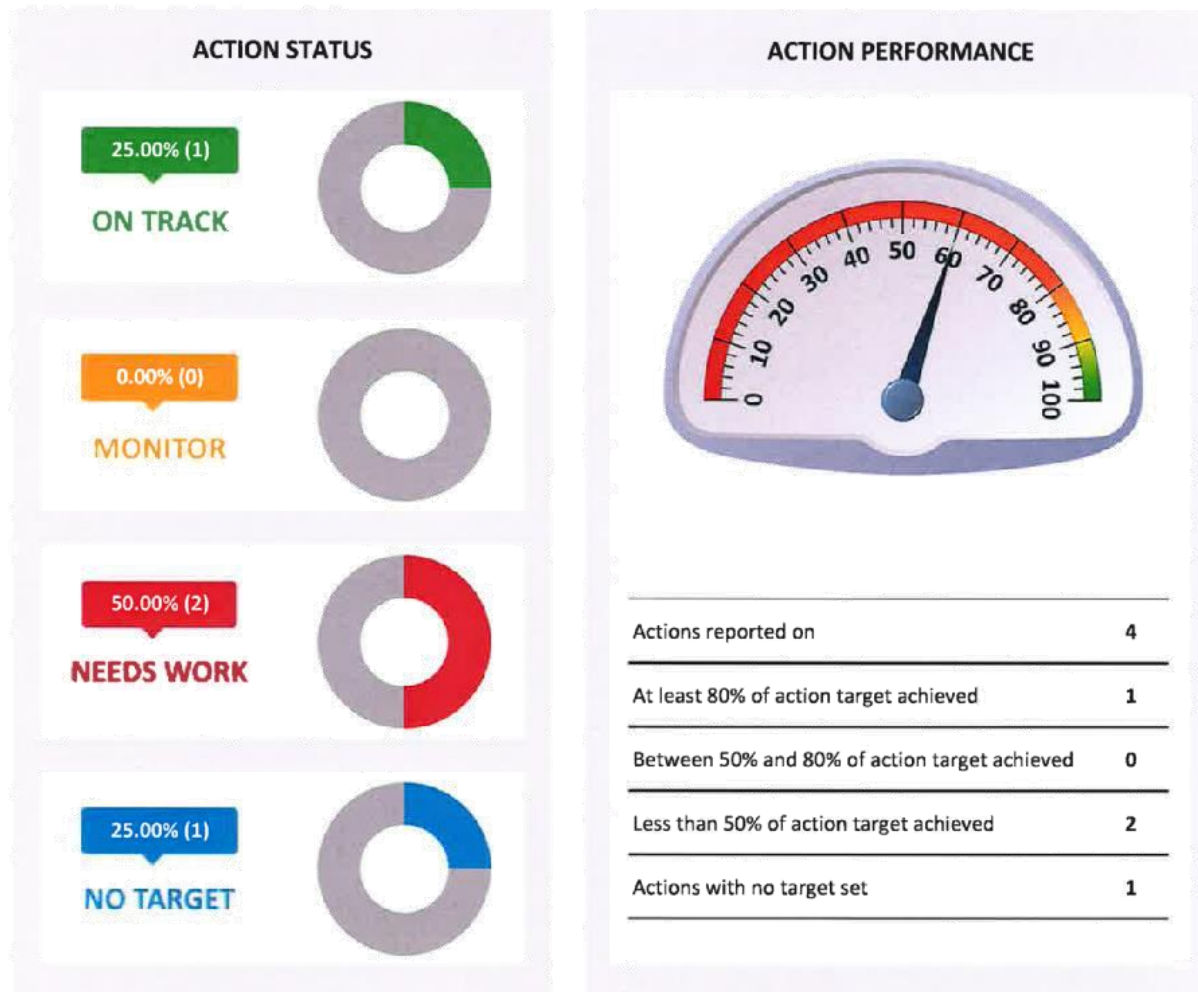
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
5.1.2.3 Manage investments - Plan develop and manage Council's investment portfolio.	Manager Finance and Technology	Investments are managed within council's Investment Policy guidelines. Investments are reported to Council every month as part of the Finance and Accounts report, with the latest update being provided for July 2022. Councils interest on investments has been positive since the incremental increase in interest rates over the last couple of months. Council invests accordingly to its Investment Policy. A review of the Investment Policy is underway and will be presented to Council through workshops in October.	Ongoing	01/07/22	30/06/23		0.00	 No TARGET
5.1.4.1 Develop, manage and deliver Council's Technology Strategic Plan.	Manager Finance and Technology	Work is continuing in the development of IT Strategic Plan and additional policies are in the process of being developed to comply with relevant legislative requirements. Asset Management System is a Work in Process and is expected to be completed by December 2022. Greenlight interface portal which links Council to NSW Department of Planning has been successfully incorporated and relevant staff training has been completed.	In Progress	01/07/22	30/06/23	16.00	100.00	 NEEDS WORK

9. Finance and Technology



COA	22/23 Full Year Budget	22/23 YTD Actuals August	22/23 Percentage Spent
Finance & Technology	(7,377,087)	(4,840,633)	65.62%
1. Operating Income	(8,381,449)	(5,079,532)	60.60%
2. Operating Expenditure	701,069	228,016	32.52%
4. Capital Expenditure	225,000	4,199	1.87%
1810501. Computer Equipment - Finance & Tech	75,000	0	0.00%
1810508. Capitalised Software	150,000	4,199	2.80%
6. Liabilities	78,293	6,684	8.54%


10. CORPORATE & GOVERNANCE



Tenterfield Shire Council




Monthly Operational Report - August 2022

10. CORPORATE & GOVERNANCE

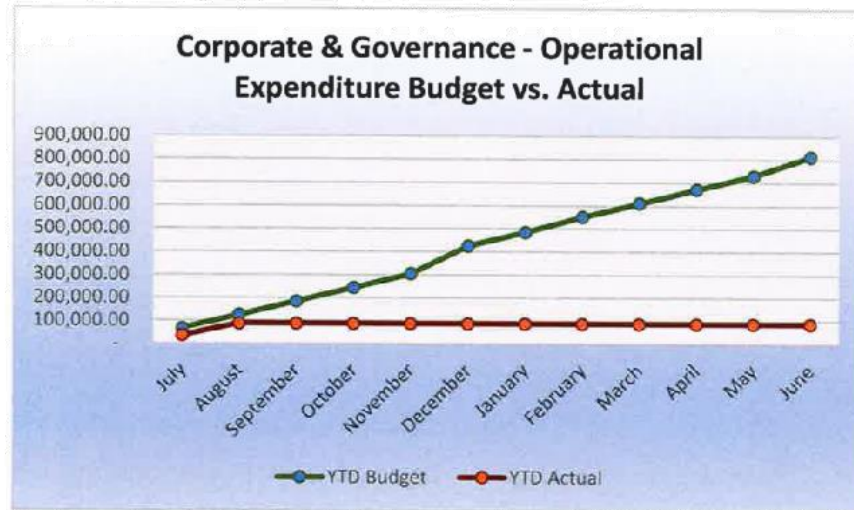
Business Unit: Corporate & Governance								
Service Profile: Corporate & Governance								
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
5.1.1.1 Develop, manage and deliver Customer Services, in accordance with the Customer Service Charter.	Manager Customer Service, Governance & Records	<p>Compliments for August 2022 - 0</p> <p>Complaints for August 2022 - 2</p> <p>Abusive customers for August 2022 - 3</p> <p>Customer Service General Enquiries for August 2022 - 141</p> <p>Inbound calls for August 2022 - Not provided to Manager by time of reporting.</p> <p>No community comments were received on draft Customer Service Charter 2022. The Charter is now in effect, and available on Council's website. New customer service hours of 9.30am to 4pm have been implemented along with new phone hours the same.</p> <p>Limited availability of customer service staff saw lunchtime closures on three days in August 2022. Consideration is being made regarding closing for lunchtime on a more permanent basis. A report will be provided to Council on a proposed trial between September 2022 and December 2022.</p>	Ongoing	01/07/22	30/06/23		0.00	 No TARGET

Tenterfield Shire Council

Monthly Operational Report - August 2022

Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
5.1.1.2 Develop, manage and deliver Governance Services, in accordance with the OLG Compliance Guide, IP&R Framework and Reporting including the Monthly Operational Report, GIPA and PIDS and facilitate and support the ARIC.	Manager Customer Service, Governance & Records	Public Interest Disclosure Report for January to June 2022 to be submitted to NSW Ombudsman's Office by 12 August 2022. Council policies are being reviewed and updated by all service areas in preparation for requirement to have Council readopt all policies within 12 months of the new Council term. Policies will be submitted to Council initially for updates to be adopted, then a group report will be submitted to Council before January 2023 for readoption as a whole.	In Progress	01/07/22	30/06/23	40.00	100.00	 NEEDS WORK
5.1.1.3 Develop, manage and deliver Records Management Services, in accordance with legislation.	Manager Customer Service, Governance & Records	Records staff have commenced transfers of financial and rates records due for destruction from the Records holding area in the Depot Stores building across town to Records House in Manners Street. Once all records for destruction are removed, financial and rates records from last financial year will be moved to Records House and the Depot Stores building for statutory retention, being seven years. Records staff have scoped out technical requirements to recommence digitisation program tasks at Records House. The recommencement of activities at Records House requires a scanner and two computers to be set up there again, and have staff able to work there at least three afternoons per week. This will allow records to be held electronically and further reduce the paper holding of Council.	In Progress	01/07/22	30/06/23	40.00	100.00	 NEEDS WORK
5.2.1.1 Deliver independent bi-annual Customer Satisfaction survey.	Manager Customer Service, Governance & Records	Taverner Research Group conducted the the Community Satisfaction Survey 2022. The final report for the survey will be submitted to Council's Ordinary Meeting of September 2022.	Completed	01/07/22	30/06/23	100.00	100.00	 ON TRACK

10. Corporate and Governance



COA	22/23 Full Year Budget	22/23 YTD Actuals August	22/23 Percentage Spent
Corporate and Governance	810,470	88,002	10.86%
1. Operating Income	(1,616)	(255)	15.79%
2. Operating Expenditure	812,086	88,257	10.87%


11. ENVIRONMENTAL MANAGEMENT



Tenterfield Shire Council


Monthly Operational Report - August 2022

11. ENVIRONMENTAL MANAGEMENT

Business Unit: Environmental Management								
Service Profile: Environmental Management								
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
3.1.2.1 Enforce Companion Animals, Illegal Dumping and Parking Control regulations.	Manager Open Space, Regulatory & Utilities	<p>1 Feral cat were caught and euthanised. No dogs impounded, 1 dog surrendered and euthanised</p> <p>Council received notification in relation to 2 dog attacks. One dog has been surrendered and euthanised.</p> <p>Council currently has no Ranger to enforce parking regulations or attend to other miscellaneous complaints.</p> <p>No abandon vehicles reported</p> <p>No illegal dumping was reported for August.</p> <p>Calls were received for straying livestock on public roads on weekends and after hours.</p> <p>No action taken as there is no on call staff available.</p> <p>Complaints about dogs not being walked on leads and owners not picking up after their animal, Ranger not replaced to undertake patrols.</p>	In Progress	01/07/22	30/06/23	10.00	100.00	

Tenterfield Shire Council

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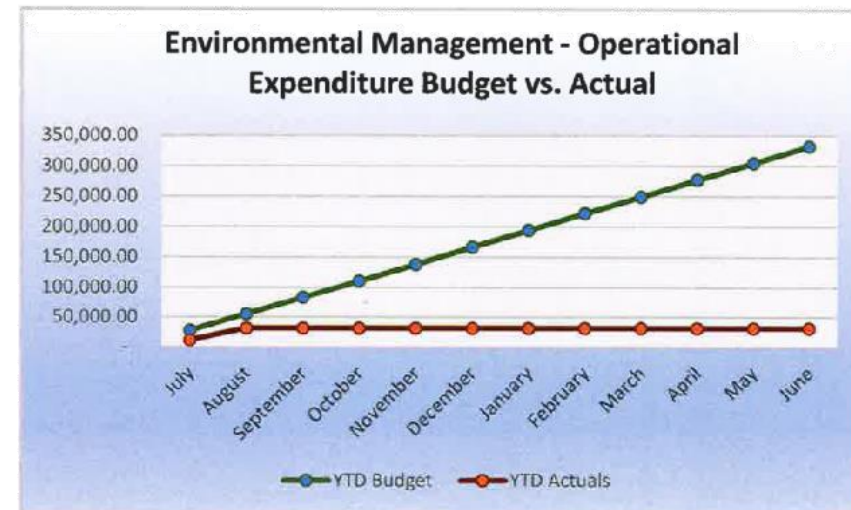
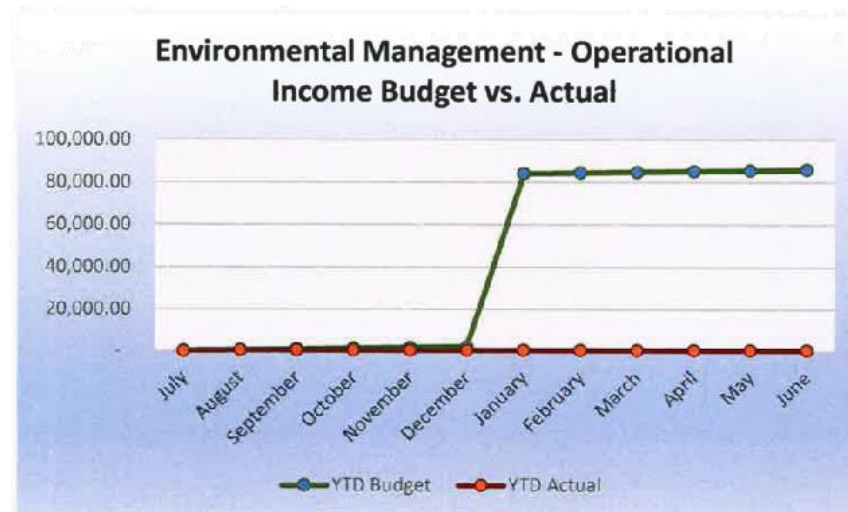
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
3.1.2.2 Manage and deliver the Weeds Management Program, Council's Weeds Action Plan and regional weeds management plans.	Manager Open Space, Regulatory & Utilities	<p>Weed Officer Report - August</p> <p>Black Knapweed - inspections and treatments along Bellevue and Aldershot Rds., and on private property as required.</p> <p>Tropical Soda Apple - treatments in the Urbenville area as part of the Bushfire Recovery Grant.</p> <p>Serrated Tussock - Treated along the New England Highway at Deepwater and Rockdale Rd</p> <p>Private Property Inspections - 31 inspections undertaken for August, mostly around the Beaury Creek, Grahams Creek and Woodenbong areas.</p> <p>High Risk Pathways - Inspections done along the New England Highway from Deepwater to Wallangarra, from Tenterfield to Tabulam along the Bruxner Highway, Tenterfield to the Beady River along the Bruxner way, Tenterfield to Woodenbong along the Mt Lindsey Highway and Tooloom rd. No new incursions found.</p> <p>High Risk Waterway Inspections - Inspections done in areas of the Clarence River for Water Weeds. No new incursions found.</p> <p>Border Inspections - Inspections done at Boarder Gate Rd., Summit Rd, Sugarloaf Rd. and Amosfield Rd. No new incursions found.</p> <p>Meetings - Regional Weeds Committee meeting in Inverell.</p>	Ongoing	01/07/22	30/06/23		0.00	 No TARGET

Tenterfield Shire Council

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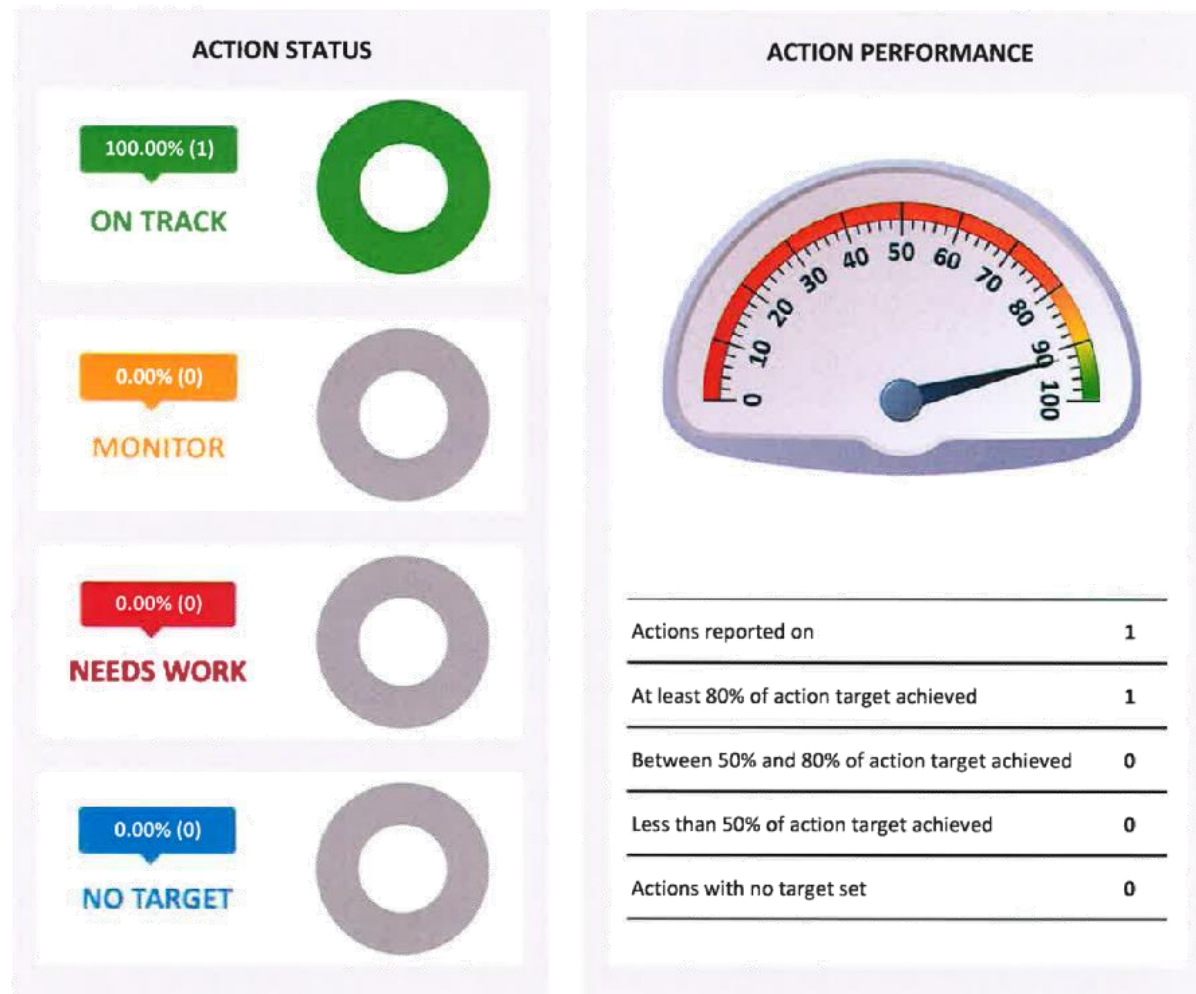
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
3.1.2.3 Notices and Orders to be issued or served where necessary as per the Local Government Act, EPA Act and POEO Act and Associated Regulations.	Manager Open Space, Regulatory & Utilities	One notice was issued for August in relation to an overgrown/untidy block, lack of staff to do compliance activities.	In Progress	01/07/22	30/06/23	16.00	100.00	

11. Environmental Management




COA	22/23 Full Year Budget	22/23 YTD Actuals August	22/23 Percentage Spent
Environmental Management	246,629	31,135	12.62%
1. Operating Income	(85,886)	(570)	0.66%
2. Operating Expenditure	332,515	31,545	9.49%
4. Capital Expenditure	0	160	0.00%
4235501. Covid-19 Council Pound Grant Expenditure	0	160	0.00%

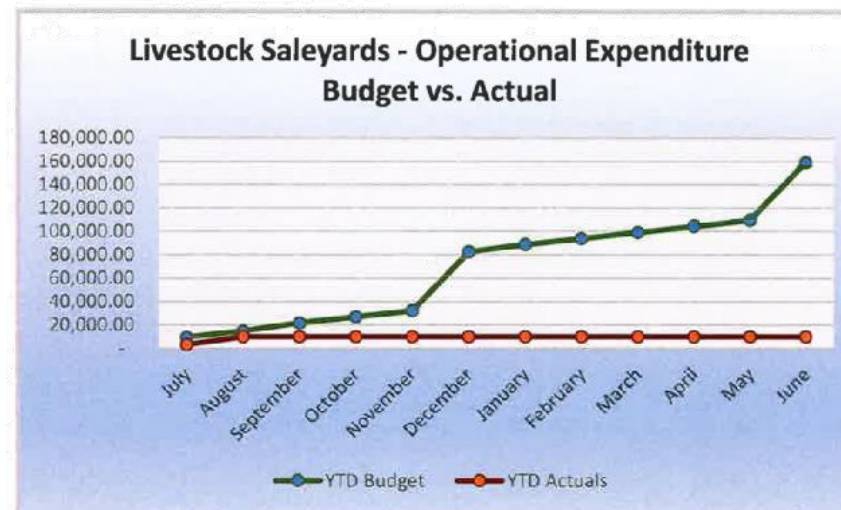
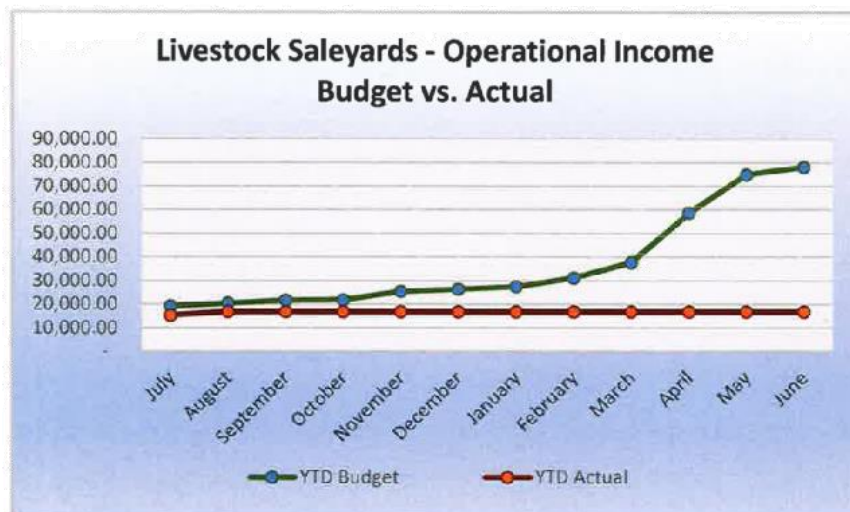
12. LIVESTOCK SALEYARDS



12. LIVESTOCK SALEYARDS

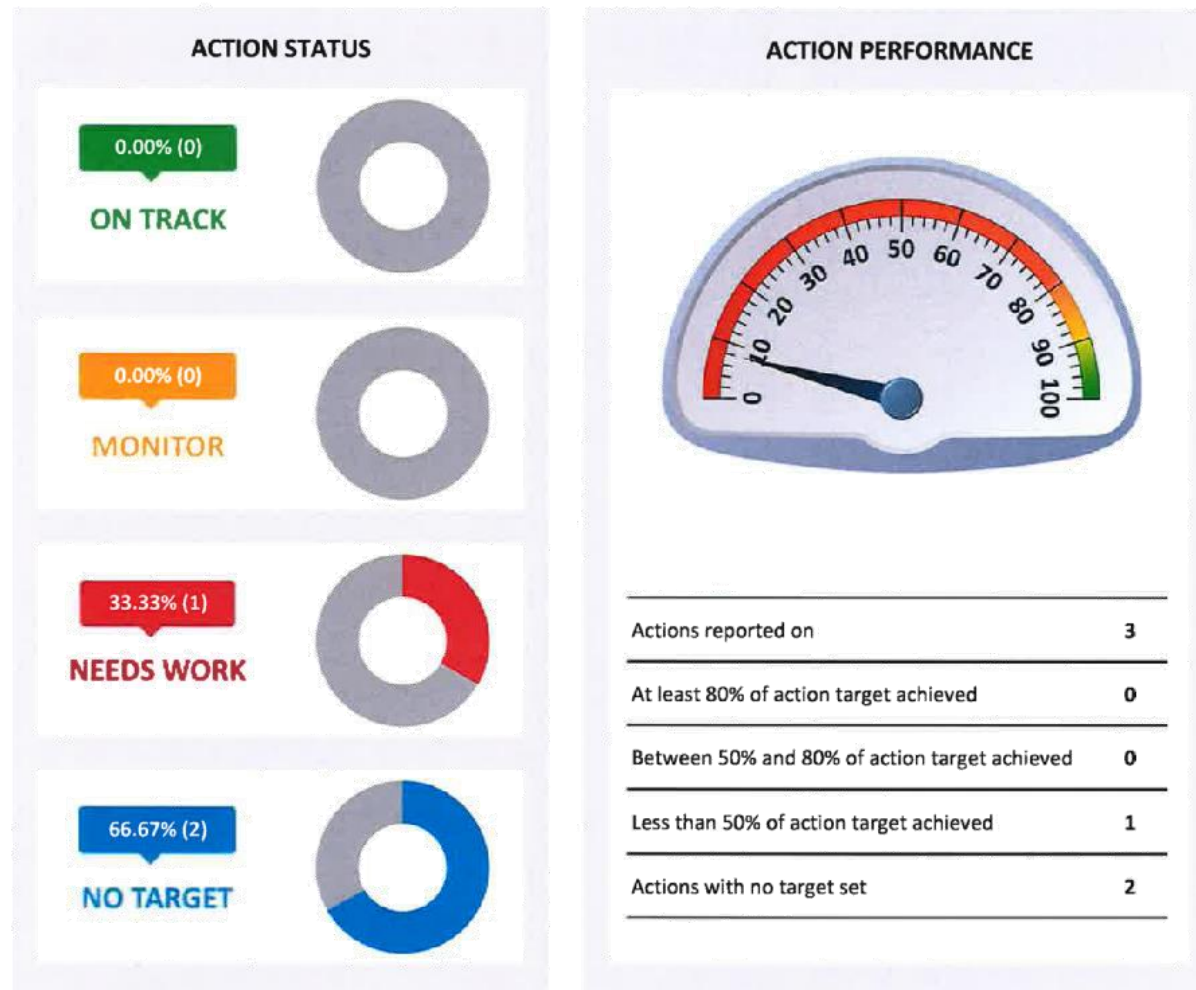
Business Unit: Livestock Saleyards								
Service Profile: Livestock Saleyards								
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
2.1.2.1 Manage and deliver commercial Saleyards Services.	Manager Open Space, Regulatory & Utilities	<p>August 2022 Prime Cattle 138 Head \$184,132.99</p> <p>Private Weighing Total 138 Head \$184,132.99</p> <p>Financial Year 2022/2023 406 Head \$624,134.05</p> <p>Financial Year 2021/2022 10,963 Head \$20,493,246.30</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>Still waiting on further quotes for the double height loading ramp. Biggest risk being further reduction in numbers as to whether the saleyards will remain viable. Increase in the throughput of 2000 head from last financial year. Recent Saleyard meeting discussion on foot and mouth disease. Saleyard induction on the website, with the public completing the induction process.</p>	In Progress	01/07/22	30/06/23	92.00	100.00	 ON TRACK

12. Livestock Saleyards



COA	22/23 Full Year Budget	22/23 YTD Actuals August	22/23 Percentage Spent
Livestock Saleyards	81,053	(6,802)	-8.39%
1. Operating Income	(78,188)	(16,835)	21.53%
2. Operating Expenditure	159,241	10,032	6.30%




13. PLANNING & REGULATION



Tenterfield Shire Council

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13. PLANNING & REGULATION

Business Unit: Planning & Regulation								
Service Profile: Planning & Regulation								
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
3.1.1.1 Monitor and deliver the Tenterfield Local Environmental Plan 2013 and Development Control Plan 2014 (as amended).	Manager Planning & Development Services	August- All applications assessed in accordance with relevant regulatory and legislative requirements.	Ongoing	01/07/22	30/06/23		0.00	 No TARGET
3.1.1.2 Manage and deliver heritage advisory services.	Manager Planning & Development Services	August- Local Heritage Fund Applications - letters of offer forwarded to successful applicant as per Council resolution of 24/8/22	In Progress	01/07/22	30/06/23	8.00	100.00	 NEEDS WORK
3.1.1.3 Manage and deliver development, building and construction regulatory services.	Manager Planning & Development Services	August - current staffing levels of 2 professional officers and 1 part time administration officer mean processing times for all functions of the department are extended - including planning certificates, property & building enquiries, dwelling permissibility searches, processing of DA's, CC's, CDC's, On Site Sewage Management applications, Building Certificates, inspections. Focus is directed to applications lodged and paid for by customers. Regulatory actions/complaints being considered only as urgent if there is a likelihood of environmental harm or public health issues due to limited staff availability and focus on delivering development and construction applications. Ongoing issues with the integration of the Greenlight System, NSW Planning Portal and Altus.	Ongoing	01/07/22	30/06/23		0.00	 No TARGET

Applications Lodged August 2022

DA Number	Applicant	Property Address	Description of Work
2022.098	SANDERSON Robert (TNMAI)	144-150 High Street Tenterfield	Verandah Reinstatement
2022.099	SUTTON Michael	30 Molesworth Street, Tenterfield	Front Fence
2022.100	Wes Smith Building (Cross)	7 Parkes Drive Tenterfield	Dwelling
2022.101	STALEY Lauren	180 Dalmoak Road, Ruby Creek	Dwelling
2022.102	Picton Bros. (Eyears)	4 Wood Street, Tenterfield	Carport
2022.103	COCKBURN Michelle	45 Parkes Drive, Tenterfield	Dwelling
2022.104	HILL Kim	89 Molesworth Street, Tenterfield	Alterations/Additions to Dwelling
2022.105	LYONS Bruce	3 Riley Street, Tenterfield	Shed
2022.106	WEBB Kevin	267 Paddy's Flat Road, Tabulam	Dwelling
CDC2022.107	Wes Smith Building (Henville)	19 Haddocks Road, Tenterfield	Dwelling
2022.108	CMC Constructions (Birnbaum)	295 East Street, Tenterfield	Water Tank
CDC2022.109	BJS Constructions	25 Douglas Street, Tenterfield	Carport
2022.110	FOWLES Jill	6289 Mt Lindesay Road, Wylie Creek	Farm Shed
2022.111	ANDREW Kevin	38 Neagles Lane, Tenterfield	Shed
2022.112	Tenterfield Surveys (Reid)	Catarrh Creek Road, Torrington	2 Lot Subdivision
2022.113	Tenterfield Surveys (Galloway)	15 Four Mile Creek Road, Tenterfield	2 Lot Subdivision

Applications Determined August 2022

DA Number	Applicant	Address	Description of Work
2022.090	LORENTZEN Annette	Kim's Way, Drake	Dwelling
2022.093	CHURCHILL Matthew	Hayden Street, Drake	Dwelling
2022.094	BUCKMAN Edward	90A Bulwer Street, Tenterfield	Dwelling
2022.095	BRERETON Stephen	Leslie Creek Road, Drake	Dwelling
2022.096	BERRY Denise	Maryland Station Road, Maryland	Dwelling
2022.038	Tenterfield Surveys (Attard)	8196 Mt Lindesay Road, Lower Acacia Creek	Two (2) Lot Rural Subdivision
2022.039	Tenterfield Surveys (Searle)	Bruxner Road, Drake	Four (4) Lot Rural Subdivision
2022.040	Tenterfield Surveys (Acacia Downs Custodian Pty Ltd)	Mt Lindesay Road, Lower Acacia Creek	Two (2) Lot Rural Subdivision
2022.086	PAGE Emma	11 Riley Street, Tenterfield	Recreation Facility (Indoor) Gym
2022.088	Tenterfield Surveys (Kasmra)	179 Cowper Street, Tenterfield	Five (5) Lot Subdivision
2022.098	SANDERSON Robert (TNMAI)	144-150 High Street Tenterfield	Verandah Reinstatement
2022.099	SUTTON Michael	30 Molesworth Street, Tenterfield	Front Fence
2022.100	Wes Smith Building (Cross)	7 Parkes Drive Tenterfield	Dwelling
2022.102	Picton Bros. (Eyears)	4 Wood Street, Tenterfield	Carport
2022.103	COCKBURN Michelle	45 Parkes Drive, Tenterfield	Dwelling
2022.106	WEBB Kevin	267 Paddy's Flat Road, Tabulam	Dwelling
2018.089/1	Christopher Jones & Anne Mary Brennan	84 Robinsons Lane Tenterfield	Function Centre & Boundary Adjustment – Modification – Hours of operation

Applications Outstanding –August 2022

DA Number	Applicant	Property Address	Description of Work	Status of Application/Comment
2018.072	Tenterfield Shire Council	66-80 Boundary Road, Tenterfield	Loading Ramp	Information Required from Applicant
2019.055	RAWNSLEY Derek & PAINE Janine	632 Sugarbag Road, Drake	Tourist & Visitor Accommodation (Backpackers Accommodation)	Insufficient Information provided to complete assessment
2019.104	Wilshire & Co Superannuation Fund (Todd Wilshire)	1-9 Manners Street, Tenterfield	New Shed & Extension to Existing Shed (Awning)	Insufficient Information provided to complete assessment
2020.033	MOSER Eric (Marian Hansson)	332B Mount Lindesay Road, Tenterfield	Manufactured Building	Information Required from Applicant
2021.012	CORBETT Arran	Bluff River Road, Tenterfield	Primitive Camp Ground	Insufficient Information provided to complete assessment
2021.080	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,	Information Required from Applicant

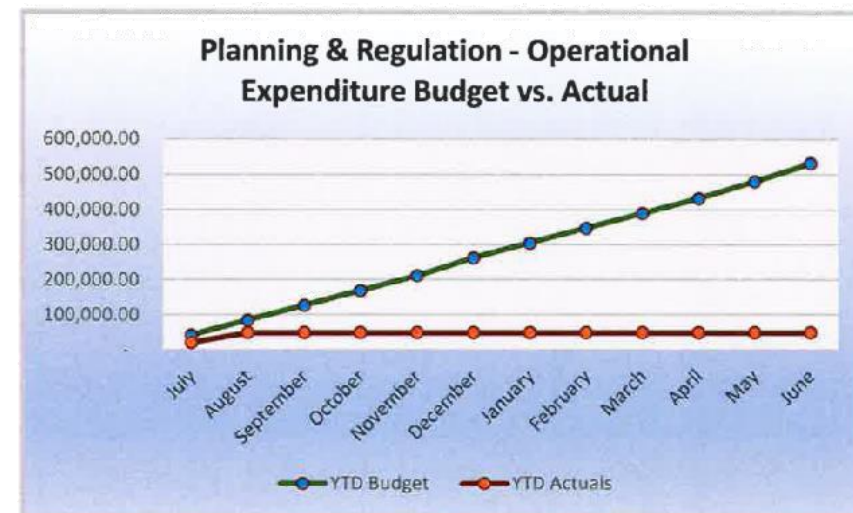
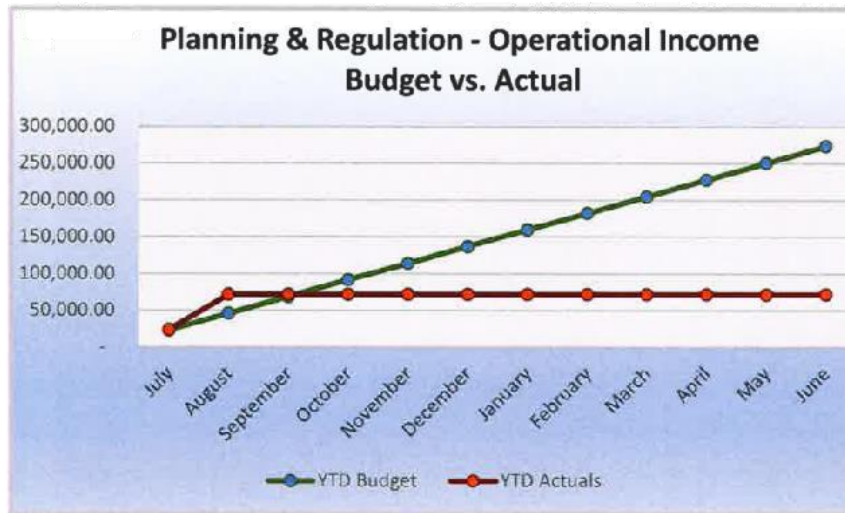
			administration building & amenities	
2021.153	Stephen P McElroy & Associates (Burtenshaw)	7841 Bruxner Highway, Drake	Tourist & Visitor Accommodation	Insufficient Information provided to complete assessment
2021.158	SACCON Giana	49 Duncan Street, Tenterfield	Dual Occupancy, Detached Garage & Studio	Information Required from Applicant
2022.043	Tenterfield Surveys (Taylor)	60 Derby Street, Tenterfield	Five (5) Lot Staged Urban Subdivision	Information required from applicant
2022.048	Tenterfield Surveys (Uhrig)	17 Naas Street, Tenterfield	Eleven (11) Lots Staged Urban Subdivision	Information required from applicant
2022.052	Tenterfield Surveys (Spark)	439 Rouse Street, Tenterfield	Three (3) Lot Urban Subdivision	Awaiting NSW RFS Recommendations
2022.057	Tenterfield Surveys Pty Ltd	8038 New England Highway	Three (3) Lot Rural Subdivision	Awaiting NSW RFS Recommendations
2022.064	Tenterfield Surveys Pty Ltd	83 Douglas Street, Tenterfield	Two (2) Lot Subdivision	Awaiting NSW RFS Recommendations
2022.068	Tenterfield Surveys Pty Ltd	531A Long Gully Road, Drake	Two (2) Lot Subdivision	Awaiting NSW RFS Recommendations
2022.072	RUBIN Alexander Charles	259 Rouse Street, Tenterfield	Health Services Facility	Awaiting updated plans from applicant re: ramp
2022.080	Tenterfield Surveys (Cunningham)	504 Bryans Gap Road, Tenterfield	Three (3) Lot Rural Subdivision	Awaiting RFS recommendations/Under assessment
2022.081	Tenterfield Surveys (Hill)	67 Leechs Gully Road, Tenterfield	Two (2) Lot Rural Subdivision	Awaiting RFS recommendations/Under assessment

2022.083	Tenterfield Surveys (Lawrence)	Bryans Gap Road, Tenterfield	Three (3) Lot Subdivision	Awaiting RFS recommendations/Under assessment
2022.084	Tenterfield Surveys (Sattolo)	27 Casino Road, Tenterfield	Two (2) Lot Subdivision	Awaiting RFS recommendations/Under assessment
2022.091	TENTERFIELD SURVEYS (Anjerin Genetic Resources Pty Ltd)	Mole Station Road, Woodside	3 Lot Boundary Adjustment	Awaiting RFS recommendations
2022.097	HOLLEY Bradley & Karen	317 Schrodgers Road, Tenterfield	Alterations & Additions, Swimming Pool, Fence & Deck	Under assessment
2022.101	STALEY Lauren	180 Dalmoak Road, Ruby Creek	Dwelling	Under assessment
2022.104	HILL Kim	89 Molesworth Street, Tenterfield	Alterations/Additions to Dwelling	Under assessment
2022.105	LYONS Bruce	3 Riley Street, Tenterfield	Shed	Under assessment
2022.107	Wes Smith Building (Henville)	19 Haddocks Road, Tenterfield	Dwelling	Under assessment
2022.108	CMC Constructions (Birnbaum)	295 East Street, Tenterfield	Water Tank	Under assessment
CDC2022.109	BJS Constructions	25 Douglas Street, Tenterfield	Carport	Under assessment
2022.110	FOWLES Jill	6289 Mt Lindesay Road, Wylie Creek	Farm Shed	Under assessment
2022.111	ANDREW Kevin	38 Neagles Lane, Tenterfield	Shed	Under assessment
2022.112	Tenterfield Surveys (Reid)	Catarrh Creek Road, Torrington	2 Lot Subdivision	Under assessment

2022.113	Tenterfield Surveys (Galloway)	15 Four Mile Creek Road, Tenterfield	2 Lot Subdivision	Under assessment
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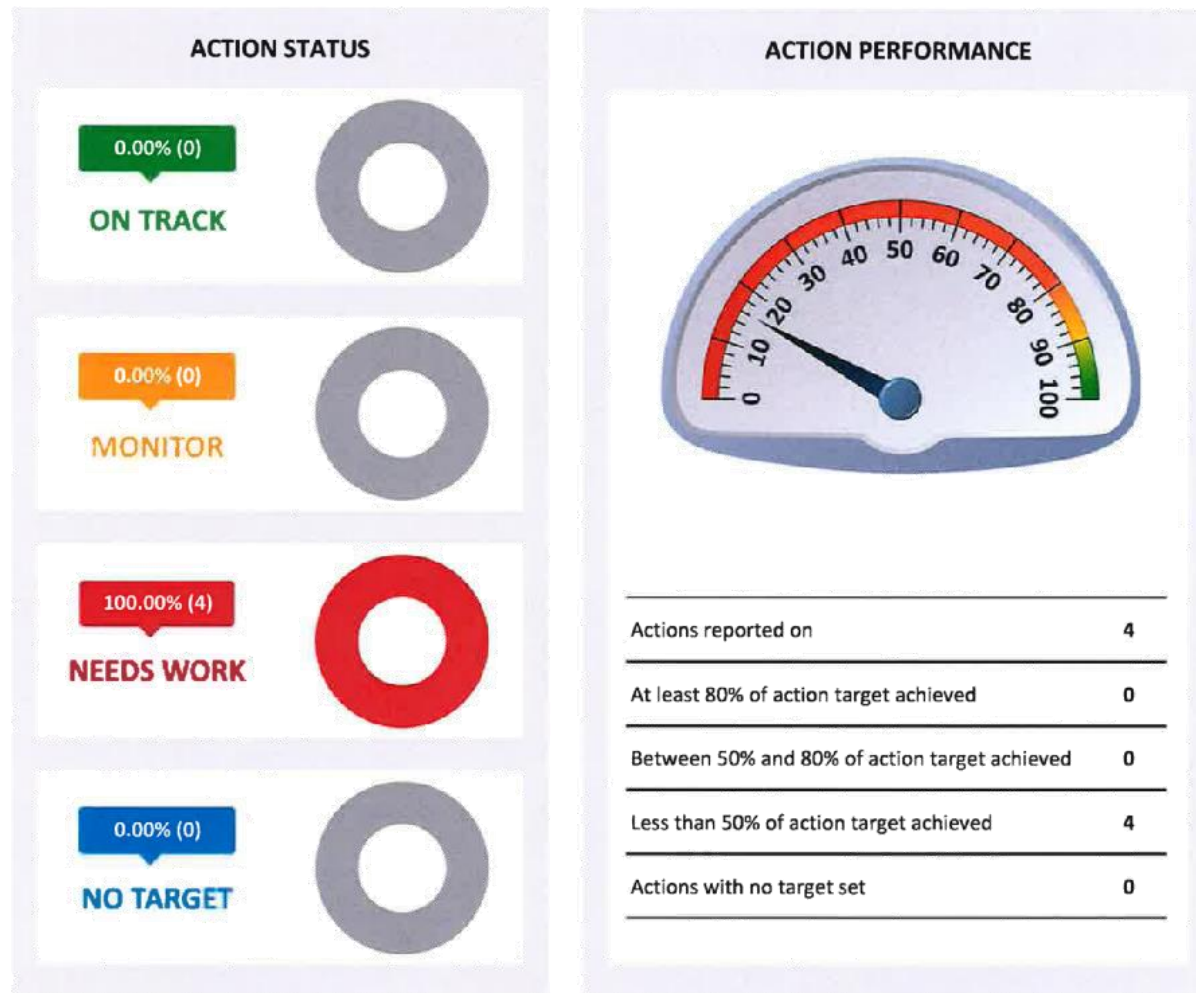
FY 22/23 Development Statistics									
		Dwellings	Additions/ Renovations to Existing Dwellings	Garages, Carports & Sheds	Commercial or Industrial Works	Subdivision	Recreation/ Tourism	FY 22/23 Monthly Total	FY 21/22 Monthly Total
Jul-22	No.	6	1	0	0	1	0	8	9
	Value	\$1,199,500.00	\$199,100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,398,600.00	\$1,311,501.00
Aug-22	No.	5	3	4	2	2	0	16	16
	Value	\$2,339,980.00	\$23,000.00	\$238,220.00	\$135,000.00	\$0.00	\$0.00	\$2,736,200.00	\$935,531.00
Sep-22	No.							0	19
	Value							\$0.00	\$1,992,350.00
Oct-22	No.							0	12
	Value							\$0.00	\$7,634,761.00
Nov-22	No.							0	16
	Value							\$0.00	\$852,959.00
Dec-22	No.							0	8
	Value							\$0.00	\$1,922,572.00
Jan-23	No.							0	13
	Value							\$0.00	\$2,266,697.00
Feb-23	No.							0	15
	Value							\$0.00	\$1,746,032.00
Mar-23	No.							0	17
	Value							\$0.00	\$840,500.00
Apr-23	No.							0	12
	Value							\$0.00	\$1,392,435.00
May-23	No.							0	18
	Value							\$0.00	\$1,158,383.00
Jun-23	No.							0	18
	Value							\$0.00	\$1,553,750.00
No. (Year to Date)		11	4	4	2	3	0	24	
FY 22/23 Total Value (Year to Date)		\$3,539,480.00	\$222,100.00	\$238,220.00	\$135,000.00	\$0.00	\$0.00	\$4,134,800.00	
FY 21/22 Total Value		\$12,875,932.00	\$966,000.00	\$1,924,958.00	\$7,470,581.00	\$0.00	\$370,000.00		\$23,607,471.00

13. Planning and Regulation




COA	22/23 Full Year Budget	22/23 YTD Actuals August	22/23 Percentage Spent
Planning & Regulation	224,129	(2,095)	-0.93%
1. Operating Income	(273,300)	(71,534)	26.17%
2. Operating Expenditure	532,429	48,821	9.17%
3. Capital Income	(35,000)	20,618	-58.91%

14. BUILDING & AMENITIES



14. BUILDINGS & AMENITIES

Business Unit: Buildings & Amenities								
Service Profile: Buildings & Amenities								
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
1.2.1.4 Develop and deliver the Property Management Strategy.	Acting Manager Property & Buildings	<p>Property Strategy - Under review investigations into seeking copies of similar size Council's Property Strategy- This may not get drafted until 2022/2023 due to work requirements and being understaffed within the department.</p> <p>Council Buildings</p> <ul style="list-style-type: none"> • Cleaning Contract for all Council buildings and RFS Control Centre is currently being drafted. • Staff are currently trying to manage Council property in August 2022 understaffed and with a reduced budget. At present staff are trying to reduce ongoing maintenance and depreciation costs by investigating the selling of Council assets. • Staff are continually having issues with insufficient budgeted allocations to properly maintain the commercial buildings in accordance with Council obligations as landlord under lease agreements and are only now repairing items that are considered to be unsafe. • SES have requested the replacement of Carpets at the Urbenville shed due to poor condition and becoming a trip hazard, however with no budget allocated this replacement will not happen in this financial year. • Security Audit is still being completed in August on all Council buildings and park land with a clean-up of security codes. A letter has been drafted for the return of excess keys from community groups. 	In Progress	01/07/22	30/06/23	16.00	100.00	

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		<p>Current Capital Works</p> <ul style="list-style-type: none"> o Scope of work has been developed for the Memorial Hall Foyer, Toilets and Kitchen we have received 1 quote and approval amount from insurance agency to repair only the inside of the building. Awaiting on conformation from WHS if 1 quote is sufficient or if we need to get 2. o Still awaiting to receive the plans to be finalised for the replacement of the Administration building roof in August. o Band Hall relocation to Leechs Gully. In February 2022, Heritage consultant inspected the property and is in the process of preparing the heritage report as part of DA process. 						
1.2.1.5 Manage and update Land and Property Register.	Acting Manager Property & Buildings	<ul style="list-style-type: none"> • Land and Property register is currently being managed as required. Spreadsheets are being updated as needed. • Budget has been organised for a new Building Conditions Assessment to be completed in 2022/2023. • Due to essential work commitments and staff shortages, staff are finding time genuinely difficult to complete a review of Council land and buildings in the shire for the consideration of Council, identifying assets to assist that through disposal may reduce ongoing maintenance and depreciation costs in a material way. • Memorial Hall history investigations has found a box of information/plans that hasn't been scanned into the records management system, property staff are slowly scanning these items - Ongoing 	In Progress	01/07/22	30/06/23	16.00	100.00	 NEEDS WORK
1.2.1.6 Develop and deliver the Buildings and Amenities Asset Management Plan.	Acting Manager Property & Buildings	<p>Licences & Agreements on Council owned/managed Land</p> <ul style="list-style-type: none"> • Heads of terms agreement between 	In Progress	01/07/22	30/06/23	16.00	100.00	 NEEDS WORK

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Council and Telstra for Prime TV has been executed by both parties. Draft agreement received with a few minor changes suggested.

- Negotiations regarding the terms and conditions of the licence to BackTrack are continuing

Grant Funding

Drought Communities Programme Extension

- Extension of time for Streetscape Recovery Project through the Drought Communities Programme Extension Letter has been sent in July and the executed agreement was received in August between Council and Tenterfield National Monument Association Inc. and an expenditure audit will commence in September 2022.

Stronger Country Communities Programs

- An acquittal has been submitted for SCCF2-1023 (Memorial Hall Sporting Complex on the 4 August and SCCF2-1069 (Tenterfield Shire Vibrant and Connected) now is able to be finalised with Memorial Hall funding
 - All Stronger Country Communities Round 2 & 3 have now been completed and all acquittals have been finalised.
 - Agreement has been completed for the Sunnyside Hall Committee to manage the Stronger Country Communities Funding Round 4 project, due to staff commitments already at full capacity. Council will still complete the reporting to the funding body and oversee the project. Currently a purchase order has been raised in August and the first payment should be paid to the Committee in September.
 - Scope of works are needed to be done for the Memorial Hall floor, emergency lighting and fans, resurfacing of netball court, Upgrades to Drake hall, would like to go out to tender by October/November.
- National Bushfire Funding
- Extension for time has been applied for

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one (1) outstanding project to the Resilience NSW for the National Bushfire Funding (RES 40/20) in June 2022, Council is expected to hear the outcome in July-August 2022.

Currently still awaiting to hear the outcome for the extension.

Bushfire Community Recovery & Resilience Funding

- Gathering information to complete the acquittal for five (5) projects that sit under the Bushfire Community Recovery & Resilience Funding Phase 2 Stream 1 – Resilience NSW. – Acquittal has been completed awaiting survey and appointment for interview in relation to evaluation.

Public Spaces Legacy Program

- Extension to the deed for Public Spaces Legacy program has been submitted to push both the Youth Park and Jennings Playground to be completed in March 2023 instead of December 2022 – has been approved.

- BBQ area, exercise area and covered playground has now been installed with the carparking commenced at the end of August work has now stopped due to the ground being too wet to continue. Road crews are currently waiting for warm weather in the hope for it to dry out.

Black Summer Funding

- Removal of dead trees, Mingoola Hall Upgrades to include a standalone toilet and Memorial Hall installation of Fans and lighting scope of work needs to be drafted for a tender to go out. Due to other work requirements these scopes have not been completed in August.

Regional Tourism Bushfire Recovery Funding

- Art work has been installed and paperwork has been supplied to Council from Make It Tenterfield. Acquittal has now been completed and submitted; this process took staff 2 weeks to complete in August.

Council Buildings

Administration Building

- Administration Building Roof – drafting scope is on hold for competitive pricing and engineering plans. Engineer measuring on site in March 2022 and a scope of work will be developed once the plan has been supplied to Council – Still awaiting a copy of this plan from LEGS. – Staff & Time restraints are becoming difficult to complete draft scope of works

Memorial Hall

- Insurance company has advised they will only pay half the claim to repair the inside of the Memorial Hall due to flooding in May 2022. Council is waiting to hear if we are able to only repair what is covered by insurance once I get the approval to commence, Council staff will discuss start dates and applications for approvals with heritage advisor.

- Fire System at Memorial Hall has commenced installation with 6 fire alarms installed the fire indicator panel has been installed near the outdoor power box with an all-weather case to be installed to protect. This is the final project to complete the Local Drought Stimulus Funding that remained outstanding – this part of the project was delayed due to the roof structure needing to be strengthened first. Installation continues in August with final stages hoping to be completed in August – October.

Drake Hall

- The upgrades to the Drake Resource Centre is nearing completion and through the Drought Community Programme Extension and received an extension for the funding for the delays. Waiting for reply from DVRC in relation to acquittal report and evidence.

Tenterfield Shire Council

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Invoice also been raised and emailed for project fees for Council.

Urbenville Hall
 Draft evacuation plans are currently being designed and sent to the Urbenville Progress Association for display in several locations around the hall.

1.2.1.7 Manage Crown Lands and prepare designated Native Title Advice.

Acting
 Manager
 Property &
 Buildings

- Responded to a request from Crown lands regarding Aboriginal Land Claim 9002 & 47019
- Draft POM for Crown Street reserve has been drafted with a copy to be sent to Crown for pre-approval and going to the October Council meeting.

In Progress

01/07/22

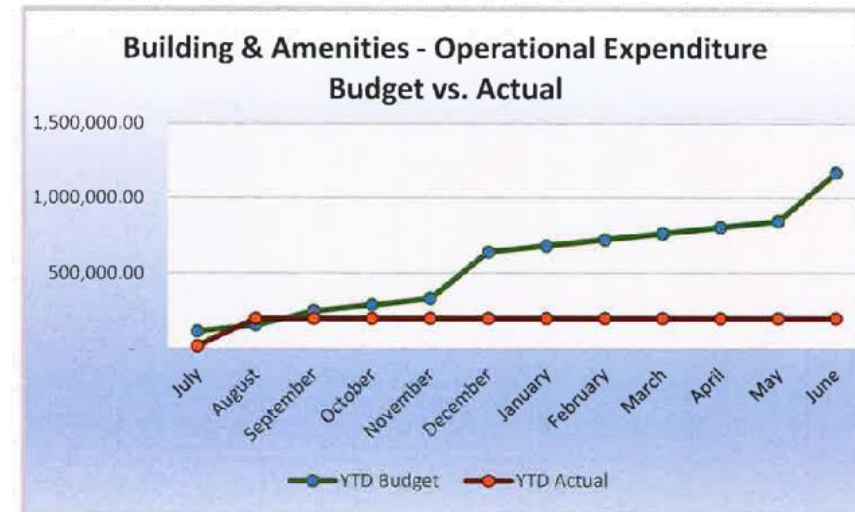
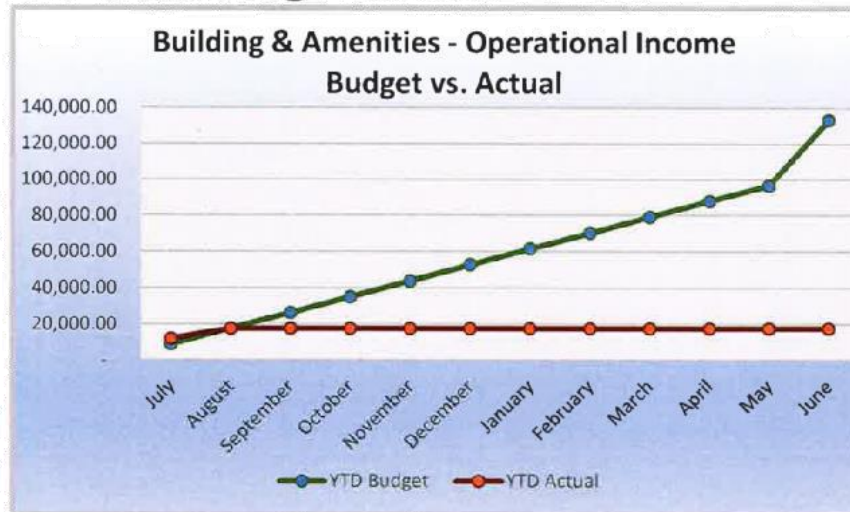
30/06/23

16.00

100.00

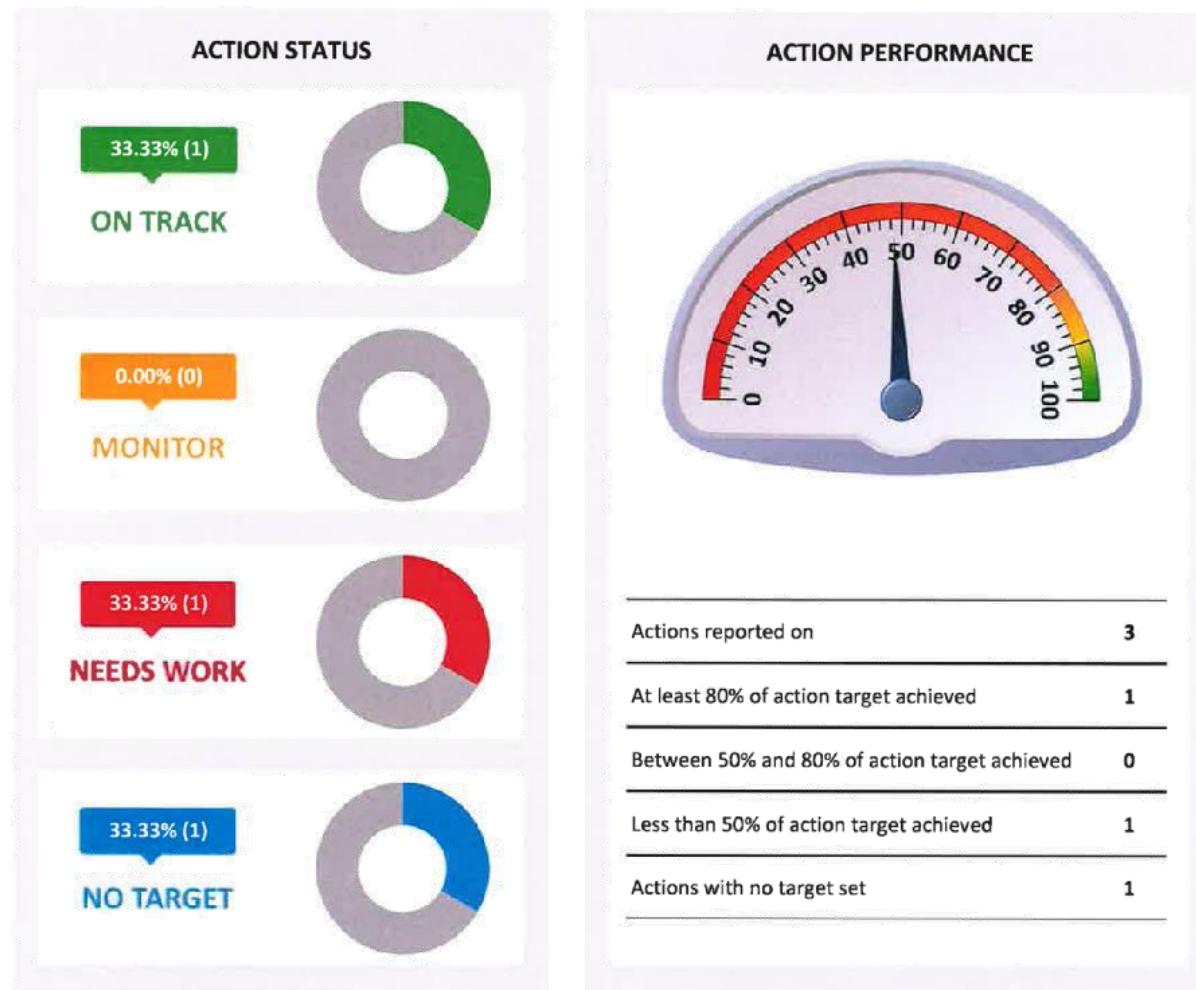


14. Buildings and Amenities




COA	22/23 Full Year Budget	22/23 YTD Actuals August	22/23 Percentage Spent
Buildings & Amenities	1,365,389	(159,591)	-11.69%
1. Operating Income	(133,278)	(17,551)	13.17%
2. Operating Expenditure	1,168,667	200,808	17.18%
3. Capital Income	0	(343,635)	0.00%
4. Capital Expenditure	330,000	787	0.24%
4200508. Admin Building - Roof Replacement	300,000	0	0.00%
4205500. Housing - Repaint Exteriors (SRV)	30,000	0	0.00%
4235000. Tenterfield Memorial Hall Sporting Complex - SCCF-1023	0	787	0.00%

15. PARKS, GARDENS & OPEN SPACE



15. PARKS, GARDENS & OPEN SPACE

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
1.2.1.1 Implement and deliver maintenance programs for Parks, Gardens and Open Spaces.	Manager Open Space, Regulatory & Utilities	<p>New flowers planted in garden beds in Rouse street</p> <p>General cleaning and maintenance of amenities.</p> <p>Damage to the public toilets has now been reduced as Jubilee park toilet is being closed earlier.</p> <p>Graffiti is continuing to happen in other toilets and Bruxner Park.</p> <p>Playground maintenance being undertaken.</p> <p>Fairy lights in Rouse street trees are being serviced mid September.</p> <p>Suppliers contacted in relation to the upgrade of the netball courts.</p> <p>One (1) staff member required at the Cemetery on a rotating roster.</p> <p>New shade cloth over the playground at Jubilee park to be installed in September.</p> <p>Several pin oaks are still to be removed along Cowper and Logan streets and Casino Hwy.</p> <p>The completion of pruning, mulching and fertilizing of the Rouse street gardens.</p> <p>All Staff have attended various training courses.</p> <p>Anti-social behavior still occurring in the front of Bruxner Park. Trees being broken, rubbish left and thrown on the footpath, boxes of Matches being lit and plants being pulled out.</p> <p>Pruning of trees along entire Margaret Street has been done due customer complaint.</p> <p>Three large dangerous trees have been removed Millbrook Park, Jennings Information Centre, Duncan Street.</p>	In Progress	01/07/22	30/06/23	81.00	100.00	 ON TRACK

Tenterfield Shire Council

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Two (2) staff are required on a daily bases for Toro Zero turn and Toro Triple Deck mowers.

Swimming pool is being pressure cleaned along with a tidy up of gardens, trimming of trees and clover and weed spaying.
August seen Major events in park witch included semi finals, grand finals, and zone athletics carnival. Witch took additional 8 hours of cleaning and waste removal

Winter Task not completed due to Staff shortages are as follows.
shaping of young street trees, street tree pruning, low limb removal of street trees, suck removal street trees, removal of dead trees and dead branches in Parks , shaping Park trees ,low limbs in Parks, mulching Park trees, Norco corner gardens, Market Square garden, Tourist Information Centre garden, Jubilee Park garden, Memorial Hall gardens, School Of Arts garden, brush cutting and road verge maintenance.

1.2.1.2 Work with the Tenterfield Shire Village Progress Associations and the Parks, Gardens and the Parks, Gardens and Open Space Committee to support individual town and village themes.

Manager Open Space, Regulatory & Utilities

Parks and Garden and Arts and Culture Committee are now combined.
Village concept plans have been adopted and on Council website
Grant funded upgrade to Jennings playground has commenced, the shade structure erected and BBQ and bin restrictor installed. Picnic tables are soon to be done.
The new playground and shade structure is planned to be installed late August.
Public toilets at Drake have had the door locks broken and toilet paper thrown all around.

Ongoing

01/07/22

30/06/23

0.00

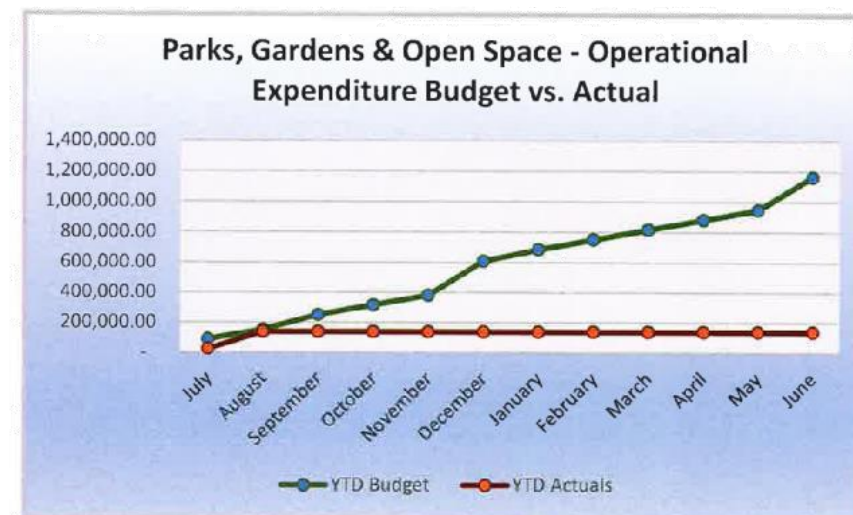
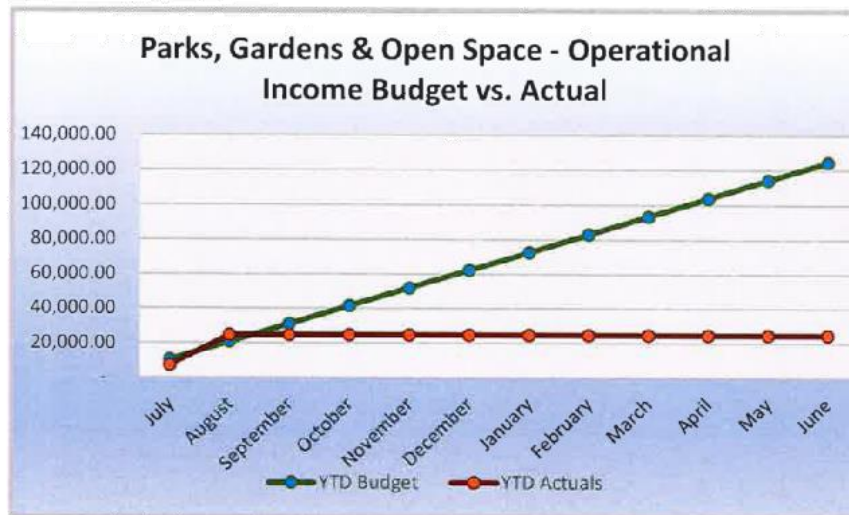


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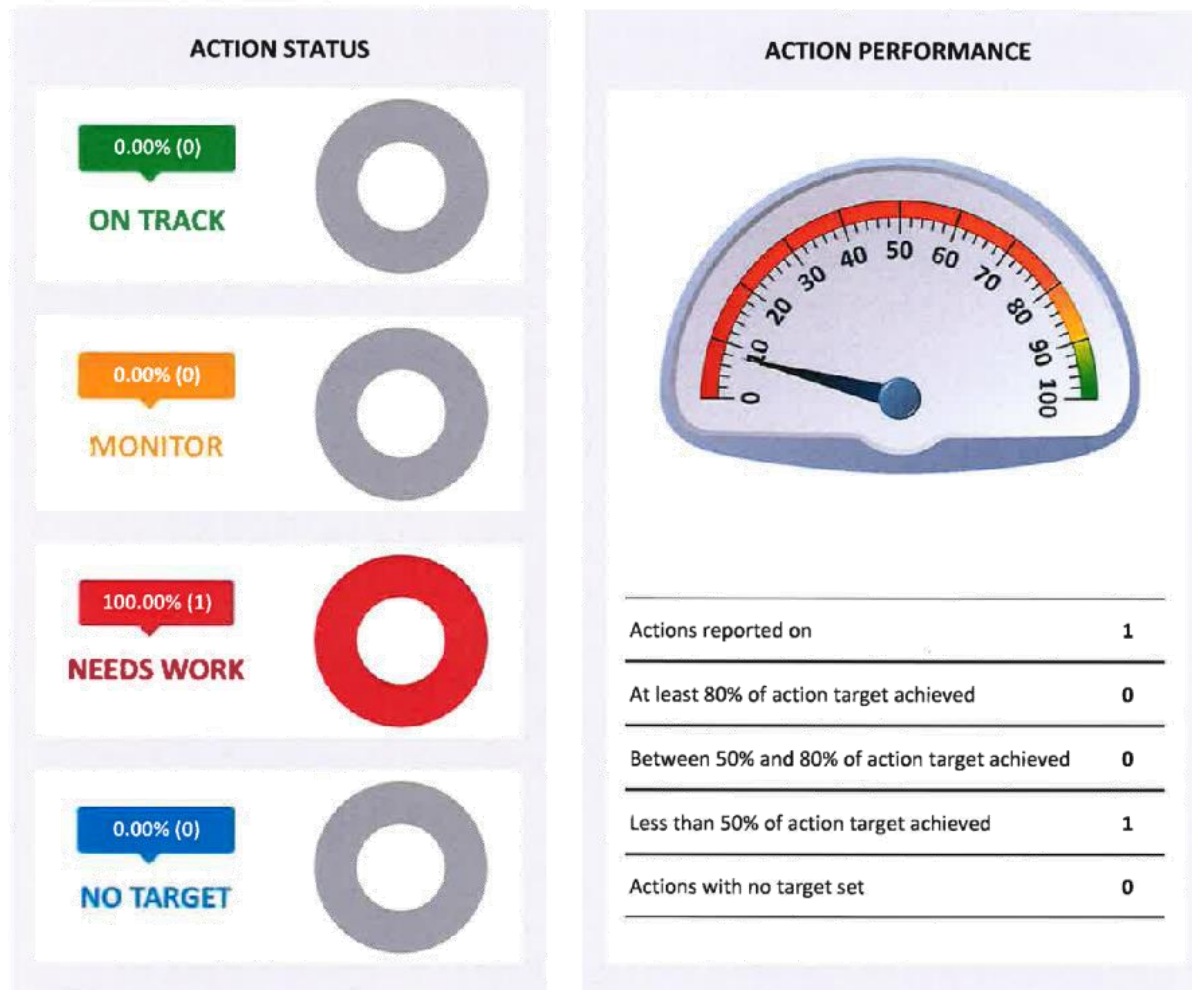
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
1.2.1.3 Implement the tree management plan.	Manager Open Space, Regulatory & Utilities	Tree management Plan approved by the Parks and Garden Committee, to adopt the plan excluding the tree replacement species along Logan Street. No street trees have been planted or replaced due to budget restraints.	In Progress	01/07/22	30/06/23	16.00	100.00	

15. Parks, Gardens and Open Space



COA	22/23 Full Year Budget	22/23 YTD Actuals August	22/23 Percentage Spent
Parks, Gardens and Open Space	1,036,699	(222,692)	-21.48%
1. Operating Income	(124,530)	(24,749)	19.87%
2. Operating Expenditure	1,161,229	138,152	11.90%
3. Capital Income	0	(353,667)	0.00%
4. Capital Expenditure	0	17,572	0.00%
4605514. PSLP - Jennings Playground Precinct	0	17,572	0.00%

16. SWIMMING COMPLEX




Tenterfield Shire Council

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16. SWIMMING COMPLEX

Business Unit: Swimming Complex

Service Profile: Swimming Complex

Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
1.2.2.1 Manage the Tenterfield War Memorial Baths (TWMB) Management Plan, and contribute to service delivery.	Acting Manager Property & BuildingS	<p>Management Plan</p> <ul style="list-style-type: none"> • 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. • Contract has been renewed between Just Sports n Fitness and Council and has been extended for another four (4) years 17 September 2024. • Current Management Plan to be implemented in the 2023 summer season. This plan is currently under review. <p>Service Delivery</p> <p>Discussions in relation to the maintenance have taken place to be prepared for the new season to start the first weekend in October</p> <p>Prior to the new season:</p> <ul style="list-style-type: none"> • Weeds were sprayed • Receiving quotes to upgrade security • Maintenance and cleaning have been completed to the pool facility • Quotes are being organised to go further grinding of paint off the concrete • Pest inspection has taken place and sprayed spiders • Purchase of a gurney for cleaning around the pool during the season • New Probes for Chlorine and PH levels will be installed prior to pool opening • Solar pump is being replaced prior to the season commencing 	In Progress	01/07/22	30/06/23	8.00	100.00	

Tenterfield Shire Council

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- Replace laserlite sheeting in change rooms

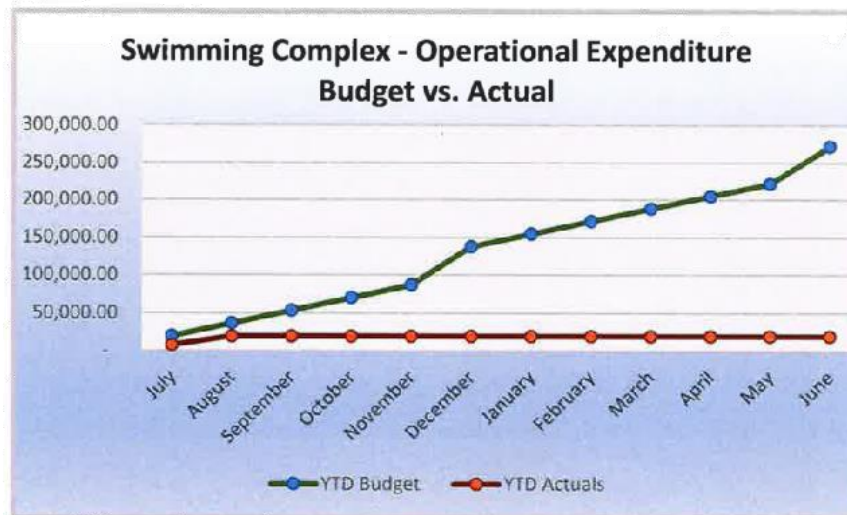
Works identified for budget for next few years

- Pool needs to be painted with fibreglass pool paint lining, as the concrete shell is visible in many places and increasing running cost.
- Replace Roof on amenities building due to rust and leaking, heating system will need to be removed to complete these works.
- More Concrete grinding on the pool deck and throughout the change room's needs to be completed,

Total Attendances YTD

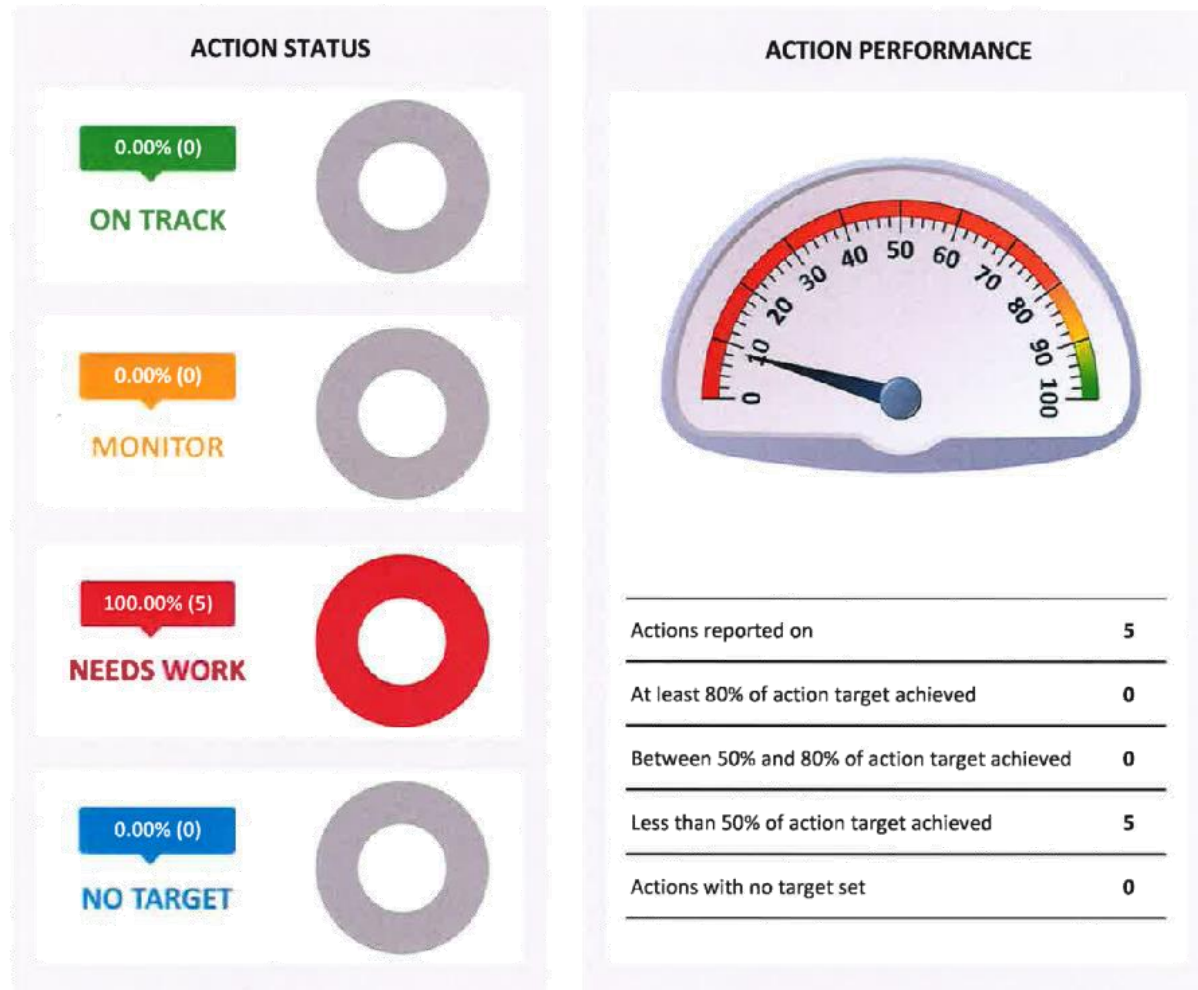
- 2018/19 – 14756
- 2019/20 – 14530
- 2020-21 – 16377
- 2021/22 – 13406

16. Swimming Complex








COA	22/23 Full Year Budget	22/23 YTD Actuals August	22/23 Percentage Spent
Swimming Complex	296,793	19,795	6.67%
2. Operating Expenditure	271,793	19,795	7.28%
4. Capital Expenditure	25,000	0	0.00%
4600512. Swimming Pool - Equipment Renewal	25,000	0	0.00%

17. ASSET MANAGEMENT & RESOURCING

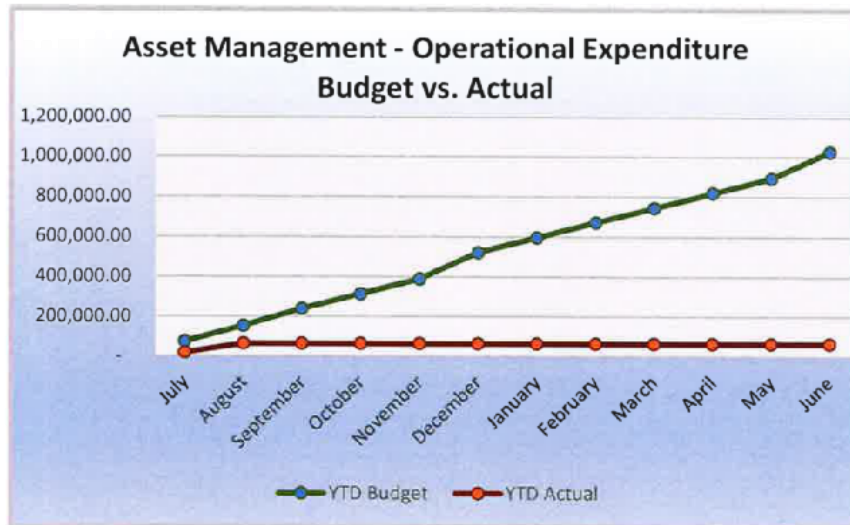


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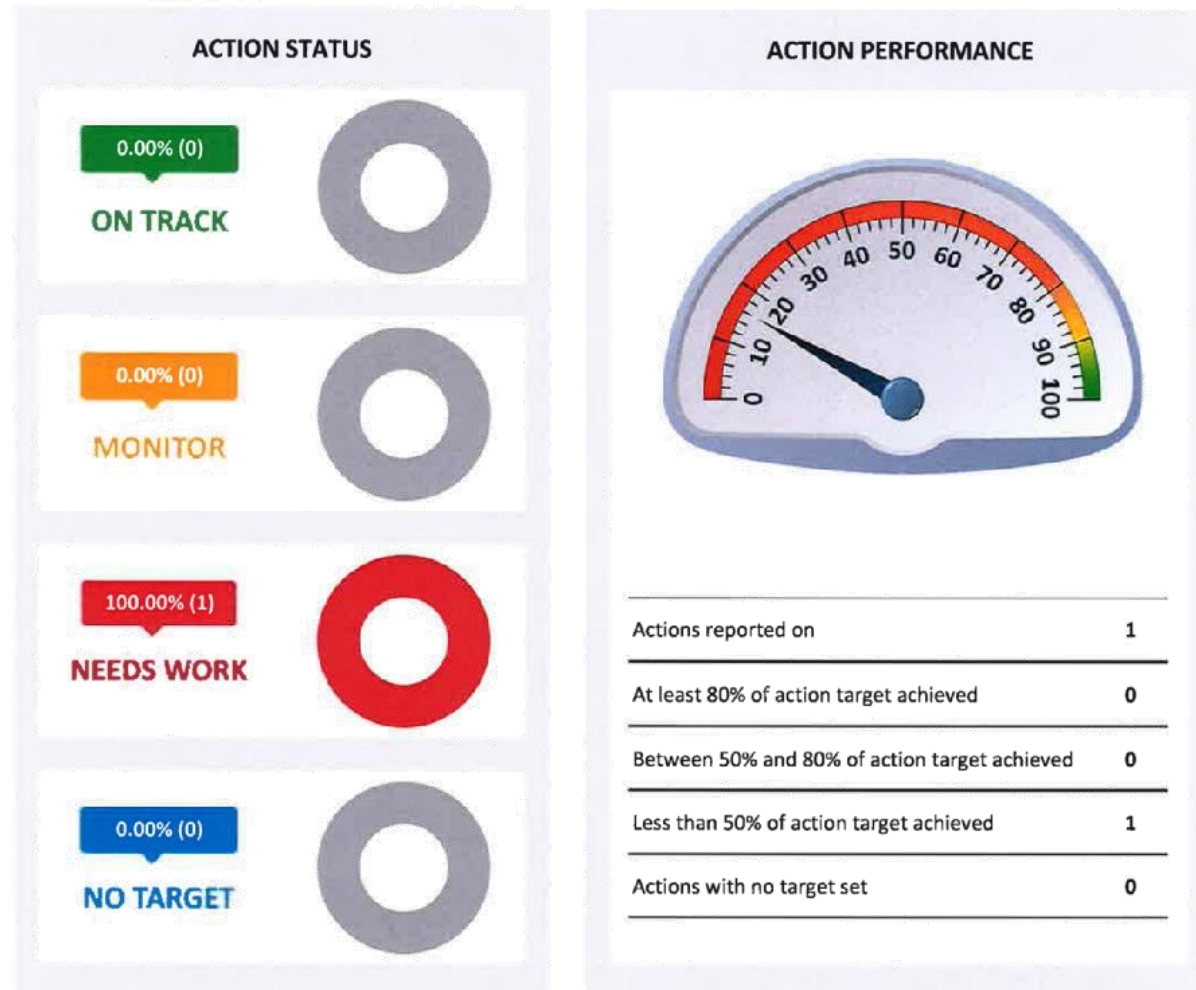
Business Unit: Asset Management & Resourcing								
Service Profile: Asset Management & Resourcing								
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
5.1.3.1 Develop and implement the Asset Management Strategy and associated systems.	Manager Asset & Program Planning	Asset Management Strategy has been updated and action plan is continuing including the implementation of the Asset Management System - AssetFinda. Meetings have been held with the provider to progress the implementation and training.	In Progress	01/07/22	30/06/23	12.00	100.00	 NEEDS WORK
5.1.3.2 Deliver and manage the Pedestrian Access and Mobility Plan (incorporating the Disability Action Plan) and Bike Plan.	Manager Asset & Program Planning	The PAMP and Bike Plan actions are being implemented as funding becomes available for specific project undertakings. Funding is being sought for outstanding priority projects where practical.	In Progress	01/07/22	30/06/23	16.00	100.00	 NEEDS WORK
5.1.3.3 Infrastructure and assets inspections.	Manager Asset & Program Planning	Asset inspections are being undertaken on a range of infrastructure giving priority to major key assets. The complete inspection program is limited by staff resources as the Assets Section has not had an active staff member in the Inspector role for a year and a half. Replacement of this position is still pending.	In Progress	01/07/22	30/06/23	4.00	100.00	 NEEDS WORK
5.1.3.4 Review and update Council's Risk Register and intervention programs on an ongoing basis in accordance with inspection schedules.	Manager Asset & Program Planning	Risk Register has been updated for Asset tasks and ongoing inspections are being undertaken to the extent that available staff resources allow.	In Progress	01/07/22	30/06/23	8.00	100.00	 NEEDS WORK
5.1.3.6 Develop and implement the Depot Master Plan.	Manager Asset & Program Planning	A Depot Master Plan is being developed to include operational compliance features of environmental protection, worker and public safety, traffic management and storage efficiency. Work on this task has been limited as the Assets Section has not had a person in the vacant role of Technical Projects Engineer for well over one year. The replacement of this position is still pending.	In Progress	01/07/22	30/06/23	4.00	100.00	 NEEDS WORK

17. Asset Management and Resourcing



COA	22/23 Full Year Budget	22/23 YTD Actuals August	22/23 Percentage Spent
Asset Management & Resourcing	1,246,343	66,695	5.35%
1. Operating Income	(10,000)	0	0.00%
2. Operating Expenditure	1,027,506	65,360	6.36%
4. Capital Expenditure	220,000	0	0.00%
6250502. Tenterfield Depot - Wash Down & Recycle Bay	20,000	0	0.00%
6250505. Tenterfield Depot - WHS & Environmental Initiative Enhancements	100,000	0	0.00%
6250506. Tenterfield Depot - Fuel Tank Replacement/Remediation	100,000	0	0.00%
6. Liabilities	8,837	1,335	15.11%


18. COMMERCIAL WORKS



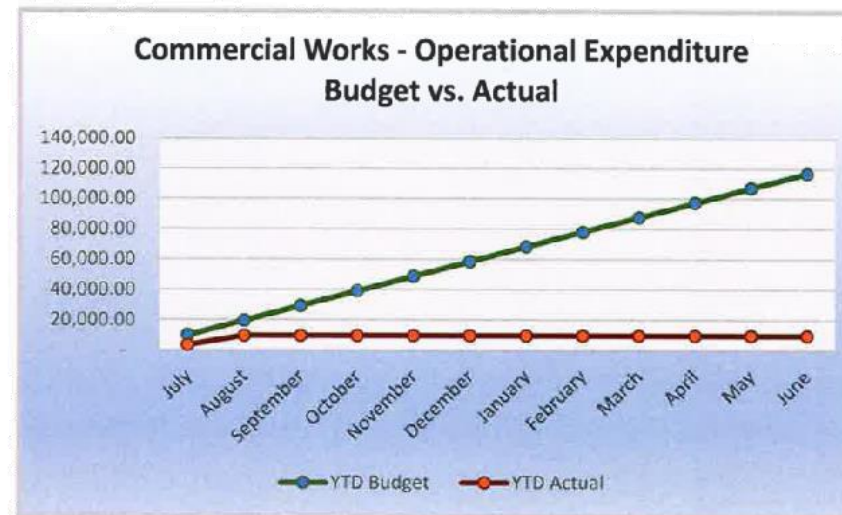
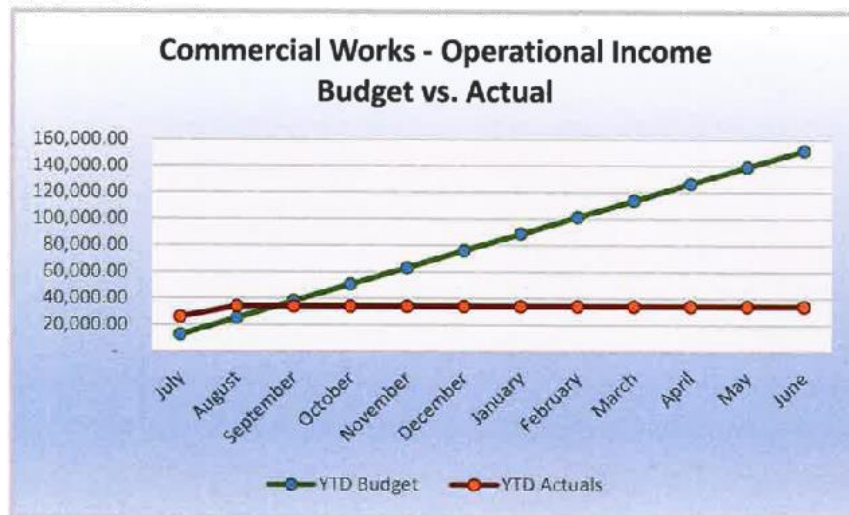
Tenterfield Shire Council

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18. COMMERCIAL WORKS

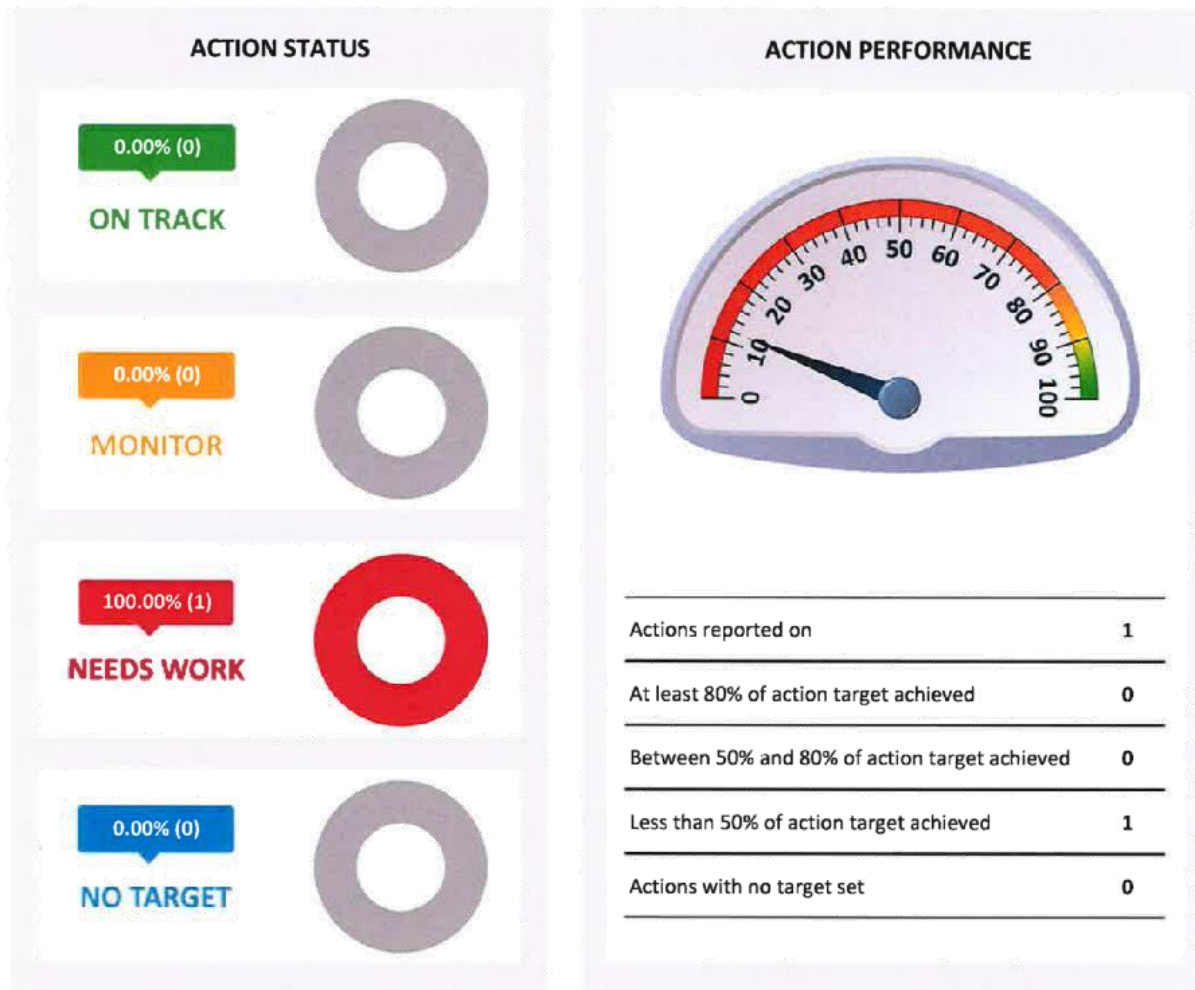
Business Unit: Commercial Works								
Service Profile: Commercial Works								
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
5.1.3.7 Commercial Works undertaken in accordance with demand.	Manager Works	August 2022 - Council continues to operate and deliver commercial works in a financially responsible manner as resources come available. Resources are mostly directed to Council's infrastructure repairs due to the rain events since March 2021.	In Progress	01/07/22	30/06/23	16.00	100.00	

18. Commercial Works



COA	22/23 Full Year Budget	22/23 YTD Actuals August	22/23 Percentage Spent
Commercial Works	(35,159)	(24,556)	69.84%
1. Operating Income	(151,842)	(34,174)	22.51%
2. Operating Expenditure	116,683	9,618	8.24%


19. STORMWATER DRAINAGE



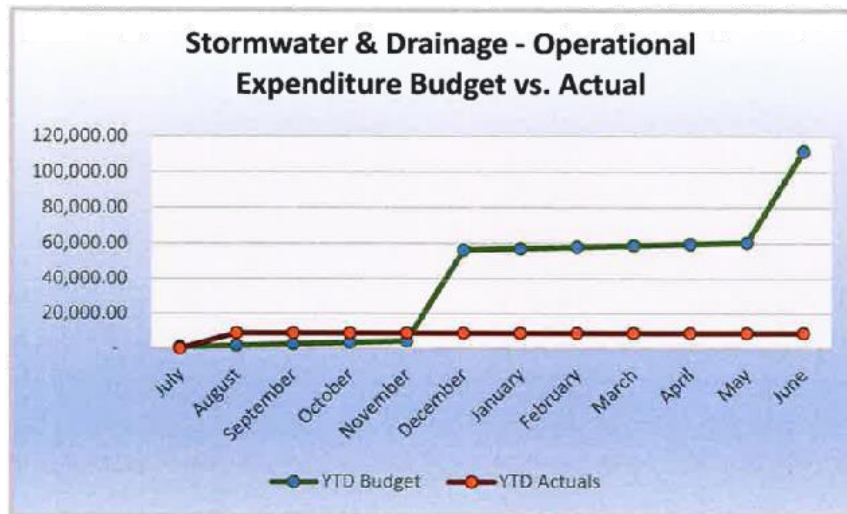
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19.STORMWATER DRAINAGE

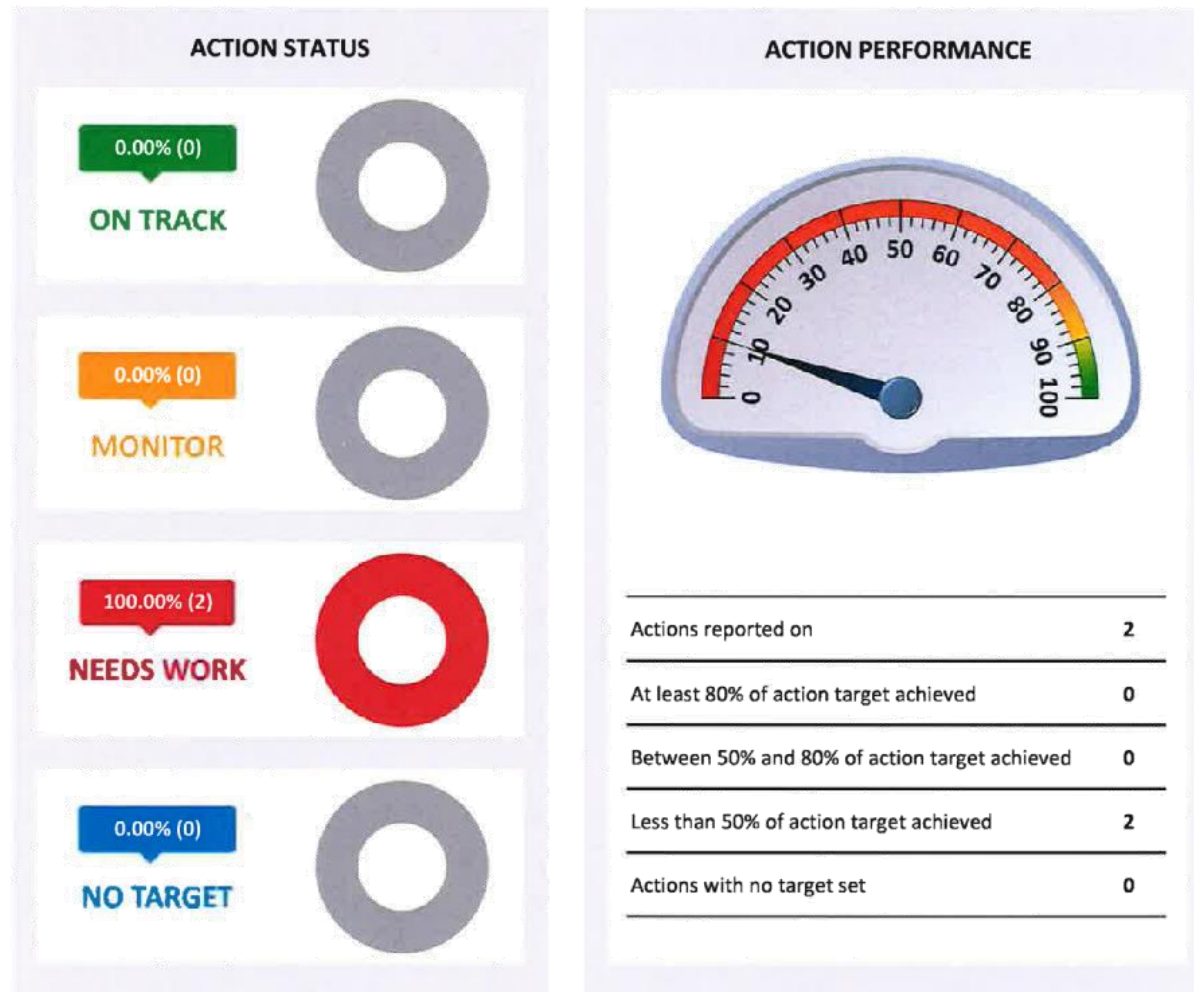
Business Unit: Stormwater Drainage								
Service Profile: Stormwater Drainage								
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
4.1.2.1 Implement the Storm water Asset Management Plan.	Manager Asset & Program Planning	Data collected from recent inspections is being assessed to determine priorities for renewal works to the underground drainage system. Extensive maintenance works have been undertaken in Urbenville to improve drainage.	In Progress	01/07/22	30/06/23	12.00	100.00	

19. Stormwater and Drainage





COA	22/23 Full Year Budget	22/23 YTD Actuals August	22/23 Percentage Spent
Stormwater & Drainage	170,243	(62,648)	-36.80%
1. Operating Income	(71,478)	(71,507)	100.04%
2. Operating Expenditure	111,521	8,859	7.94%
4. Capital Expenditure	130,200	0	0.00%
8252502. Drainage Pits - Upgrade	63,000	0	0.00%
8252523. Urban Culverts Renewal	27,200	0	0.00%
8252526. Stormwater Pipe Renewal	40,000	0	0.00%

20. TRANSPORT NETWORK



20. TRANSPORT NETWORK

Business Unit: Transport Network								
Service Profile: Transport Network								
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
4.1.1.1 - Manage and deliver construction services for transport infrastructure, including footpaths, pavements and cycleways.	Manager Asset & Program Planning	<p>Major transport construction projects are continuing and progress will increase as the year progresses to warmer months where site conditions dry out allowing more efficient road construction.</p> <p>The following projects are currently in progress -</p> <ul style="list-style-type: none"> - Mount Lindesay Road (Legume - Woodenbong) at Legume east, Koreelah Creek and Big Hill - Mount Lindesay Road (19km south of Legume) - 2.1km Construct and Seal - Mount Lindesay Road (Bookookoorara) - 5.4km Construct and Seal - Tooloom Road (West) - Reconstruct and seal sections (Paddys Flat Rd Nth to Mount Lindesay Road exc National Park) - Kildare Road - Construct and seal 12km - Sunnyside Platform Road - Reconstruct, widen and seal including intersection treatment at Bruxner Way - Paddys Flat Road (North) - Kangaroo Creek Bridge replacement - Paddys Flat Road (North) - Unnamed creek bridge replacement - Paddys Flat Road (South) - Unnamed creek bridge replacement - Leeches Gully Road - Washbrook Creek Bridge replacement - Grahams Creek Road - Grahams Creek Bridge replacement (site works to commence October 2022) 	In Progress	01/07/22	30/06/23	4.00	100.00	 NEEDS WORK

Tenterfield Shire Council		Monthly Operational Report - August 2022						
4.1.1.2 Manage and deliver maintenance services for transport infrastructure.	Manager Works	August 2022 - Council continues to maintain public infrastructure with reduced maintenance budgets. August Grading Report 2022 Council has most roads in a serviceable condition and each crew (North, East, West and Central) have a drainage item of plant with them (where possible) to conduct drainage repairs. Council is returning to a normal grading routine maintenance and full DRFA works (where funded). - Grading Schedule o Eastern Grader –graded Chauvel Rd (return when dry to add gravel) and repairs to Gap Rd. Currently grading Fairfield, Leslie, O'Driscolls, Mudflat and Osbournes Roads. o Northern Grader –This grader has graded and resheeted Paddy's Flat North, Lees Rd, Tin Hut Rd, Sykes Gap Rd, Kangaroo Ck Rd, currently constructing the sidetrack for Unnamed bridge replacement (on Paddy's Flat Rd North) week beginning 12-09-2022 followed by Beaurty Ck Rd grading o Western Grader – subject to staffing availability, currently stood down. A contract grader has graded Woodside Rd, Eagle Ck Rd and Sawyers Gully Rd. Another contract grader will grade Gunyah and patrol grade, Back Ck, Sailor Jack, Springs, Johnstones, Potters, Upper Mole, Mole River and New Mole Roads. Following this, the grader will commence flood damage repairs and full grading to Silent Grove Rd. o Central Grader –Graded Talmoi Rd and Racecourse Rd, currently grading Mt MacKenzie Rd, Wades Rd, Rosemount, Coxalls and Homestead followed by commencing Robinson's Lane, Leeches Gully Rd and Washpool Ck Rd low cost pavement preparation for LRCI seals to these roads. o Bridge Crew replacing the bridge on Leeches Gully Rd with culverts. o A contract crew is repairing drainage on	In Progress	01/07/22	30/06/23	16.00	100.00	

the sealed network adjacent to a lot of the new LRCI seals – these include, Quarry Rd, Bryan's Gap Rd, Black Swamp Road, Castlerag Rd, Pyes Ck Rd and others.

o Following the completed drainage, Council will engage contractors to rehabilitate the pavements on Council Local Roads as well as Regional roads this year. A contractor is completing pavement rehabilitation works on the worst areas between Woodenbong and Legume.

o Plains Stn Rd at Frasers Cutting continues to allow traffic access under lights.

Note: Council staff have received ongoing flack about the current proposed SRV. I have addressed our staff delivering the following message.

- We are not broke – we're taking steps to ensure the current level of service remains
- We will not have an SRV to pay debt – it is to maintain a current level of service
- Council will make a decision at the October meeting to determine the level of SRV to present to IPART.
- We then wait until May 2023 for a decision

Since 2017 Council employees have weathered through some of the worst Natural Disasters in Tenterfield's history. We have had droughts and fires during 2018, 2019 and 2020 – staff have worked tirelessly to keep our community safe. During 2021 and 2022 our area has had a rain event in March 21, November 21, February 22 and May 22. At the moment we're effectively 9 staff down, almost a 1/3 of Works staff for roads. This combined with the strain on resources due to all the other works occurring in the State and in our Shire, Council has had limited resources to attend to reactive works on roads.

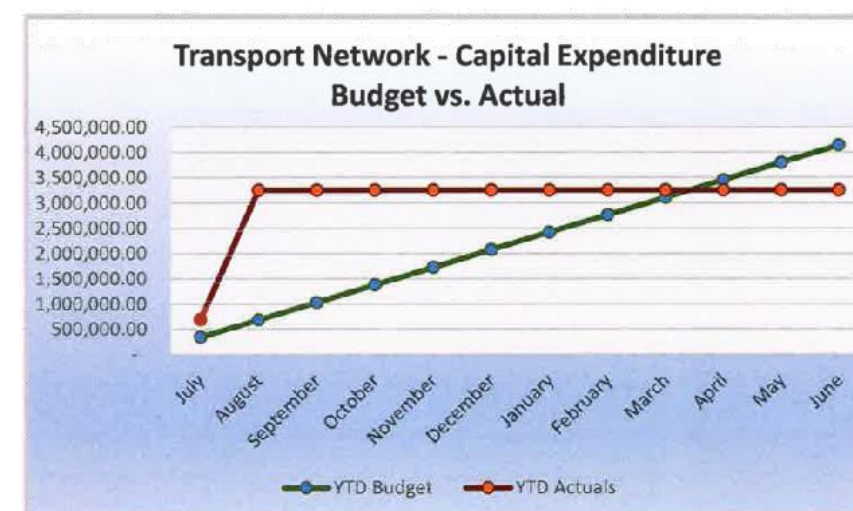
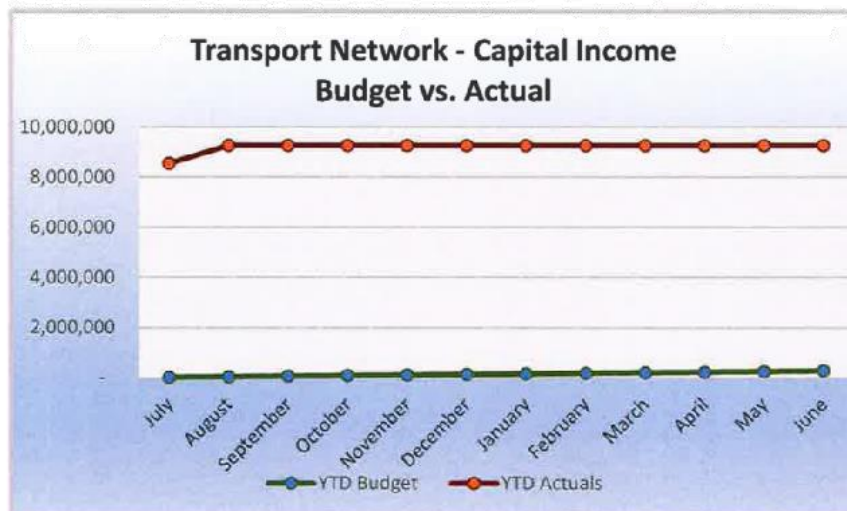
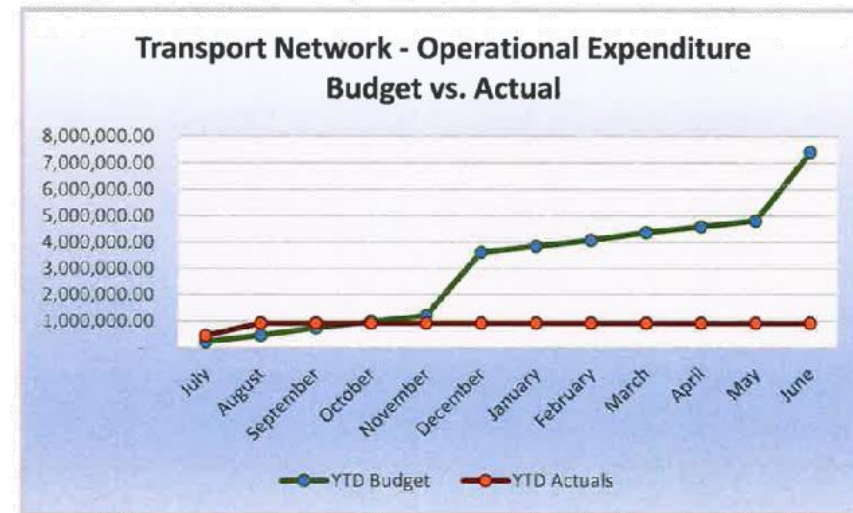
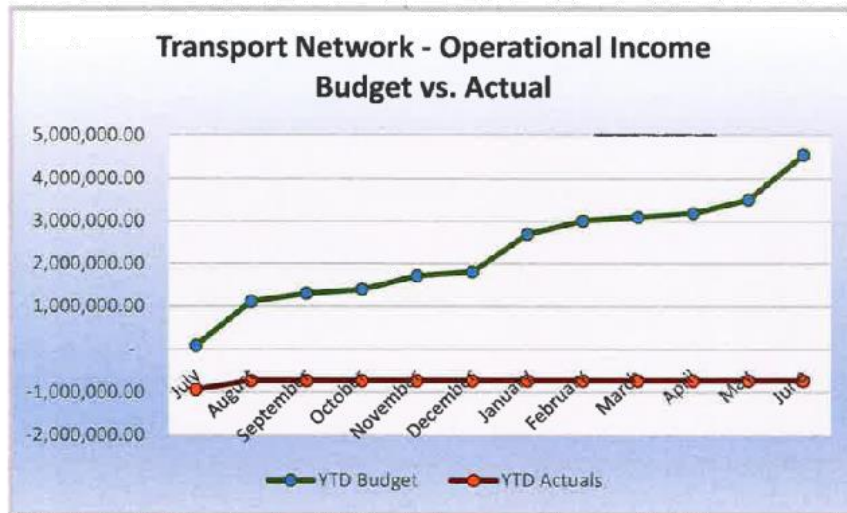
Comments that have filtered back include "a broom needs to be put through the

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workforce" and start again is an insult to those staff that live and work here. Look at our record of achievements! Since 2017 and by the end of 2022 Council will have reconstructed eight bridges, replaced 11 bridges, replaced 19 bridges with concrete and repaired 19 bridges – this is a huge achievement. Council will also have sealed 138.7 km of roads since 2017, 83 km will have been completed with very little money to construct the pavement – massive effort by Council staff.

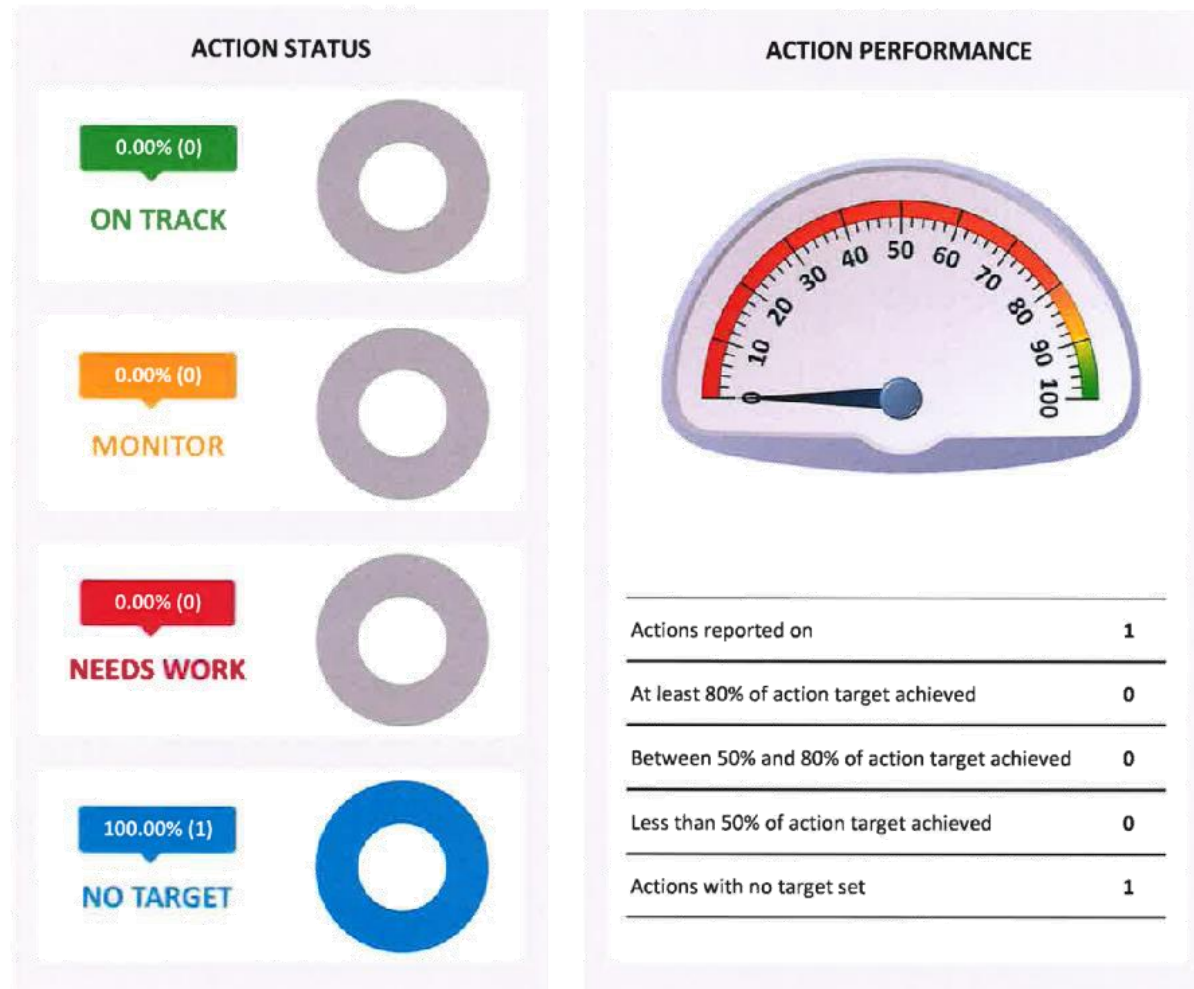
20. Transport Network




COA	22/23 Full Year Budget	22/23 YTD Actuals August	22/23 Percentage Spent
Transport Network	7,197,578	(4,297,258)	-59.70%
1. Operating Income	(4,552,600)	726,830	-15.97%
2. Operating Expenditure	7,401,287	920,673	12.44%
3. Capital Income	(282,786)	(9,265,814)	3276.62%
4. Capital Expenditure	4,142,596	3,256,186	78.60%
6215110. Regional & Local Roads Traffic Facilities	66,000	28,038	42.48%
6215510. Regional Roads Block Grant - Reseals Program.	553,668	0	0.00%
6215531. Special Grant Mt Lindesay Road (RMS/Fed)	0	1,215,590	0.00%
6215544. BLERF - 0737 - Improve Mt Lindesay Road	0	597,777	0.00%
6215550. Footpaths Capital Works	0	1,337	0.00%
6215552. Roads to Recovery 2019-24	1,044,335	10,136	0.97%
6215568. FLR200241 - Kildare Road (Tenterfield Tourist Route 9)	0	194,238	0.00%
6215570. DRFA AGRN960 EPAR Bruxner Way - Bridge 7325 Dumaresq River Overflow Channel	0	20,821	0.00%
6215572. FLR300128 - Tooloom Road West Rehabilitation	0	35,728	0.00%
6215575. ROSI - Sunnyside Platform Road Upgrade	0	920,425	0.00%
6215579. Local Roads & Community Infrastructure Program - Round 3	0	383	0.00%
6215580. Repair Program 2022/23	565,572	0	0.00%
6220271. Bridges Renewal Program - Deepwater River Bridge Renewal - Torrington Road	0	13,000	0.00%

COA	22/23 Full Year Budget	22/23 YTD Actuals August	22/23 Percentage Spent
6220272. Bridges Renewal Program - Kangaroo Creek Bridge Replacement - Paddys Flat Road Nth	0	136,100	0.00%
6220274. Bridges Renewal Program - Unknown Creek Bridge (67203) Replacement, Paddy's Flat Rd Nth	0	2,423	0.00%
6220276. Bridges Renewal Program - Unknown Creek Bridge (67161) Replacement, Paddy's Flat Rd Sth	0	19,411	0.00%
6220277. Fixing Country Bridges - Grahams Creek Bridge Replacement, Grahams Creek Rd	0	810	0.00%
6220278. Fixing Country Bridges - Washpool Creek Bridge Replacement, Leechs Gully Rd	0	15,547	0.00%
6220501. Road Renewal - Gravel Roads	651,519	39,838	6.11%
6220503. Gravel Resheets	332,452	3,934	1.18%
6220505. Kerbing & Guttering	40,000	0	0.00%
6220506. Bridges / Causeways (SRV to 2023/24)	530,000	648	0.12%
6220512. Rural Culverts & Pipes	100,000	0	0.00%
6220513. Concrete Bridges	40,223	0	0.00%
6220514. Causeways	208,163	0	0.00%
6240101. Gravel Pit Rehabilitation	10,664	0	0.00%
6. Liabilities	489,081	64,866	13.26%

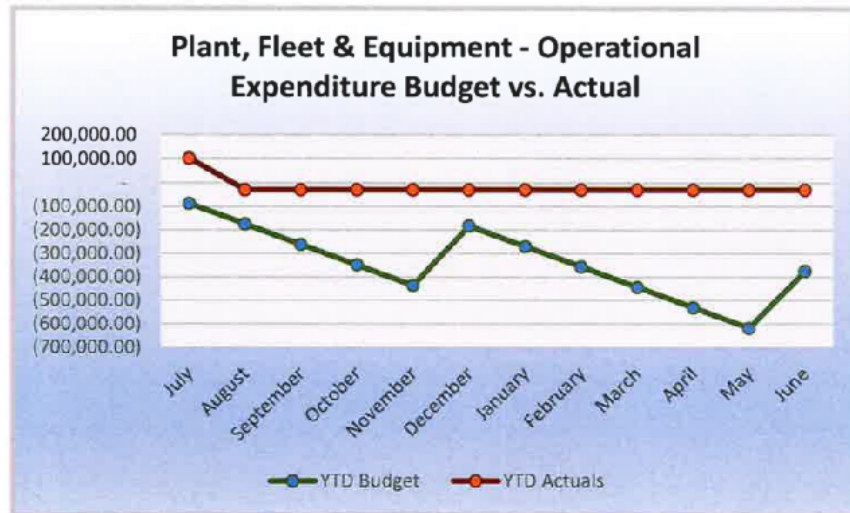
21. PLANT, FLEET & EQUIPMENT



21. PLANT, FLEET & EQUIPMENT

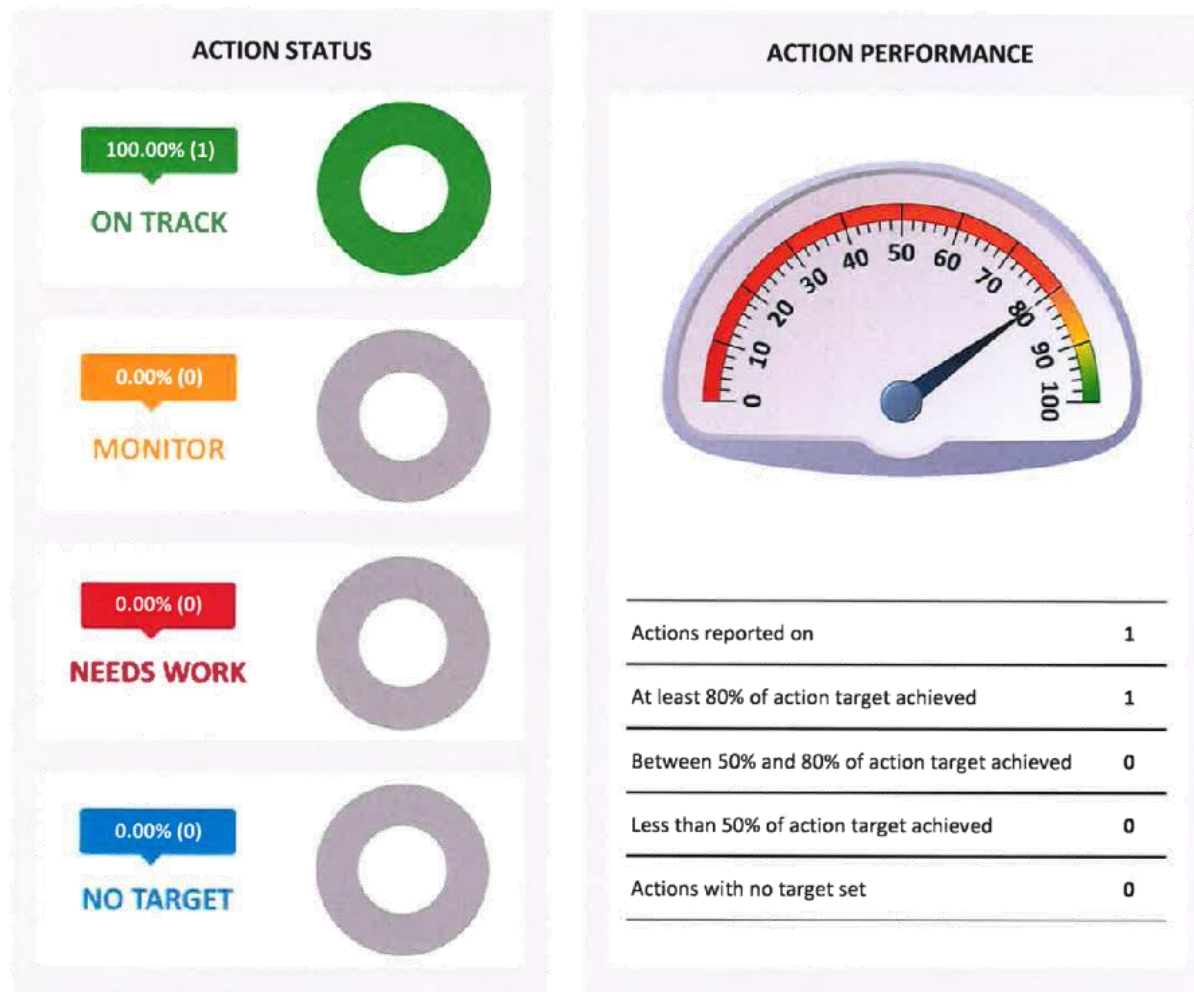
Business Unit: Plant, Fleet & Equipment								
Service Profile: Plant, Fleet & Equipment								
Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
5.1.3.5 Implementation and delivery of the Fleet Asset Management Plan and the Plant Replacement Program.	Brad Foan - Manager Fleet	The Fleet Management Plan has been fully developed in line with industry benchmarks and best practice. The 10-year Fleet asset Management Plan forms part of this wholistic plan and describes the replacement timing of each of council's 145 major Fleet assets, these replacements had also been embedded into councils' long-term financial plan. However, with council's current financial situation a direction has been given not to replace any assets outside of that associated with waste, water, and sewage operations until further notice. This practice will heavily impact the long-term sustainability of council's fleet, and no further progress can be made on the delivery of the overall plan. Maintenance, inspections, and repairs are conducted in line with industry best practice, with 85% of services being conducted within a week of falling due, this is also currently impacted by a reduction in staffing numbers.	Ongoing	01/07/22	30/06/23		0.00	 No TARGET

21. Plant, Fleet and Equipment



COA	22/23 Full Year Budget	22/23 YTD Actuals August	22/23 Percentage Spent
Plant, Fleet & Equipment	338,887	(29,116)	-8.59%
1. Operating Income	(188,190)	(3,426)	1.82%
2. Operating Expenditure	(375,346)	(28,588)	7.62%
4. Capital Expenditure	3,944,257	214,499	5.44%
6210500. Public Works Plant - Purchases	3,944,257	214,499	5.44%
8. WDB of Asset Disposals	(3,041,834)	(211,602)	6.96%


22. WASTE MANGEMENT



22. WASTE MANAGEMENT

Business Unit: Waste Management

Service Profile: Waste Management

Action	Responsibility	Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
3.1.4.1 Deliver and manage Waste and Recycling services.	Manager & Waste	Water August 2022-Update The Operational opening of Torrington was opened 20th November 2021 and final taring occurred this month of July 2022. Final fencing is awaiting installation expected November 2022. Expansion of the future cell (cell 5) 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, completed this month of April. Master plan entering final phase draft plans received and review underway July 2022 finalisation of plans completed in August 2022 which were then be sent to EPA for approval, awaiting decisions. Upgrade for Mingoola new waste transfer station, has stalled Council entered into leases with Crown lands initially and now Council entering into negotiations with the Moombahlene LALC to purchase the site- on hold. Arrival of new weather stations occurred this month May 2022, deployment pending. Request by EPA for an investigation into pezio-wells commenced with initial checking of water levels and depths utilising a	In Progress	01/07/22	30/06/23	80.00	100.00	 ON TRACK

electrometer, further investigations have been awarded and were undertaken in June 2022, final report suggested 2 wells damaged, a CCTV of wells was scheduled in July 2022 and the wells passed, with no damage recorded.

The application for funding from the bushfires in 2019 has continued with Council to receive \$773,692 for improvements at Boonoo Boonoo and Torrington, deeds have been signed, works have commenced onsite for office deployment, truck shelter is now erected with sewer nearing completion and planning continues with quotations called for weighbridges and fencing quotations received and awarded, front fence completed-pit completed, surveys completed awaiting drawings.

To try to reduce the contamination in recycling an advertising campaign was undertaken as well as staff conducted audits and continue to audit recycling bins for contamination with over 55 initial contaminated bins identified, letters were sent to residents, subsequent inspections reduced the number of contaminated bins to 10. The audits continued in July with over 95 bins identified. These continued offenders will be charged a fee to empty contaminated bins, alternatively decontaminate themselves for future pick-up the audit will continue. A revision of recycling policy is in final version with research included from other Councils, the new policy is expected to be provided in August 2022.

Green waste and food waste, joint report with Northern Rivers Regional Waste has commenced which will assist Council with new mandatory FOGO (Food Organics and Green Organics) legislation scheduled to commence in 2030.

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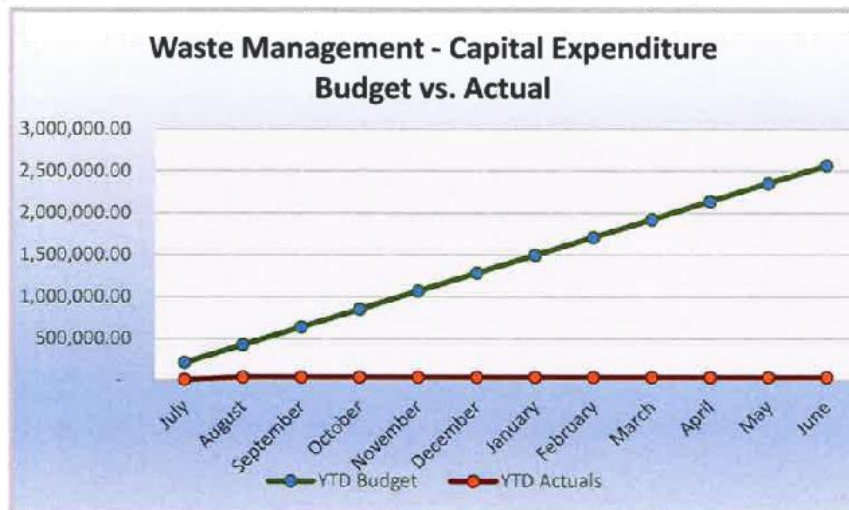
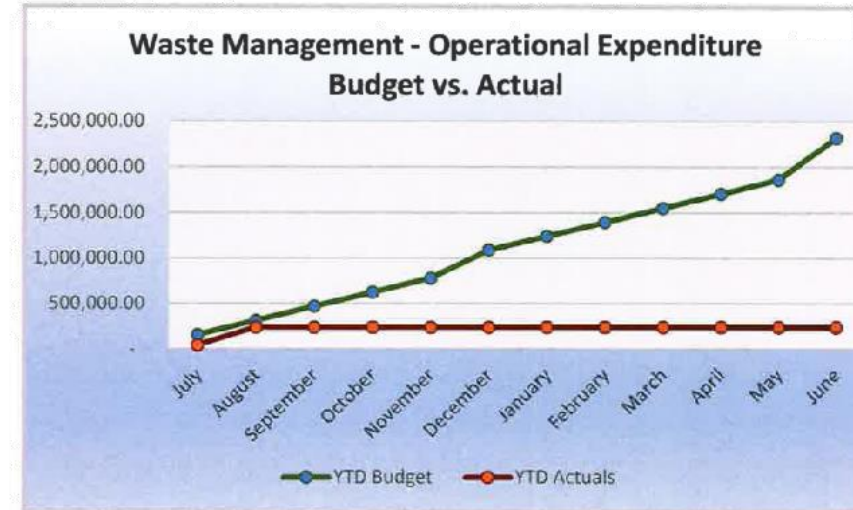
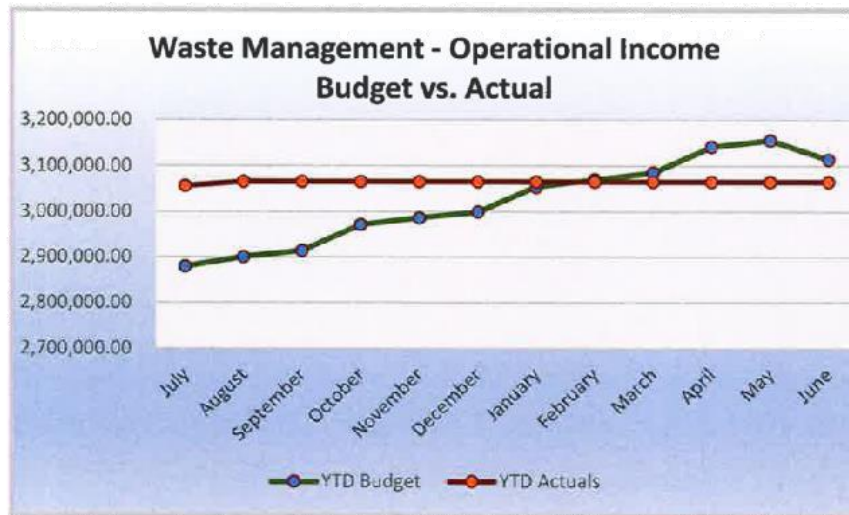
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NIRW have provided new recycling stations for office collection one will be located in the library and one in the community centre at Drake-under investigation.

Our customer base is the public, other Council departments and contractors. Our waste operational staff continue to assist the community with waste.

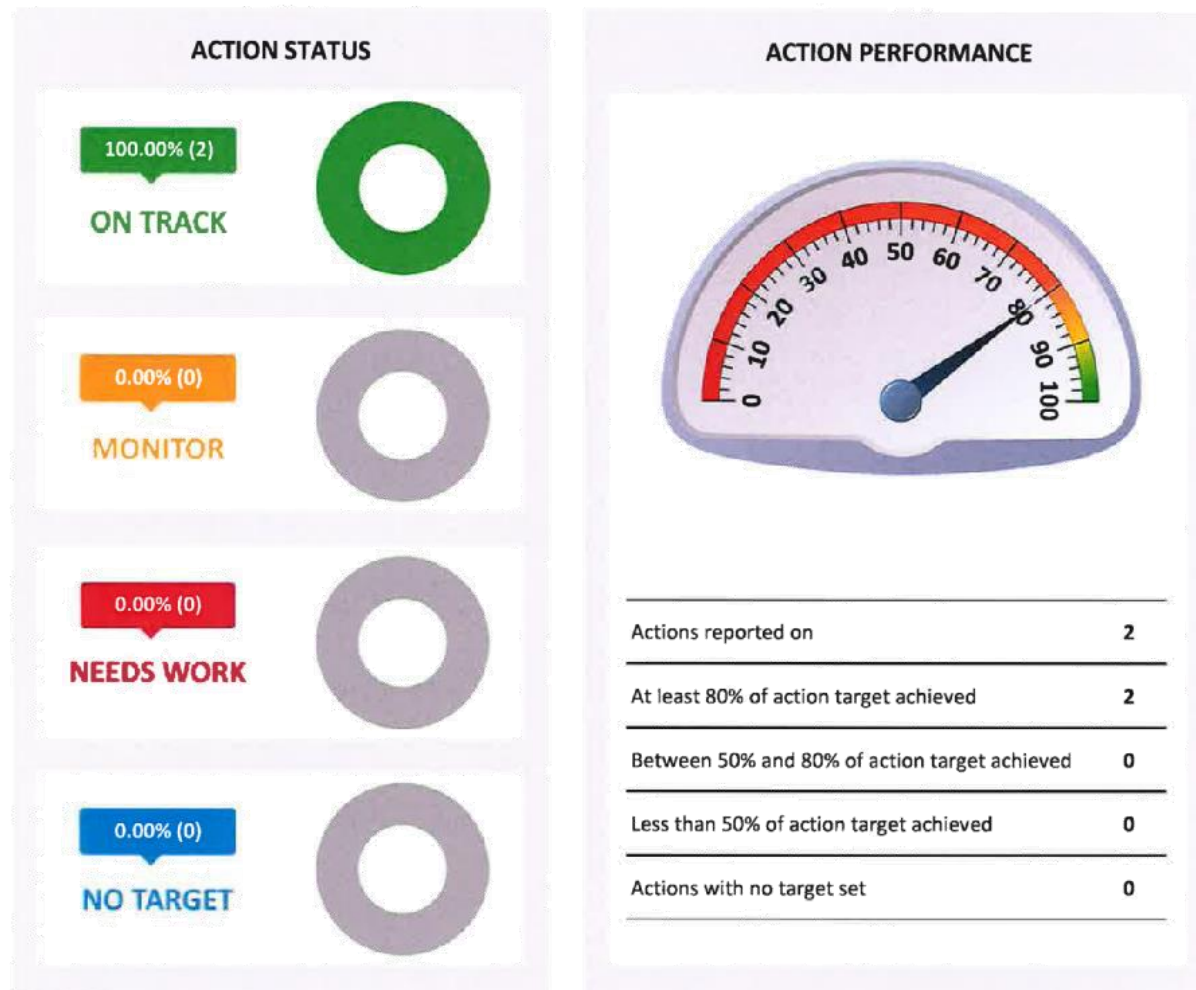
The Container Deposit Scheme (CDS) from 1 December 2017 to 30 November 2021, Tenterfield residents have recycled 9,202,976 container collections or 665.67 Tons on average Tenterfield resident recycle 638,000 items per quarter EFC - Exchange for Change
Staff Training Chemical Handling Course and Basic Chainsaw operation in Tenterfield

22. Waste Management




COA	22/23 Full Year Budget	22/23 YTD Actuals August	22/23 Percentage Spent
Waste Management	1,952,650	(3,075,447)	-157.50%
1. Operating Income	(3,114,040)	(3,066,176)	98.46%
2. Operating Expenditure	2,316,618	238,621	10.30%
3. Capital Income	(4,000)	(286,744)	7168.60%
4. Capital Expenditure	2,568,405	38,852	1.51%
7080500. 240L Wheelie Bins	2,101	0	0.00%
7080503. Industrial Bins	6,304	3,498	55.49%
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	0	146	0.00%
7080564. Boonoo Boonoo - Develop Stage 5	2,500,000	33,284	1.33%
7080568. Boonoo Boonoo - WHS Facilities & Amenities Upgrade	0	33	0.00%
7080732. Torrington Landfill - Convert to Transfer	0	136	0.00%
7080811. Tenterfield WTS Groundwater Bores	0	1,754	0.00%
6. Liabilities	185,667	0	0.00%

23. WATER SUPPLY



23. WATER SUPPLY

Business Unit: Water Supply									
Service Profile: Water Supply									
Action	Responsibility		Progress Comment	Action Status	Start Date	End Date	% Complete	Target	Status
3.1.3.1 Implement Water Service Strategic Plan in accordance with NSW Office of Water Guidelines.	Manager & Waste	Water	<p>August 2022-Update Works have commenced for the New Water Filtration Plant on Scrub Road, the project was awarded to contractors LC Water. Pipework commenced in June, 2022 with concreting of geobag and chemical sump areas completed. The main building slab poured in three stages occurred in August 2022 including a Councillor inspection for the new Water Filtration Plant.</p> <p>NSW Dam Safety regulation with compulsory risk assessment for the dam under NSW Dam Safety requirements underway due in December 2022, Inspection of Dam scheduled for September 2022 with consultants.</p> <p>Opportunity to continue the Urbenville flood risk assessment has gained OEH endorsement. Tenterfield update of the flood risk study has also gained endorsement and has been shortlisted, grant has been applied for awaiting decision.</p> <p>Opportunity under a Leakage reduction pilot program, Council was awarded \$36,843.75 DPE-Water, for installation of new mag-flow meter at East Street reservoir, planning completed pending equipment for installation expected September/October 2022.</p> <p>Opportunity to continue the Urbenville flood</p>	In Progress	01/07/22	30/06/23	80.00	100.00	 ON TRACK

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risk assessment has gained OEH endorsement. Tenterfield update of the flood risk study has also gained endorsement and has been shortlisted, grant has been applied for awaiting decision.

The disabled fishing platform October 2020, delivery of the floating platform to be located inside the Dam compound at Otterburn park. A walkway for the platform and fencing (completed). Plans have been undertaken quotations for concrete paths received and provided to Fisheries for approval, awaiting decision.

Arrival of new weather stations occurred this May 2022, deployment pending.

Verification mapping for Councils Water and Sewer assets was delayed in July to commence in August 2022, with contractors utilising GPS equipment for locations in Tenterfield 598 individual locations where mapped additional mapping will commence next financial year, Urbenville was postponed till next financial year.

Cleaning of Sludge ponds at Urbenville Water Treatment plan is completed -July 2022, leak detected in pond, will require repair.

Amended Water Quality policy to include Dam Safety, and new Backflow prevention completed in August and report prepared for Council's September meeting 2022.

Tenterfield Dam Level is 100%-new data loggers place level at 100%; Urbenville Tooloom Creek Level is 100% receiving 27mm for the month of August.

Meter Reading completed in May/June water meter readings commenced November/December.

• Tenterfield 0 major main; 0 new meter; 0

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new service connections; 0 water limiters installed; 2 disconnection, 17 broken services repaired; 0 valve replacements and 3 hydrant replacements. Note Tenterfield WTP repairs including 20m poly pipe installed in April 2022, Fluoride tank maintenance and prominent service inspections May 2022. 0 section 67 private works jobs completed (major repair of Mt Lindsay main). Clive street main replacement progressing.

- Jennings 0 including meter; 0 meter replacements; Major main break (Southern Downs) left community without water Staff supplied water bottles to the community in response to the shortage, mains where flushed to clear debris from repair and return of water.

- Urbenville had 0 major main broken main repairs, mains flushing occurred in 6 location, 0 new meter, 0 meter replacements, 0 water limiters installed and 0 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 in April 2022, repairs to service line at WTP and prominent service inspections May 2022.

3.1.3.2 Deliver and manage the Water and Drought Management Plans and Flood Study.

Manager
& Waste

Water

August 2022-Update
The Integrated water catchment management grant (IWCM) deeds have been signed February 2022, has progressed with secure yield studies awarded, with draft report received. Additional surveys required, including extended benthic survey of Urbenville, scheduled for this month. NSW Dam Safety regulation with compulsory risk assessment for the dam under NSW Dam Safety requirements underway due in December 2022, Inspection of Dam

In Progress

01/07/22

30/06/23

80.00

100.00



ON TRACK

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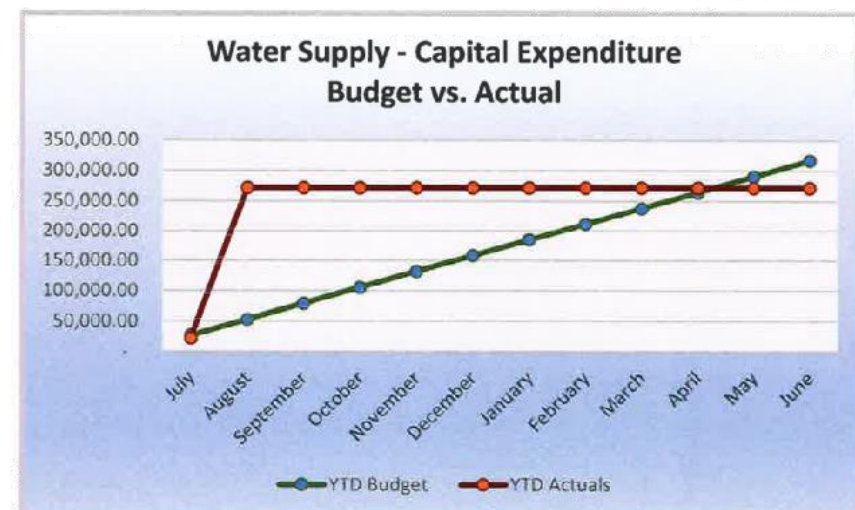
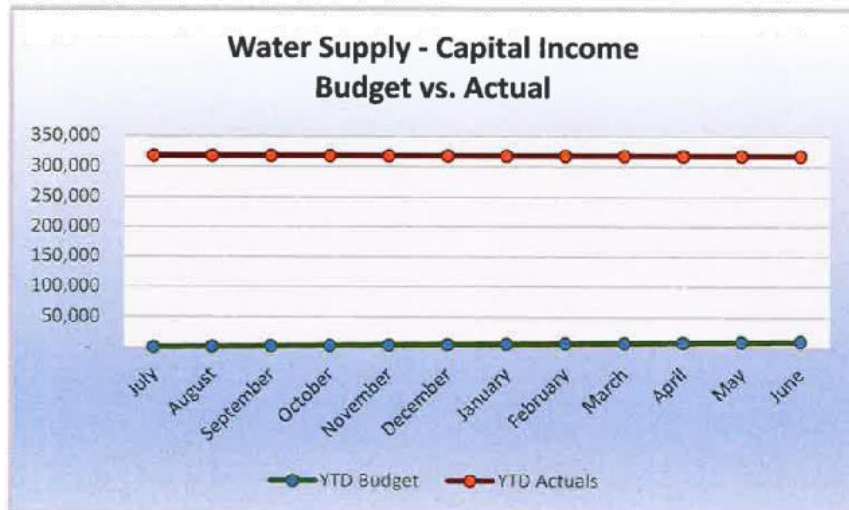
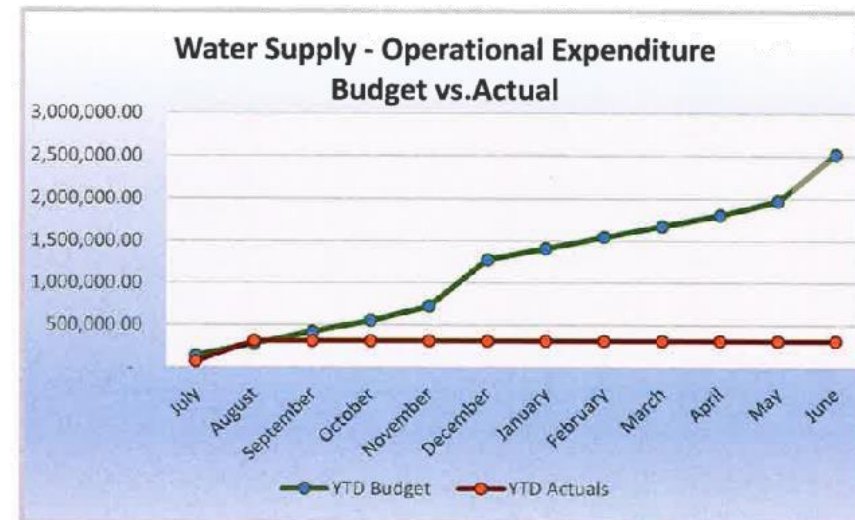
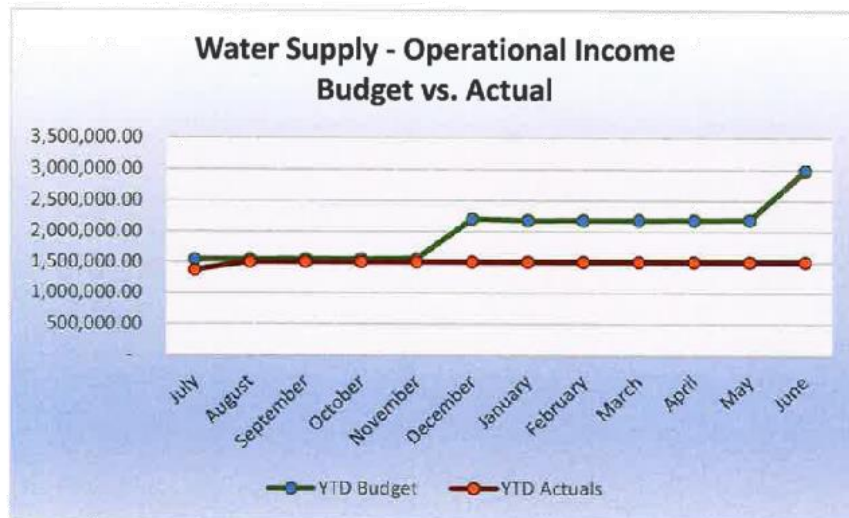
scheduled for September 2022 with consultants.

Bore sampling program is complete awaiting finalisation of analysis results. Checking of Shirley Park, Apex Park and East Street bores through CCTV commenced in July with Apex Park bore showing it's age and requiring a reline to continue it's operation this will be scheduled this financial year. Shirley Park constructed at the same time as Apex Park bore in 1994 was also showing signs of deterioration and will be scheduled next financial for re-lining/refurbishment. East street bore as a flowing bore was also checked by CCTV (requested by NRAR) and was found to be in excellent condition.

A new opportunity to further the Bore water refinement with application for grant under Resilience NSW, Local & Regional Risk Reduction stream - Pathway 2 application submitted awaiting response.

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, 1st milestone completed payment pending, secondary supply bore hydrologist engaged, report pending, RFQ for drilling completed and under review in August 2022.

23. Water Supply



COA	22/23 Full Year Budget	22/23 YTD Actuals August	22/23 Percentage Spent
Water Supply	107,286	(1,237,101)	-1153.09%
1. Operating Income	(2,984,548)	(1,511,130)	50.63%
2. Operating Expenditure	2,524,869	313,101	12.40%
3. Capital Income	(10,000)	(317,756)	3177.56%
4. Capital Expenditure	317,000	271,762	85.73%
7484505. Tenterfield Mains Replacement	282,900	46,843	16.56%
7484506. Tenterfield Meter Replacement	22,600	350	1.55%
7484522. Tenterfield Water Treatment Plant Construction	0	186,814	0.00%
7484538. BLERF 0377 - Tenterfield Villages Emergency Water Program	0	18,158	0.00%
7484542. Tenterfield Apex Park Bore - Relining	0	19,597	0.00%
7484901. Jennings Mains Replacement	11,500	0	0.00%
6. Liabilities	259,965	6,922	2.66%

24. SEWERAGE SERVICES

ACTION STATUS

0.00% (0)
ON TRACK



0.00% (0)
MONITOR



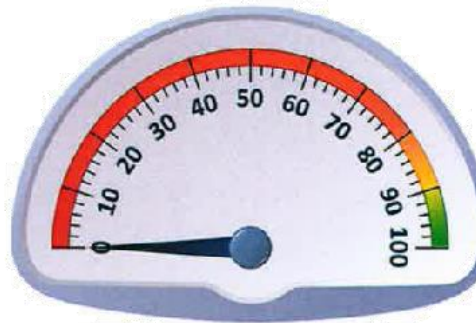
0.00% (0)
NEEDS WORK



100.00% (1)
NO TARGET




ACTION PERFORMANCE



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

24. SEWERAGE SERVICES

Business Unit: Sewerage Services								
Service Profile: Sewerage Services								
Action	Responsibility		Progress Comment	Action Status	Start Date	End Date	% Complete	Target Status
3.1.5.1 Maintain and operate the sewerage network, in line with the Asset Management Strategy.	Manager & Waste	Water	<p>August 2022-Update Molesworth/Miles Street pumping station review and design amendment under development and extending the sewer system to the new water filtration plant has progressed to draft designs, waiting on finalisation.</p> <p>RFQ for manhole refurbishment under development to continue to refurbish the level 4 manholes, quotations received under LGP under review.</p> <p>RFQ for sewer relining under development expected to release in October 2022.</p> <p>Urbenville major Pump Station replacement June 2022 met with some technical issues, installers AESSeal where contacted and rectification was scheduled and completed in August 2022 additional costs will be incurred due to requirement to tanker sewerage.</p> <p>The smoke testing program was scheduled to commence in July delayed till August 2022 to rectify illegal storm connections, information was readvertised in the fortnightly our local news. Initial program completed with 69 issues found including three illegal connections properties inspected. Next round of inspections scheduled for the end of this financial year.</p> <p>Urbenville de-sludging of finishing ponds commenced in February 2022, however due to flooding finalisation of cleaning was</p>	Ongoing	01/07/22	30/06/23	0.00	 No TARGET

postponed and recommenced in July continued through August 2022, some delays due to PS1.

New lids have been installed in August 2022 at the Tenterfield Petrie and Simpson Street pump stations creating lighter lids for operations and providing compliance with safety regulations.
Simpson and Petrie Street New Lids August 2022.

A request through meetings with Landowners occurred and additional inspections were requested at Logan Street, from associated works occurring from an overflow in 2020, where a bund was created, for a spill in 2020 at the time of flooding the area before works was a low depression area. There is no visual bund remaining on the property, this was fixed in 2020. The area is a swampy area, with vegetation reflecting the water/swampy nature in this area the land has a natural slope towards the manhole then into the creek, estimate approx. 3m height/fall from road, for the owners to mow this area I estimate to fill would be several tons (not Council's issue), however for fill this close to the creek, they may need to undertake a flood effect report. There are 2 manholes through this area as well as IO connections, all looked in good condition, may change lids at future date to aid with infiltration. The creek and area is a natural collection area before entering Tenterfield creek.

Verification mapping for Councils Water and Sewer assets was delayed in July to commence in August 2022, with contractors utilising GPS equipment for locations in Tenterfield 598 individual locations where mapped additional mapping will commence next financial year, Urbenville was postponed till next financial year.

Tenterfield Shire Council

Monthly Operational Report - August 2022

As part of the refurbishment program for the Tenterfield STP, a new upgrade with control probes that monitor treatment processes provide savings to utilise energy more efficiently, PLC replacement handrails and cable trays scheduled.

Tenterfield

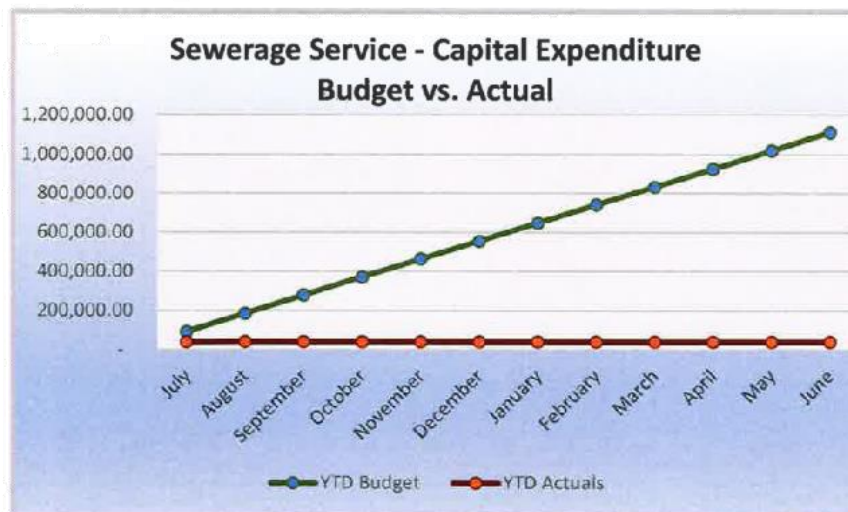
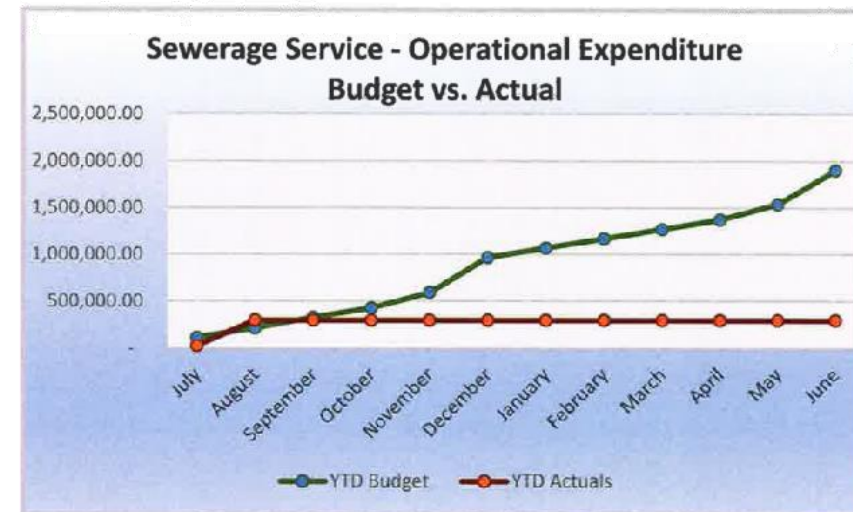
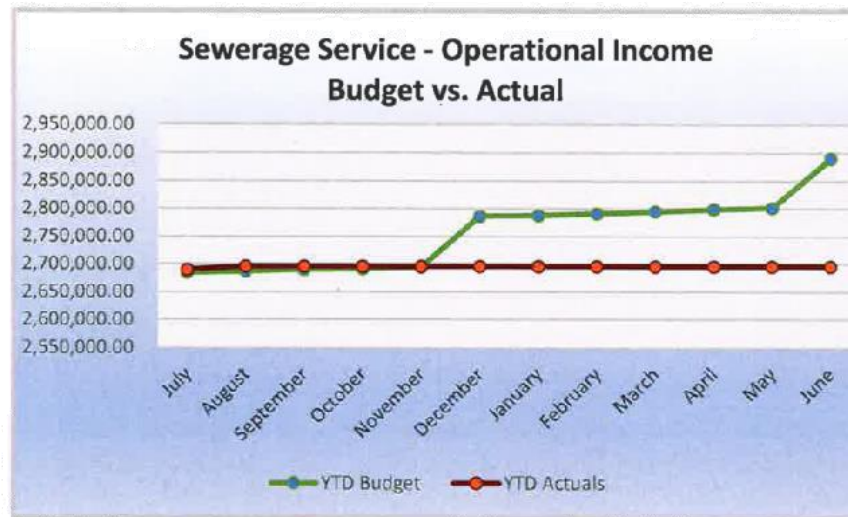
Sewer connections 0; Major pump station clearing 4; Blockages were reported and cleared at 7 locations; 0 broken main repair; with 3 mains visually checked with new CCTV. Large tree roots in Tenterfield and 0 major manhole repair, 0 broken main repairs and 0 section 67 private works jobs completed in this reporting period. Pump refurbishment 3 at STP July 2022

Urbenville

Sewer connections 0; Major pump station clearing 1; Blockages were reported and cleared at 0 locations; 0 broken main repair; with 0 mains visually and 0 major manhole repair, 0 broken main repairs and 0 effluent line repair. Major pump station refurbishment June technical and failure issues July 2022, competed and functional August 2022 (PS1) and 0 section 67 private works jobs completed, in this reporting period.

Average time for response to sewer chokes remained at 20 minutes while the median response time is at 30 minutes.

24. Sewerage Service



COA	22/23 Full Year Budget	22/23 YTD Actuals August	22/23 Percentage Spent
Sewerage Service	218,339	(2,357,573)	-1079.78%
1. Operating Income	(2,889,930)	(2,696,128)	93.29%
2. Operating Expenditure	1,905,478	296,903	15.58%
3. Capital Income	(10,000)	0	0.00%
4. Capital Expenditure	1,112,200	41,652	3.75%
7872502. Tenterfield Mains Relining (1km Year)	173,800	0	0.00%
7872503. Tenterfield Mains Augmentation	69,600	0	0.00%
7872505. Tenterfield Man Hole Level Alterations (Water Infiltration)	162,500	16,290	10.02%
7872519. Tenterfield Network Renewal	193,800	0	0.00%
7872524. Tenterfield STP - 3 Bay Shed for Storage	50,000	0	0.00%
7872525. Tenterfield STP - Grinder Pump	10,000	0	0.00%
7872526. Tenterfield STP - Refurbishment	102,500	0	0.00%
7872527. Tenterfield New Pump Station - Molesworth St	200,000	0	0.00%
7872528. Tenterfield New Pump Station - Trail Lane	150,000	0	0.00%
7872813. Urbenville Sewer Pump Station Emergency Works - Replacement	0	25,362	0.00%
6. Liabilities	100,591	0	0.00%

Department:	Office of the Chief Executive
Submitted by:	Acting Executive Assistant & Media
Reference:	ITEM GOV74/22
Subject:	CHRISTMAS/NEW YEAR CLOSEDOWN - 2022/2023

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

CSP Goal:	Leadership - Council is a transparent, financially-sustainable and high-performing organisation, delivering valued services to the Community.
CSP Strategy:	Ensure the performance of Council as an organisation complies with all statutory Guidelines, supported by effective corporate management, sound integrated planning and open, transparent and informed decision making.
Delivery Plan Action:	Developing attraction and retention practices across Council.
Operational Plan Action:	Foster an environment that supports and celebrates diversity and where the best person for the job gets the job, regardless of age, sex, religion, ethnicity or any other personal position.

SUMMARY

The purpose of this report is to advise Council of proposed Christmas/New Year close down arrangements for Council staff.

OFFICER'S RECOMMENDATION:

That Council endorse the closedown periods for the Christmas/New Year 2022/2023 period as follows:

- **Indoor staff – close of business Wednesday, 21 December 2022, reopening Monday, 9 January 2023;**
- **Outdoor staff – close of business Wednesday, 21 December 2022 reopening Monday, 9 January 2023.**

BACKGROUND

Traditionally, Council has closed the Administration Office and Library for the period between Christmas and New Year to enable staff to spend this important time with family.

Outdoor staff are required to take approximately (10 days) annual leave (excluding public holidays and RDO's) at this time to ensure that the majority of staff are available throughout the year to undertake planned works.

REPORT:

The closedown for the Administration Office and Library for 2022/2023 is suggested from close of business Wednesday, 21 December 2022, reopening Monday, 9 January 2023.

Gazetted public holidays during this period are Monday, 26 December 2022 (Christmas Day Holiday), Tuesday, 27 December 2022 (Boxing Day Holiday) and Monday, 2

Our Governance No. 74 Cont...

January 2023 (New Year's Day Holiday) with staff taking annual leave and RDO's to make up the additional eight (8) days.

Closedown for outdoor staff is from the close of business Wednesday, 21 December 2022 (Friday 30 December being an RDO) to Monday, 9 January 2023.

Councillors are requested to be mindful of the particularly difficult years 2019, 2020 and 2021 have been for all staff firstly with bushfires, drought, processing the huge number of grant projects and changing Local Government elections. The COVID-19 situation has only served to exacerbate the work and stress levels of staff by adding an additional level of complexity. Together with the current Special Rates Variation discussion within the community, and community feelings and expectations. It is suggested that a full two (2) week break for all staff will assist with a renewed enthusiasm to carry on with the Councillor group into the new year.

Details in relation to arrangements for waste services and emergency contacts during the Christmas closedown period will be provided to Councillors and will be advertised in local media and available on Council's website, Your Local News and Facebook page.

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

Closedown arrangements and emergency contacts (including waste services) for the period will be advertised through "Your Local News", Facebook, local media and available on Council's website and phone message.

2. Policy and Regulation

Nil.

3. Financial (Annual Budget & LTFP)

Nil.

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

It will be necessary for some staff to work through the closedown period to provide for emergencies, waste services, Council meetings etc.

6. Legal and Risk Management

Nil.

7. Performance Measures

Nil.

8. Project Management

Nil.

Daryl Buckingham
Chief Executive

Our Governance No. 74 Cont...

Prepared by staff member:	Elizabeth Melling
Approved/Reviewed by Manager:	Daryl Buckingham, Chief Executive
Department:	Office of the Chief Executive
Attachments:	There are no attachments for this report.

Department:	Office of the Chief Executive
Submitted by:	Acting Executive Assistant & Media
Reference:	ITEM GOV75/22
Subject:	COUNCIL DELEGATES ON COMMITTEES, EXTERNAL BOARDS & ASSOCIATIONS - Period September 2022 to September 2023

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

CSP Goal:	Leadership - Resources and advocacy of Council are aligned to support the delivery of the community vision outlined in the Community Strategic Plan.
CSP Strategy:	Services to our community are provided in an equitable, safe, professional, friendly and timely manner consistent with our corporate values.
Delivery Plan Action:	Provide sound and inclusive decisions using the Community Engagement Strategy to guide our interactions.
Operational 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 resolve the Councillors who are to be the Council delegates and sit on the Council and Community Committees for the two remaining years of Council's term of office, ending September 2024.

OFFICER'S RECOMMENDATION:

- (1) That Council determine the representation on external bodies, specific purpose committees and other associations as listed below for the proceeding twelve (12) month period, 24 September 2022 to September 2023;**

	Representation	Delegate/s January to September 2022
Specific Purpose Committees		
Audit & Risk Committee	Mayor	Mayor (observer)
Contributions/Donations Assessment Panel	Mayor + 3 Councillors + 1 Reserve Councillor	Mayor, Cr Greg Sauer, Cr Peter Murphy, Cr John Macnish, Reserve Cr Giana Saccon
Australia Day Awards Committee	Mayor + 3 Councillors + 1 Reserve Councillor	Mayor, Cr Peter Petty, Cr John Macnish, Cr Greg Sauer, Reserve Cr Kim Rhodes
Sir Henry Parkes Memorial School of Arts Joint Management Committee	Mayor + 1 Councillor	Mayor, Cr Kim Rhodes
Tenterfield Saleyards Advisory Committee	Mayor + 2 Councillors	Mayor, Cr Peter Petty, Cr Tim Bonner
Aboriginal Advisory Group	Mayor + 1 Councillor	Mayor, Cr Giana Saccon
Heritage Advisory Committee	Mayor + 2 Councillors	Mayor, Cr Kim Rhodes, Cr Tim Bonner
Disability, Inclusion & Access Advisory Committee	1 Councillor + 1 Alt Councillor	Cr Giana Saccon, Cr John Macnish (alt)
Parks, Gardens & Cultural Advisory Committee	3 Councillors	Cr Giana Saccon, Cr Geoffrey Nye, Cr Peter Murphy.
Tourism Advisory Committee	Mayor + 2 Councillor	Mayor, Cr Kim Rhodes, Cr Tim Bonner
Youth Advisory Group	Mayor + 2 Councillor	Mayor, Cr Greg Sauer, Cr Giana Saccon
External Boards, Committees &		

Our Governance No. 75 Cont...

Organisations		
Country Mayors Association	Mayor	Mayor
Arts North West	1 Councillor	Cr Kim Rhodes
Border Region Organisation of Councils (BROC)	Mayor + 1 Councillor	Mayor, Cr John Macnish
Northern Inland Regional Waste	Mayor	Mayor
North West Weight of Loads Group	1 Councillor	Cr Tim Bonner
Local Health Advisory Committee	Mayor	Mayor
Tenterfield Shire Local Traffic Committee	Mayor + 2 Councillors	Mayor, Cr Tom Peters & Cr Tim Bonner
Local Emergency Management Committee	Mayor + 1 Councillor	Mayor, Cr Tom Peters
Bushfire Management Committee	1 Councillor	Cr Tom Peters
NSW RFS Service Level Agreement Liaison Committee	Mayor + 1 Councillor	Mayor, Cr Tom Peters
Tenterfield Liquor Accord + <i>seeking clarification from Licensing Sergeant regarding devolving responsibility.</i>	1 Councillor	Cr Kim Rhodes
NSW Public Libraries Association	1 Councillor	Cr John Macnish
Granite Borders Landcare Committee Inc	1 Councillor	Cr Giana Saccon
Northern Tablelands Regional Weeds Committee	1 Councillor	Cr Tom Peters
Murray Darling Association	Executive Member + Mayor/and or Deputy Mayor	Cr Greg Sauer, Mayor, Deputy Mayor
Tenterfield FM Radio Association	1 Councillor	Cr Tom Peters
Community Safety Precinct Committee	Mayor	Mayor
Bruxner Way Joint Committee	Mayor	Mayor
Joint Regional Planning Panels	Mayor + 1 Councillor as alternative	Mayor, Cr Petty/Cr Sauer (Alt)
National Timber Councils'	1 Councillors	Cr Bronwyn Petrie
Tenterfield Heavy Vehicle Bypass Economic Enhancement Advisory Group – <i>This group is "parked" until further notice due to no funding being currently provided.</i>	All Councillors	All Councillors
Community Engagement Forums		
Our Community	Mayor + 3 Councillors	Mayor, Cr Greg Sauer, Cr Kim Rhodes, & Cr Giana Saccon
Our Economy	Mayor + 3 Councillors	Mayor, Cr Greg Sauer, Cr Kim Rhodes & Cr Giana Saccon
Our Environment	Mayor + 3 Councillors	Mayor, Cr Peter Petty, Cr Giana Saccon & Cr Tom Peters

BACKGROUND

Council delegates are usually assigned annually at the September Ordinary Council meeting.

Council resolved in January 2022 for delegates to sit on the Council and Community Committees until September 2022, as all Councillors would then have the opportunity to be a representative on Council's Committee's.

Due to the postponement of the NSW Local Government Elections until 4 December 2021, and subsequent By-elections (24 February 2022), two of the now ten Councillors were not inducted when the Committees were initially assigned.

Our Governance No. 75 Cont...

The re-visiting of the Committees Councillor representation will allow an equitable sharing across all ten Councillors and the inclusion of the later inducted Councillors.

REPORT:

Council delegates are now requested to sit on their current Committees for a period of twelve months, as per Council's usual practice, with review September 2023.

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

Community committees are an integral part of Council's community engagement and communication functions.

2. Policy and Regulation

- NSW Local Government Act 1993;
- NSW Local Government (General) Regulations 2005; and
- Tenterfield Shire Council Code of Meeting Practice.

3. Financial (Annual Budget & LTFP)

Council has made provision in its Operational Plan and Budget for the 2022/2023 Financial Year for expenses associated with the operation of the Committees/Groups/Structures listed in this report.

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

Nil.

7. Performance Measures

Nil.

8. Project Management

Nil.

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 DRAFT Committee Register
2022/2023

42
Pages

TENTERFIELD SHIRE COUNCIL



2022-2023

Committees Register

Adopted by Council: 23 February 2022 - Resolution No. 31/22

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DRAFT

1. SPECIFIC PURPOSE COMMITTEES

1.1 AUDIT & RISK COMMITTEE

Function

The purpose of the Audit & Risk Committee is to provide independent assurance and assistance to Tenterfield Shire Council on areas including: risk management, audit, governance, and external accountability responsibilities.

Responsible Officer

Chief Corporate Officer.

Meetings

To meet quarterly with one of these meetings to include review and endorsement of the annual audited financial reports and external audit opinion.

The need for any additional meetings will be decided by the Chair, though other Committee members may make requests to the Chair for additional meetings.

A forward meeting plan, including meeting dates and agenda items will be agreed by the Committee each year.

Membership

Representatives - The Mayor plus one (1) elected member of Council, plus three (3) independent external members (not members of the Council) with one to be the Chairperson. One (1) member is to be nominated from Southern Downs Regional Council as part of a reciprocal arrangement of shared services.

Non representative attendees - Chief Executive, Chief Corporate Officer, Manager Customer Services, Governance & Records and Manager of Finance & Information Technology.

Non representative invitees for specific Agenda items - NSW Audit Office, Council's external auditors, Council's internal auditor or other Council Officers may attend to provide information or by invitation of the Committee.

Councillor Representative	Chief Executive or Delegate/s
Mayor (Observer)	Chief Executive, Chief Corporate Officer
	Manager Finance & Information Technology
	Manager Customer Services, Governance & Records
	Other Council Staff – as requested – (Invitees only)
Non Council Representatives	
Qualified Independent – Chairperson – Mr Peter Sheville	
Qualified Independent – Mr Tony Harb	
Qualified Independent – Mr Andrew Page (SDRC)	
External Auditor – (Invitee)	
Internal Auditor – (Invitee)	

Refer:

- Audit & Risk Committee Charter V3.0 Res 16/19 – 27/02/19

1.2 CONTRIBUTIONS/DONATIONS ASSESSMENT PANEL

Function

The purpose of the Contributions/Donations Assessment Panel is to evaluate applications received under Section 356 from community bodies following preparation of the Operational Plan and make recommendation to Council on the disbursement of funds.

Responsible Officer

Chief Executive.

Meetings

Annually following adoption of the Operational Plan.

Membership

Representative members - The Mayor plus three (3) elected members of Council and one (1) elected member as reserve in the event that a member of the Panel is unavailable on the date selected for allocation of funds.

Non representative attendees - Chief Executive, Chief Corporate Officer, Manager Economic Development & Community Engagement

Councillor Representative	Chief Executive or Delegate/s
Mayor	Chief Executive
Cr Greg Sauer	Chief Corporate Officer
Cr Kim Rhodes	Community Development Officer
Cr John Macnish	
Reserve – Cr Giana Saccon	

Refer:

- Community Donations/Contributions Policy – Resolution 155/21 – 28 July 2021

1.3 AUSTRALIA DAY AWARDS COMMITTEE

Function

The purpose of the Australia Day Awards Committee is to consider the nominations received for Australia Day Awards and determine the winners for each category of Awards.

Responsible Officer

Chief Executive.

Meetings

Annually following closure of nominations.

Membership

Representative members - The Mayor plus three (3) elected members of Council plus one (1) elected member as reserve in the event that a member of the Panel is unavailable on the date selected for judging of the Awards.

Non representative attendees - Chief Executive.

Councillor Representative	Chief Executive or Delegate/s
Mayor	Chief Executive
Cr Peter Petty	
Cr John Macnish	
Cr Greg Sauer	
Reserve – Cr Kim Rhodes	

Refer:

- Australia Day Awards & Citizenship Ceremonies – Resolution 3/20 – 26/02/2020

**1.4 SIR HENRY PARKES MEMORIAL SCHOOL OF ARTS JOINT
MANAGEMENT COMMITTEE**

Function

The purpose of the Sir Henry Parkes Memorial School of Arts Joint Management Committee is to:

- Provide professional guidance and advice in the management of the School of Arts complex;
- Work with key managers to forge strategic and fiscal directions in keeping with the contractual and social/cultural obligations identified in existing agreements between Council and its business partners;
- Establish processes that facilitate the incremental upgrade of products and services provided by the complex, exhibition development; and
- Carry out the annual functions set out in the schedule to the Lease between the National Trust of Australia (NSW) and Tenterfield Shire Council for the Tenterfield School of Arts complex.

Responsible Officer

Chief Executive.

Meetings

To meet at least once per year or as required.

Membership

Representative members - The Mayor plus one (1) elected member of Council, plus two (2) staff members from the Tenterfield Shire Council including the Chief Executive, plus two (2) representatives of the National Trust NSW, plus two (2) representatives of the Friends of the School of Arts.

Non representative attendees/invitees for specific Agenda items – As required.

Councillor Representative	Chief Executive or Delegate/s
Mayor	Chief Executive
Cr Kim Rhodes	Arts & Cultural Officer
Non Council Representatives	
National Trust NSW – (New representative to be appointed)	
National Trust NSW – David Stewart	
Friends of the School of Arts – Peter Jeffrey	
Friends of the School of Arts – Christine Denis	
Attendees/Invitees as required – Libby Newell (Museum Adviser)	

Refer:

- Sir Henry Parkes Memorial School of Arts Joint Management Committee Terms of Reference – Resolution 58/19 – 27/03/2019

1.5 TENTERFIELD SALEYARDS ADVISORY COMMITTEE

Function

The purpose of the Tenterfield Saleyards Advisory Committee is to:

- Provide advice to Council on the development, growth and profitability of the Tenterfield Saleyards.

Responsible Officer

Chief Corporate Officer.

Meetings

To be held on the first Tuesday every three (3) months.

Membership

Representative members - The Mayor plus two (2) elected members of Council, plus three (3) financial local Livestock Agent representatives, plus one (1) stock carrier representative, plus the Secretary of the local branch of the NSW Farmers Association, plus one (1) Local Land Services (LLS) representative.

Non representative members – Chief Corporate Officer and Open Space, Regulatory & Utilities Supervisor.

Councillor Representative	Chief Executive or Delegate/s
Mayor	Chief Corporate Officer
Cr Peter Petty	Open Space, Regulatory & Utilities Supervisor
Cr Tim Bonner	
Non Council Representatives	
Financial Local Livestock Agent Representative – Steve Alford (alt Lawrie Stenzel)	
Financial Local Livestock Agent Representative – Glen Curry (alt Matt Duff or Lisa Curry)	
Financial Local Livestock Agent Representative – Ben Sharpe (alt Prue Birch)	
Stock Carrier Representative – Gary Hawkins	
Secretary – Local Branch NSW Farmers Association – Sandra Smith	
Local Land Services (LLS) Representative – Lisa Martin (alt Leanne Calthorpe or Biosecurity Officer)	

1.6 ABORIGINAL ADVISORY GROUP

Function

The purpose of the Aboriginal Advisory Committee is to:

- Promote an increased knowledge and understanding of Aboriginal culture and society in the wider community and develop the interests of Aboriginal people in the local area; and
- Advise Council on issues relating to Aboriginal people; and
- Act as a representative of Council on issues relating to the Aboriginal community.

Responsible Officer

Chief Executive.

Meetings

To be held every month (1) with at least one (1) meeting to be held annually at Jubullum Local Lands Council. (Meeting intervals under review until Dec 22 along with members)

Membership

Representative members - The Mayor plus one (1) elected member of Council, plus representatives from the Tenterfield Aboriginal & Torres Strait Islander community comprising members of the Local Aboriginal Land Council, Community Elders, Youth, and other interested community members.

Non representative members - Manager Economic Development & Community Engagement and Community Development Officer.

Non representative attendees/invitees for specific Agenda items - As required.

Councillor Representative	Chief Executive or Delegate/s
Mayor	Chief Executive
Cr Giana Saccon	Community Development Advisor
Non Council Representatives	
Community Representative - Ronella (Dolly) Jerome (Elder)	
Community Representative - Dianne Duroux (Elder - New Joint CEO)	
Community Representative - Helen Duroux (Fire to Flourish)	
Community Representative - Cheryl Duroux (Chairperson - MALC)	
Community Representative - Shahan McIntosh (New Joint CEO MALC)	
Community Representative - Roxanne Bancroft-Stuart (Tenterfield High School)	
Community Representative - David Reynolds	
Community Representative - Cedric Walker (Jubullum)	
Community Representative - Angie Collins (Jubullum)	
Community Representative - Joan Bell (Jubullum)	

Refer: Aboriginal Recognition and Protocol - Resolution 164/19 - 28/08/2019

1.7 HERITAGE ADVISORY COMMITTEE

Function

The purpose of the Heritage Advisory Committee is to:

- Facilitate and participate in the gathering of information in relation to all known and possible heritage items within the Shire; and
- Correlation of all information gathered and evaluated during the identification process into a usable document; and
- Provide Council with expert local advice in relation to heritage matters; and
- Assess applications for Heritage Assistance Funding and recommend to Council.

Responsible Officer

Chief Corporate Officer.

Meetings

To be held every three (3) months.

Membership

Representative members - The Mayor plus two (2) elected members of Council, plus one (1) representative from the Local Aboriginal Land Councils, plus three (3) community representatives knowledgeable about rural heritage in Tenterfield Shire, plus one (1) representative knowledgeable about urban Tenterfield heritage, plus one (1) representative from the Tenterfield Historical Society, plus one representative from the Tenterfield Chamber of Tourism, Industry & Business, plus one representatives from the local villages as they self-nominate.

Non representative members - Chief Corporate Officer and Manager Planning & Development Services.

Non representative attendees/invitees for specific Agenda items - As required.

Councillor Representative	Chief Executive or Delegate/s
Mayor	Chief Corporate Officer
Cr Kim Rhodes	Manager Planning & Development Services
Cr Tim Bonner	
Non Council Representatives	
Local Aboriginal Land Councils Representative – Moombahlene	
Urban Heritage - Community Representative – Val Melling	
Tenterfield Historical Society Representative – Daphne Struck (Alternate)	
Tenterfield Chamber of Tourism, Industry & Business - Representative	
Village Representatives - Eleanor Ramsay; Joh Griffiths (alt Glen Lamb)	
Tenterfield Family History Group Representative – Kay Hurtz (President)	
Tenterfield Railway Station Preservation Society – Sandra Wilson	

1.8 DISABILITY, INCLUSION & ACCESS ADVISORY COMMITTEE

Function

The purpose of the Disability, Inclusion & Access Advisory Committee is to review the Disability Action Plan, review progress towards the Disability Action Plan's actions and to make recommendations and provide feedback to Tenterfield Shire Council.

Responsible Officer

Chief Executive.

Meetings

To be held quarterly.

Membership

Representative members - One (1) elected member of Council (and one (1) alternative elected member of Council), plus ten (10) community members.

Non representative members - Manager Economic Development & Community Engagement, Engineering Officer and Community Development Officer.

Non representative attendees/invitees for specific Agenda items - As required.

Councillor Representative	Chief Executive or Delegate/s
Cr Giana Saccon	Community Development Advisor
Cr John Macnish	Engineering Officer
Non Council Representatives	
Community Representative - Michael Harris	
Community Representative - Diana Giles	
Community Representative - Barbara Smith	
Community Representative - Benjamin Roberts	
Community Representative - Greg Graham	

Refer:

- Disability Inclusion Action Plan - Resolution 61/17 - 24/05/2017

1.9 PARKS, GARDENS AND CULTURAL ADVISORY COMMITTEE

Function

The purpose of this Committee is to provide recommendations and advice on Council strategy to enhance our natural and urban environment, as well as advising Council on the opportunities, management, installation and promotion of Arts and Cultural Activities, Strategy and Public Art across the Shire.

Responsible Officer

Chief Corporate Officer.

Meetings

Every four (4) months or as required.

Membership

Representative members – Three (3) elected members of Council, plus seven (7) community members.

Non representative members - Chief Corporate Officer, Open Space, Regulatory & Utilities Supervisor and Community Development Advisor. Chief Executive to attend as required.

Non representative attendees/invitees for specific Agenda items – As required.

Councillor Representative	Chief Executive or Delegate/s
Cr Giana Saccon	Chief Corporate Officer
Cr Geoffrey Nye	Open Space, Regulatory & Utilities Supervisor
Cr Peter Murphy	Manager Arts Culture & Library Services
Non Council Representatives	
Community Representative – Tenterfield – Kerrie Andrew	
Community Representative – Tenterfield – Ruth Rutherford	
Community Representative – Tenterfield – Jan Evans	
Community Representative – Tenterfield – Colleen Knight	
Community Representative – Tenterfield – Carmel Higgins	
Community Representative – Raylee Delaney	
Community Representative – Gail Henryson	
Community Representative – Liston – Jeff McKillop	
Community Representative – Legume – Glen Lamb	
Community Representative – Urbenville	
Community Representative – Torrington	
Community Representative – Drake	
Community Representative – Jennings	

Refer:

- Parks, Gardens and Open Spaces Advisory Committee – Resolution 124/17 – 26/07/2017
- Parks, Gardens and Open Spaces Advisory Committee – Resolution 224/17 – 25/10/2017
- Parks, Gardens and Open Spaces Advisory Committee – Resolution 264/17 – 20/12/2017

Refer:

- Arts and Culture Advisory Committee – Resolution 124/17 – 26/07/2017
- Arts and Culture Advisory Committee – Resolution 224/17 – 25/10/2017

1.10 TOURISM ADVISORY COMMITTEE

Function

The purpose of the Tourism Advisory Committee is to provide recommendations and advice to Council on strategies to enhance the development of tourism opportunities within the whole of the Tenterfield Shire.

Responsible Officer

Chief Executive.

Meetings

Quarterly.

Membership

Representative members – Mayor plus one (1) elected member of Council, plus one (1) representative from the Caravan Association or Motor Home Industry, one (1) representative from NSW National Parks & Wildlife Service, four (4) representatives from tourism based enterprises – these representing the northern, southern, eastern and western areas of the Shire, one (1) representative from each of the major Council events (Bavarian Beer Festival, Oracles of the Bush, Peter Allen Festival), one (1) representative from the Tenterfield Show Society and one (1) representative from the Tenterfield Chamber of Tourism, Industry & Business.

Non representative members - Manager Economic Development & Special Projects.

Non representative attendees/invitees for specific Agenda items – As required.

Councillor Representative	Chief Executive or Delegate/s
Mayor	Manager Economic Development & Community Engagement
Cr Kim Rhodes	Tourism Officer
Cr Tim Bonner	
Non Council Representatives	
Caravan Association or Motor Home Industry Representative – Di O'Connor	
NSW National Parks & Wildlife Service Representative – Mick Lieberman	
Tourism Based Enterprise Representative (North) – Stuart Bell	
Tourism Based Enterprise Representative (South) –	
Tourism Based Enterprise Representative (East) –	
Tourism Based Enterprise Representative (West) –	
Bavarian Beer Festival Representative – President of Tenterfield Rotary	
Oracles of the Bush Representative – Carolynne Newman	
Tenterfield Show Society Representative – Vacant	
Tenterfield Chamber of Tourism, Industry & Business – President of TCTIB	

1.12 YOUTH ADVISORY GROUP

Function

The Tenterfield Youth Advisory Committee presents the views of Shire youth to Tenterfield Shire Council and the wider community, ensuring that young people are given a voice at Local Government level to advocate on issues that affect young people in our Shire. Youth Advisory committee members will be involved in community projects, will support youth related activities and programs and will be an advocate for young people within our Shire.

Responsible Officer

Chief Executive.

Meetings

Quarterly. Meeting more frequently with the youth.

Membership

Representative members – Mayor plus two (2) elected members of Council.

Non representative members - Manager Economic Development & Special Projects.

Non representative attendees/invitees for specific Agenda items – As required.

Councillor Representative	Chief Executive or Delegate/s
Mayor	Manager Economic Development & Special Projects
Cr Greg Sauer	Community Development Advisor
Cr Giana Saccon	
Non Council Representatives	
Student Support Officer	
Student	
Student	UNDER REVIEW
Student	
Student	
Student	
Student	
Student	
Roxanne Bancroft-Stuart – THS	

2. EXTERNAL BOARDS, COMMITTEES & ORGANISATIONS

2.1 COUNTRY MAYORS ASSOCIATION

Function

A lobby group acting on behalf of rural councils from throughout New South Wales. Additionally serves as a forum to discuss common issues, challenges and approaches.

Responsible Officer

Chief Executive.

Meetings

Quarterly.

Membership

Councils from throughout NSW.

Representation

Mayor and Chief Executive.

Councillor Representative	Chief Executive or Delegate/s
Mayor	Chief Executive

?? ARTS NORTH WEST – STRATEGIC ADVISORY COUNCIL

Function

To provide the communities of the North West with a common approach and direction that enables strategic development of the arts and culture.

Responsible Officer

Chief Executive.

Meetings

Twice Annually – May and November.

Membership

Councils from throughout the North West area.

Representation

One Councillor Representative

Councillor Representative	Chief Executive or Delegate/s
Cr Kim Rhodes	Nil

2.2 BORDER REGION ORGANISATION OF COUNCILS (BROC)

Function

Discuss and share information with other border Councils. Participate in projects where applicable and relevant. Lobby group to State Governments (Queensland and New South Wales).

Responsible Officer

Chief Executive.

Meetings

Quarterly.

Membership

Consists of the following ten (10) Councils.

Gwydir Shire Council	Moree Plains Shire Council
Tenterfield Shire Council	Inverell Shire Council (current Executive)
Southern Downs Regional Council	Goondiwindi Regional Council
Balonne Shire Council	Bulloo Shire Council
Walgett Shire Council	Paroo Shire Council

Representation

Mayor plus one (1) Councillor, plus the Chief Executive.

Councillor Representative	Chief Executive or Delegate/s
Mayor	Chief Executive (or nominee)
Cr John Macnish	

2.3 NORTHERN INLAND REGIONAL WASTE

Function

A voluntary Local Government Networking Group established to specifically address waste management issues on a regional level.

Responsible Officer

Chief Operating Officer.

Meetings

Quarterly.

Representation

Mayor plus one (1) Councillor, plus Manager Water & Waste.

Councillor Representative	Chief Executive or Delegate/s
Mayor	Manager Water & Waste

2.4 NORTH WEST WEIGHT OF LOADS GROUP

Function

To preserve the road system asset and promote road safety, by encouraging heavy vehicles to comply with weight regulations on local and classified roads.

Administered by Moree Plains Shire Council.

Responsible Officer

Director Infrastructure.

Meetings

As required.

Membership

Consists of the following eight (8) Councils.

Moree Plains Shire Council	Dubbo Regional Council
Glen Innes Severn Shire Council	Gunnedah Shire Council
Inverell Shire Council	Narrabri Shire Council
Warrumbungle Shire Council	Tenterfield Shire Council

Representation

One (1) Councillor and relevant staff as required.

Councillor Representative	Chief Executive or Delegate/s
Cr Tim Bonner	Director Infrastructure (or nominee)

Refer:

Resolution 88/20 – 27 May 2020

2.5 LOCAL HEALTH ADVISORY COMMITTEE

Function

To consider issues relating to the provision of health and hospital services in the area.

The Local Health Advisory Committee:

- Identifies and raises health issues of local concern;
- Provides community input into ongoing Hunter New England Health planning and service development;
- Nominates community representatives for Hunter New England consultative groups;
- Provides a community perspective on health issues rather than the views of individuals;
- Provides information on health issues to the community, and
- Encourages consumer advocacy and consumer perspective in public health care and development.

Responsible Officer

Chief Executive.

Meetings

Monthly.

Representation

Mayor and relevant staff as required.

Councillor Representative	Chief Executive or Delegate/s
Mayor	Community Development Advisor

2.6 TENTERFIELD SHIRE LOCAL TRAFFIC COMMITTEE

Function

Council is required to establish a Local Traffic Committee as a condition for the delegation of Roads & Maritime Services (RMS) traffic powers.

Responsible Officer

Chief Operating Officer.

Meetings

Every second month.

Representation

Mayor plus two (2) Councillors, Director Infrastructure and relevant staff as required.

Councillor Representative	Chief Executive or Delegate/s
Mayor	Director Infrastructure
Cr Peter Petty	
Cr Tom Peters	

2.7 LOCAL EMERGENCY MANAGEMENT COMMITTEE

Function

A Local Emergency Management Committee (LEMC) is responsible for the preparation of plans in relation to the prevention of, preparation for, response to and recovery from emergencies in the Local Government area for which it is constituted and in the exercise of its functions. Any such Committee reports to the relevant District Emergency Management Committee.

Responsible Officer

Chief Executive.

Meetings

Quarterly.

Representation

Mayor plus one (1) Councillor and Chief Executive and relevant staff as required.

Councillor Representative	Chief Executive or Delegate/s
Mayor	Chief Executive
Cr Tom Peters	

2.8 BUSHFIRE MANAGEMENT COMMITTEE

Function

To oversee delivery of the Rural Fire Service within the Tenterfield Shire and to discharge Council's role under the Bush Fires Act and Local Government Act.

Responsible Officer

Chief Executive.

Meetings

Quarterly

Representation

One (1) Councillor and relevant staff member.

Councillor Representative	Chief Executive or Delegate/s
Cr Tom Peters	Chief Executive (or nominee)

2.9 NSW RFS SERVICE LEVEL AGREEMENT LIAISON COMMITTEE

Function

To consider the Rural Fire Service' strategic plan achievements and projects for the following year.

Responsible Officer

Chief Executive.

Meetings

Annual.

Representation

Mayor plus one (1) Councillor and Chief Executive.

Councillor Representative	Chief Executive or Delegate/s
Mayor	Chief Executive (or nominee)
Cr Tom Peters	

2.10 TENTERFIELD LIQUOR ACCORD

Function

To develop and oversee the rules, regulations and requirements of Licensed premises that have joined the Liquor Accord Committee.

Responsible Officer

Chief Executive.

Meetings

Twice a year.

Representation

One (1) Councillor and Community Development Officer.

Councillor Representative	Chief Executive or Delegate/s
Cr Kim Rhodes	Community Development Officer

Seeking clarification from Licensing Sergeant regarding Council devolving responsibility of this Committee.

2.11 NSW PUBLIC LIBRARIES' ASSOCIATION

Function

The key functions of the Association are:

- Lobbying and advocacy – through all levels of government to improve library services;
- Building strategic partnerships – libraries establishing relationships with local, state and national organisations;
- Professional development on an individual and collective basis.

Responsible Officer

Chief Executive.

Meetings

Twice per year – Full Meeting (elected representative)

Twice per year – Zone Manager's Meeting (staff member)

Representation

One (1) Councillor and Senior Librarian.

Councillor Representative	Chief Executive or Delegate/s
Cr John Macnish	Senior Librarian (or nominee)

2.12 GRANITE BORDERS LANDCARE COMMITTEE INC

Function

Granite Borders Landcare became incorporated in 1997 in response to the community's desire to co-ordinate Landcare activities in the area. The Committee is a cross border, cross catchment umbrella group representing over 45 Landcare groups, three (3) Local Government organisations and numerous schools and individual community members across the region.

Responsible Officer

Chief Corporate Officer.

Meetings

Quarterly.

Membership

Southern Downs Regional Council (QLD)	Tenterfield Shire Council (NSW)
Glen Innes Severn Shire Council (NSW)	

Representation

One (1) Councillor and relevant staff member.

Councillor Representative	Chief Executive or Delegate/s
Cr Giana Saccon	Chief Corporate Officer (or nominee)

2.13 NORTHERN TABLELANDS REGIONAL WEEDS COMMITTEE

Function

Promotes a regional approach to management of noxious and other environmental weeds by bringing together all local and state government organisations and other bodies involved in land management throughout the New England Region of NSW.

Responsible Officer

Chief Corporate Officer.

Meetings

Quarterly.

Membership

Northern Tablelands Local Land Services
NSW Department of Primary Industries
Local Control Authorities: (Glen Innes Severn, Inverell, Tenterfield Shire Councils)
County Councils: (New England Weeds Authority)
National Parks & Wildlife Service
NSW Farmers
Aboriginal Land Council
Environmental Interest (or similar organisation)
Crown Lands Department
Roads & Maritime Services
Landcare

Representation

One (1) Councillor and Weeds Officer.

Councillor Representative	Chief Executive or Delegate/s
Cr Tom Peters	Weeds Officer

2.14 MURRAY DARLING ASSOCIATION

Function

A healthy Murray Darling Basin supports thriving communities, economic development and sustainable productivity with the purpose of the Murray Darling Association being to provide effective representation of local government and communities at state and federal level in the management of Basin resources by providing:

- information
- facilitating debate
- seeking to influence government policy.

Responsible Officer

Chief Executive.

Meetings

Region 11 Meetings as required.

Annual Murray Darling Association Conference

Membership

Stakeholders include Commonwealth, State and Local Government, natural resource management organisations, agricultural and business industry associations, and the general community.

Representation

Mayor and/or Deputy Mayor plus any one (1) Councillor as alternative if the Mayor or Deputy Mayor are unavailable. From Council's 3 delegates, Council only endorse 1 to be on the Executive Committee.

Councillor Representative	Chief Executive or Delegate/s
Mayor	Chief Executive (or nominee)
Cr Greg Sauer Executive Committee Member	
Cr Deputy Mayor	

Refer: Res 93/18 – 23/05/18
Res 151/18 – 25/07/18
Res 61/20 – 22/4/20

2.15 TENTERFIELD FM RADIO ASSOCIATION

Function

To oversee the operation of the local Tenterfield radio station Ten FM. The Committee extends an invitation for one (1) Councillor to attend.

Responsible Officer

Chief Executive.

Meetings

Monthly.

Representation

One (1) Councillor.

Councillor Representative	Chief Executive or Delegate/s
Cr Tom Peters	Nil.

2.16 COMMUNITY SAFETY PRECINCT COMMITTEE

Function

Regional forum for Mayors, local State Member and Police Sergeant to discuss community safety and crime rates/issues.

Responsible Officer

Chief Executive.

Meetings

Quarterly.

Representation

Mayor.

Councillor Representative	Chief Executive or Delegate/s
Mayor	Nil

2.17 BRUXNER WAY JOINT COMMITTEE

Function

The objectives of the Bruxner Way Joint Committee are to lobby for the upgrade of the Bruxner Way from Tenterfield to the Queensland border at Boggabilla.

The Joint Committee comprises representatives from Tenterfield Shire Council, Moree Plains Shire Council, Gwydir Shire Council and Inverell Shire Council.

Responsible Officer

Chief Executive.

Meetings

Quarterly.

Representation

Mayor and Chief Executive.

Councillor Representative	Chief Executive or Delegate/s
Mayor	Chief Executive

2.18 JOINT REGIONAL PLANNING PANELS

Function

The Joint Regional Planning Panels were introduced in NSW on 1 July 2009 to strengthen decision making on regionally significant development applications and certain other planning matters.

The Joint Regional Planning Panels and the Sydney Planning Panels are independent bodies representing the Crown and are not subject to the direction of the Minister, except on matters relating to planning panel procedures.

Responsible Officer

Chief Corporate Officer.

Meetings

As required.

Representation

Mayor and Deputy Mayor plus one (1) elected representative as the alternative.

Councillor Representative	Chief Executive or Delegate/s
Mayor	Chief Corporate Officer
Cr Peter Petty	Manager Planning & Development Services
Cr Greg Sauer	

Refer: Res 92/18 – 23/05/2018

2.19 NATIONAL TIMBER COUNCILS' ASSOCIATION

Function

The National Timber Councils' Association aims to promote vibrant, resilient communities, maintain regional investment, employment opportunities and responsible environmental practices and provide local government with access to information regarding forest policy development and implementation and keep councils informed of developments at Federal and State Government levels.

Responsible Officer

Chief Executive.

Meetings

As required.

Representation

One (1) elected representative.

Councillor Representative	Chief Executive or Delegate/s
Cr Bronwyn Petrie	Chief Executive

Refer: Res 176/18 – 22/08/2018

2.20 TENTERFIELD HEAVY VEHICLE BYPASS ECONOMIC ENHANCEMENT
ADVISORY GROUP (*Group Parked due to insufficient funding*)

Function

Developing advice and strategies to ensure a vibrant economic future for the town and community of Tenterfield.

Responsible Officer

Chief Executive.

Meetings

Monthly (as required)

Membership

Tenterfield Shire Council (NSW)	
Transport for NSW(Regional)	

Representation

All Councillors and relevant staff members as required.

Councillor Representative	Chief Executive or Delegate/s
All Councillors (10)	Chief Executive (or nominee)
Community Representative – Ms Beate Sommer	Relevant Staff as required
Community Representative – Mr Chris Moon	
Tenterfield Chamber of Tourism Industry and Business - Representative	Kristen Lovett
Tenterfield Chamber of Tourism Industry and Business – Representative	Peter Hay

3. COMMUNITY ENGAGEMENT FORUMS

3.1 OUR SOCIETY – COMMUNITY ENGAGEMENT FORUM

Function

To act as Council's initial point of contact for community engagement and feedback on all issues relating to:

- Sporting and Recreation;
- Parks, Gardens and Public Space;
- Arts, Culture and Creativity;
- Children, Youth and Families;
- Community Health and Safety;
- Community Transport;
- Local Events and Entertainment.

The group will provide an engagement forum for discussions with the community (and feedback) on the delivery of the Community Strategic Plan and Council's Delivery Program for all of these service areas.

Responsible Officer

Chief Executive.

Meetings

Six monthly.

Representation

Mayor and three (3) Councillors.

Councillor Representative	Chief Executive or Delegate/s
Mayor	Chief Executive
Cr Greg Sauer	Chief Corporate Officer
Cr Kim Rhodes	Manager Economic Development & Special Projects
Cr Giana Saccon	Manager Planning & Development Services
	Community Development Advisor
Community Representatives	
Nil - Public Meetings	

3.2 OUR ECONOMY – COMMUNITY ENGAGEMENT FORUM

Function

To act as Council's initial point of contact for community engagement and feedback on all issues relating to:

- Economic Growth and Job Creation;
- Tourism and Promotion;
- Major Events.

The group will provide an engagement forum for discussions with the community (and feedback) on the delivery of the Community Strategic Plan and Council's Delivery Program for all of these service areas.

Responsible Officer

Chief Executive.

Meetings

Six monthly.

Representation

Mayor and three (3) Councillors.

Councillor Representative	Chief Executive or Delegate/s
Mayor	Chief Executive
Cr Kim Rhodes	Manager Economic Development & Special Projects
Cr Giana Saccon	Chief Corporate Officer
Cr Greg Sauer	Director Infrastructure
	Tourism & Marketing Officer
	Manager Planning & Development
Community Representatives	
Nil - Public Meetings	

3.3 OUR ENVIRONMENT – COMMUNITY ENGAGEMENT FORUM

Function

To act as Council's initial point of contact for community engagement and feedback on all issues relating to:

- Environmental Management;
- Noxious Weeds Control;
- Waste Management and Recycling;
- Natural Resource Management.

The group will provide an engagement forum for discussions with the community (and feedback) on the delivery of the Community Strategic Plan and/ Council's Delivery Program for all of these service areas.

Responsible Officer

Chief Executive

Meetings

Six monthly.

Representation

Mayor and three (3) Councillors.

Councillor Representative	Chief Executive or Delegate/s
Mayor	Chief Executive
Cr Peter Petty	Manager Economic Development & Special Projects
Cr Giana Saccon	Director Infrastructure
Cr Tom Peters	Chief Corporate Officer
	Manager Water & Waste
	Weeds Officer
	Manager Planning & Development
Community Representatives	
Nil – Public Meetings	

Version	Date	Modified by	Details
V.1	22/2/17	Council	Res No. 12/17
V.2	27/9/17	Council	Res No. 190/17
V.3	26/9/18	Council	Res No. 196/18
V.4	24/6/20	Council	Res No. 106/20

Department:	Office of the Chief Corporate Officer
Submitted by:	Manager Finance & Technology
Reference:	ITEM GOV76/22
Subject:	FINANCE & ACCOUNTS - PERIOD ENDED 31 AUGUST 2022

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY

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

OFFICER'S RECOMMENDATION:

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

That Council write off \$1,050.38 for Urbenville Showground water account.

BACKGROUND

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

REPORT:

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

(a) Reconciliation of Accounts

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

Cash Book Balances on this date were as follows:-

General (Consolidated)	\$ 31,199,895.15	Credit
General Trust	\$ 382,340.85	Credit

(b) Summary of Investments

Our Governance No. 76 Cont...

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

Concealed Water Leakage Concession Policy Update

For the month of August 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 13 applications for 603 Certificates in August 2022.

In the calendar year to date, there have been 236 applications compared to 321 applications for the same period last year.

Write Off Rates, Charges and Accrued Interest

During the course of the year a meeting was held between the Chief Executive and representatives of the Urbenville Showground regarding an ongoing historic issue associated with the billed water supply.

The issue relates to an amount of \$1050.38 which has been in dispute between Council and Urbenville Showground relating to water usage/water leakage and or a combination of both since 2017. No interest has been charged on this amount as it was a contentious issue.

In the past Council has already written off significant amount of money for this account holder, please refer to Council resolution 29/16 on 24 February 2016 (attached). In addition, a further Concealed Leak Concession was granted in 2019 in reference to consumption based on 2017 water meter reading.

In view of this and pursuant to Section 567 and 607 of the Local Government Act 1993 and clause 130-131 of the Local Government (General) Regulation it is recommended to write off the amount of \$1050.38. It is important to note that this write off is a final write off for the Urbenville Showground and that Urbenville Showground is liable to pay for any other amounts associated with its account and no further write off will be provided unless evidently supported by the water account holder and an inspection conducted by Council officer. Any further requests will need to comply with Council Concealed Water Leakage Concession Policy.

Our Governance No. 76 Cont...

Cash and Investments – Detailed Analysis of External Restrictions

RESTRICTED CASH ANALYSIS	AS AT 31 AUGUST 2022	AS AT 30 JUNE 2022
TOTAL CASH & INVESTMENTS	\$37,582,236	\$37,107,638
EXTERNALLY RESTRICTED CASH	\$31,276,193	\$31,625,799
<i>INCLUDED IN GRANT RELATED (EXCL DEVELOPER CONTRIBUTIONS)</i>	\$12,188,205	\$14,401,703
GRANT-RELATED - GENERAL (EXCL DEVELOPER CONTRIBUTIONS AND RFS RESERVES)	\$11,097,372	\$13,785,826
GRANT-RELATED - WATER (EXCL DEVELOPER CONTRIBUTIONS)	\$792,470	\$615,877
GRANT-RELATED - SEWER (EXCL DEVELOPER CONTRIBUTIONS)	-	-
GRANT-RELATED - WASTE (EXCL DEVELOPER CONTRIBUTIONS)	\$298,363	-
GRANT-RELATED - STORMWATER (EXCL DEVELOPER CONTRIBUTIONS)	-	-
BRUXNER WAY WIDENING	-	-
<i>INCLUDED IN DEVELOPER CONTRIBUTIONS</i>	\$508,880	\$467,232
DEVELOPER CONTRIBUTIONS - GENERAL	\$385,748	\$347,608
DEVELOPER CONTRIBUTIONS - WATER	\$37,565	\$37,565
DEVELOPER CONTRIBUTIONS - SEWER	\$41,455	\$41,455
DEVELOPER CONTRIBUTIONS - WASTE	\$40,103	\$36,595
DEVELOPER CONTRIBUTIONS - STORMWATER	\$4,009	\$4,009
<i>INCLUDED IN RFS RESERVES</i>	\$72,557	\$92,098
RFS RESERVES	\$72,557	\$92,098
<i>INCLUDED IN CASH AT BANK AND INVESTMENT LEFTOVERS (AFTER EXCL GRANT RELATED, DC AND RFS ABOVE)</i>	\$18,506,551	\$16,664,766
WATER	\$2,540,184	\$2,180,603
SEWER	\$6,272,375	\$5,703,375
WASTE	\$8,345,479	\$7,372,548
STORMWATER	\$966,172	\$1,025,899
TRUST FUND	\$382,341	\$382,341
INTERNAL RESTRICTIONS		
PLANT AND VEHICLE REPLACEMENT	-	-
EMPLOYEES LEAVE ENTITLEMENTS	-	-
SPECIAL PROJECTS	-	-
UNRESTRICTED FUNDS	\$6,306,043	\$5,481,839

Our Governance No. 76 Cont...

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.

Daryl Buckingham
Chief Executive

Prepared by staff member:	Roy Jones
Approved/Reviewed by Manager:	Daryl Buckingham, Chief Executive
Department:	Office of the Chief Corporate Officer
Attachments:	1 Attachment 1 - Investment report 31 August 2022 2 Attachment 2 - Report Urbenville Showground 24 February 2016 3 Attachment 3 - Council Resolution Urbenville Showground Water Issue.

TENTERFIELD SHIRE COUNCIL - SUMMARY OF INVESTMENTS 31 AUGUST 2022

Financial Institution	Issuer Rating	Investment Term	Maturity Date	Interest Rate	Amount	Percentage Exposure
NAB	AA-	90 Days	26/Sep/22	2.25%	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	26/Sep/22	2.44%	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/Oct/22	2.64%	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.

COUNCIL

24 FEBRUARY 2016

(ITEM ENG2/16) WATER SUPPLY TO URBENVILLE SHOWGROUND AND BOWLING CLUB

REPORT BY: Stephen Bell, Director Engineering Services

SUMMARY

The purpose of this report is for Council to consider the ongoing supply of water to the Urbenville Reserve Trust (Showground), Urbenville Bowling Club and a private residential property, all of which are located within the jurisdiction of Kyogle Shire Council.

BACKGROUND

Council supplies water to Urbenville Showground with a downstream meter supply to Urbenville Bowling Club. The meter for the supply is located on the Urbenville side of Beaury Street Bridge, which is located within the jurisdiction of Tenterfield Shire Council. The downstream meter is located at Urbenville Bowling Club (within Kyogle Shire Council). There is also a metered supply point on the Urbenville side of the bridge servicing a private property located in the Kyogle Local Government Area.

There is a long history of issues associated with this water supply.

The below diagram shows the location of the three meters and approximate location of the water supply lines between the meters and the usage area. Tenterfield Shire Council is responsible for the supply of water to the master meter (meters 1 and 2 on the below diagram). It is the responsibility of the master meter holder for any breakages or leaks downstream of that meter.



COUNCIL

24 FEBRUARY 2016

Director of Engineering Services Report No. 2 Cont...

At its 23 September 2015 Ordinary Meeting, Council considered a report on the above matter. It was resolved at Item ENG28/15 that:

"Water Supply to Urbenville Showground and Bowling Club, be deferred to the next Ordinary Council meeting so that Mayors and staff can discuss more fully".

Unfortunately, it proved difficult to schedule a meeting between the Mayors and relevant staff of Kyogle Shire Council and Tenterfield Shire Council in 2015. Accordingly, a telephone conference was convened on 12 January 2016, to discuss the matter.

RELEVANCE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Key Priority Focus Area 2 – Our Infrastructure

CURRENT POSITION

In the past there have been numerous breakages in the line between the meter and Urbenville Bowling Club. For example, in 2011 Tenterfield Shire Council wrote off \$14,372.40 in water consumption fees (resolution 312/11) due to a break in the line within the showground area. Around this time, Tenterfield Shire Council supplied new poly pipe free of charge to the Reserve Trust, for installation by the Trust, for the purpose of replacing the section of broken pipe.

In 2015 there was another break (identified by Council's Urbenville Operator when he noticed high consumption at the reservoir) in the vicinity of the bridge.

In response, Council received a letter from the Trust (dated 10 June 2015) stating that they do not believe they should be responsible for water leaks outside of the showground boundary. The Trust also insist that the supply meter be relocated to the junction where the water branches to the showground amenities.

In a letter from the Trust dated 15 July 2015, Council has been advised the Trust has now installed the replacement pipe (supplied back in 2011/2012) and are now ready for Council to make the connection. In response to the Trust letter, a site inspection was carried out by Council's Engineering staff on 14 August 2015. This inspection revealed that there is still further work to be carried out by the Trust and/or Bowling Club before Council can make the connection to the Bowling Club meter.

Council has a formal water supply agreement with Kyogle Council for supply of water to Muli Muli and Woodenbong (referred to as Urbenville Muli Muli Woodenbong Water Supply or UMMWS).

On 12 January 2016, the Mayor, Peter Petty and Council's Director Engineering Services, Stephen Bell, held a teleconference with counterparts from Kyogle Shire Council. The following was discussed as a way to resolve the matter for the benefit of all stakeholders:

1. The objectives are:

- a) To ensure that all three customers have water meters located within their respective property boundaries as required by the Local Government (General) Regulation; and
- b) That the service pipelines up to each meter are of material and size acceptable to Tenterfield Shire Council (TSC); and

COUNCIL

24 FEBRUARY 2016

Director of Engineering Services Report No. 2 Cont...

- c) That after completion of the works the responsibility for water leaks is clearly delineated as being at the point of connection of each separate meter to avoid future disputes.
2. TSC continue to treat all three properties as TSC customers, with TSC continuing to be responsible for the service pipelines, once they are upgraded to the appropriate standard and the meters relocated to each property and for levying the annual connection and water consumption charges;
3. That Kyogle Shire Council (KSC) shares the costs of installation of the new meters and required upgrades to the service pipelines to achieve the objectives outlined above;
4. That the work be undertaken in line with the existing cost sharing arrangements for capital works identified in the Urbenville Muli Muli Woodenbong Water Supply Agreement (i.e. 50/50 funding split).

To meet the objectives, the following actions would be put in place:

1. The Water Managers from Tenterfield and Kyogle Councils and their field staff scope the project and agree to the extent of works and materials to rectify the current water supply problems;
2. A budget estimate be prepared for the works;
3. The Water Managers from Tenterfield and Kyogle agree to the budget estimate and confirm availability of their respective 50% share of the costs;
4. The Water Managers from Tenterfield and Kyogle Councils agree who will undertake the works;
5. Works be programmed and completed, with Tenterfield Shire Council staff to inspect and verify construction is to required construction standard.

GOVERNANCE/POLICY IMPLICATIONS

Nil.

LEGAL IMPLICATIONS

Council should not be working on water infrastructure within another LGA unless by agreement with that LGA.

ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

Nil.

SOCIAL SUSTAINABILITY IMPLICATIONS

The Urbenville Showground and Urbenville Bowling Club are important facilities for the Urbenville Community.

FINANCIAL IMPLICATIONS

The Urbenville Reserve Trust is currently charged an availability charge of \$87 per annum as a Voluntary and Charitable Organisation. The Urbenville Bowling Club is charged an availability charge of \$656.96 as well as trade waste and sewer availability.

COUNCIL

24 FEBRUARY 2016

Director of Engineering Services Report No. 2 Cont...

The private residence is not currently charged availability for this connection. All three properties are located entirely within the Kyogle Council Local Government Area, with Kyogle Council levying land rates for each property. Standard water connection and water consumption charges would be levied by Tenterfield Council.

Council has supplied the replacement pipe and written off previous consumption bills for Urbenville Reserve Trust.

The line from the meter (including across the bridge) to the new pipe is agricultural poly pipe and likely to have more leaks and failures in coming years. There will be considerable expense associated with replacing this section of pipe. However, if the actions as identified in this report are adopted, both TSC and KSC will share the costs.

POSSIBLE OPTIONS/ALTERNATIVE SOLUTIONS

Continue with business as usual.

CONCLUSION

On 12 January 2016, the Mayor, Peter Petty and Council's Director Engineering Services, Stephen Bell, held a teleconference with counterparts from Kyogle Shire Council to resolve the issues associated with supply of water to the three properties located within Kyogle Shire Council. The teleconference was held in a positive spirit, with agreement that the matter needed to be resolved for the benefit of all stakeholders.

The proposal outlined in this report is the easiest and least expensive solution to address the problems experienced in the past, without the need to review the existing Water Supply Agreement. The proposal will also serve to reinforce the existing partnership approach to the water supply, which was the original intent of the Water Supply Agreement, and is certainly the case in the day to day operation and maintenance of the system.

RECOMMENDATION

- (1) That the Director Engineering Services' report entitled "*Water Supply to Urbenville Showground and Bowling Club*" be received and noted; and further
- (2) That in order to address the problems experienced in the past with the supply of water to three properties located within Kyogle Shire Council, the following actions be put in place:
 - a) All three customers have water meters located within their respective property boundaries as required by the Local Government (General) Regulation;
 - b) The service pipelines up to each meter be upgraded to a material and size acceptable to Tenterfield Shire Council;
 - c) After completion of the works, the responsibility for water leaks is clearly delineated as being at the point of connection of each separate meter to avoid future disputes;
 - d) Tenterfield Shire Council continue to treat all three properties as customers, with Tenterfield Shire Council continuing to be responsible for the service pipelines, once they are upgraded to the appropriate standard and the

COUNCIL

24 FEBRUARY 2016

Director of Engineering Services Report No. 2 Cont...

meters relocated to within each property and for levying the annual connection and water consumption charges;

- e) Kyogle Shire Council shares the costs of installation of the new meters and required upgrade to the service pipelines to achieve the objectives outlined above;
- f) That the work be undertaken in line with the existing cost sharing arrangements for capital works identified in the Urbenville Muli Muli Woodenbong Water Supply Agreement (i.e. 50/50 funding split).

ATTACHMENTS

There are no attachments for this report.

MINUTES OF ORDINARY COUNCIL MEETING

24 FEBRUARY 2016

(ITEM ENG2/16) WATER SUPPLY TO URBENVILLE SHOWGROUND AND BOWLING CLUB

SUMMARY

The purpose of this report is for Council to consider the ongoing supply of water to the Urbenville Reserve Trust (Showground), Urbenville Bowling Club and a private residential property, all of which are located within the jurisdiction of Kyogle Shire Council.

29/16 **Resolved** that:

- (1) The Director Engineering Services' report entitled "Water Supply to Urbenville Showground and Bowling Club" be received and noted; and further
- (2) That in order to address the problems experienced in the past with the supply of water to three properties located within Kyogle Shire Council, the following actions be put in place:
 - a) All three customers have water meters located within their respective property boundaries as required by the Local Government (General) Regulation;
 - b) The service pipelines up to each meter be upgraded to a material and size acceptable to Tenterfield Shire Council;
 - c) After completion of the works, the responsibility for water leaks is clearly delineated as being at the point of connection of each separate meter to avoid future disputes;
 - d) Tenterfield Shire Council continue to treat all three properties as customers, with Tenterfield Shire Council continuing to be responsible for the service pipelines, once they are upgraded to the appropriate standard and the meters relocated to within each property and for levying the annual connection and water consumption charges;
 - e) Kyogle Shire Council shares the costs of installation of the new meters and required upgrade to the service pipelines to achieve the objectives outlined above;
 - f) That the work be undertaken in line with the existing cost sharing arrangements for capital works identified in the Urbenville Muli Muli Woodenbong Water Supply Agreement (i.e. 50/50 funding split).

(Michael Petrie/Donald Forbes)

Motion Carried

(ITEM ENG3/16) DRAFT STRATEGIC BUSINESS PLAN FOR WATER SUPPLY & SEWERAGE SERVICES - ADOPTION FOR CONSULTATION PURPOSES

SUMMARY

Council is requested to adopt the draft Strategic Business Plan for Water Supply & Sewerage Services to enable the Plan to be publicly exhibited for consultation purposes.

This is page 13 of the Minutes of the Ordinary Council Meeting held on Wednesday, 24 February 2016

Department:	Office of the Chief Corporate Officer
Submitted by:	Manager Finance & Technology
Reference:	ITEM GOV77/22
Subject:	CAPITAL EXPENDITURE REPORT AS AT 31 AUGUST 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 Year-to-date (YTD) financial progress of Capital Works projects against the budget.

OFFICER'S RECOMMENDATION:

That Council receive and note the Capital Expenditure Report for the period ended 31 August 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 that are ongoing from the 2021/22 year, in particular grant-funded works, will be presented in the first Quarterly Budget Review for September 2022. These projects account for the most significant capital expenditure variances at this stage of the financial year, which is to be expected.

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

- 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

Our Governance No. 77 Cont...

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 Capital Expenditure Report -
August 2022

2

Pages

Tenterfield Shire Council
Capital Expenditure Report as at 31 August 2022

Capital Projects	Funding Source	22/23 Original Budget \$	22/23 YTD Actuals \$	22/23 Percentage Spent %	Comments
Office of the Chief Executive		113,470	28,760	25.35%	
Economic Growth and Tourism					
4235004. PSLP - Tenterfield Youth Precinct & Mountain Bike Trailhead	General Fund - Grant	0	28,760	0.00%	Budget to be carried forward from 2021/22 in QBR 1
Total Economic Growth and Tourism		0	28,760	0.00%	
Library Services					
5000524. Local Priority Grant 2022/23	General Fund - Grant	19,329	0	0.00%	
Total Library Services		19,329	0	0.00%	
Theatre & Museum Complex					
5005508. School of Arts - Replace/Repair Carpet. Resand & Reseal Floors (SRV)	General Fund	94,141	0	0.00%	
Total Theatre & Museum Complex		94,141	0	0.00%	
Office of the Chief Corporate Officer		580,000	22,718	3.92%	
Buildings & Amenities					
4200508. Admin Building - Roof Replacement	General Fund	300,000	0	0.00%	
4205500. Housing - Repaint Exteriors (SRV)	General Fund	30,000	0	0.00%	
4235000. Tenterfield Memorial Hall Sporting Complex - SCCF-1023	General Fund	0	787	0.00%	Budget to be carried forward from 2021/22 in QBR 1. Fire system installation almost complete.
Total Buildings & Amenities		330,000	787	0.24%	
Environmental Management					
4235501. Covid-19 Council Pound Grant Expenditure	General Fund - Grant	0	160	0.00%	Budget to be carried forward from 2021/22 in QBR 1
Total Environmental Management		0	160	0.00%	
Finance & Technology					
1810501. Computer Equipment - Finance	General Fund	75,000	0	0.00%	
1810508. Capitalised Software	General Fund	150,000	4,199	2.80%	
Total Finance & Technology		225,000	4,199	1.87%	
Parks, Gardens and Open Space					
4605514. PSLP - Jennings Playground Precinct	General Fund - Grant	0	17,572	0.00%	Playground, exercise area and covered BBQ have been installed with shade cover. Awaiting warmer weather to complete carpark.
Total Parks, Gardens and Open Space		0	17,572	0.00%	
Swimming Complex					
4600512. Swimming Pool - Equipment Renewal	General Fund	25,000	0	0.00%	
Total Swimming Complex		25,000	0	0.00%	
Office of the Chief Operating Officer		9,392,824	3,611,349	38.45%	
Asset Management & Resourcing					
6250502. Tenterfield Depot - Wash Down & Recycle Bay	General Fund	20,000	0	0.00%	
6250505. Tenterfield Depot - WHS & Environmental Initiative Enhancements	General Fund	100,000	0	0.00%	
6250506. Tenterfield Depot - Fuel Tank Replacement/Remediation	General Fund	100,000	0	0.00%	
Total Asset Management & Resourcing		220,000	0	0.00%	
Plant, Fleet & Equipment					
6210500. Public Works Plant - Purchases	General Fund	3,944,257	214,499	5.44%	
6210501. Public Works Plant - WDV of Asset Disposals	General Fund	(3,041,834)	(211,602)	6.96%	
Total Plant, Fleet & Equipment		902,423	2,897	0.32%	
Sewerage Service					
7872502. Tenterfield Mains Relining (1km Year)	Sewer Fund	173,800	0	0.00%	RFQ underway
7872503. Tenterfield Mains Augmentation	Sewer Fund	69,600	0	0.00%	Infrastructure ordered for work to new WTP
7872505. Tenterfield Man Hole Level Alterations (Water Infiltration)	Sewer Fund	162,500	16,290	10.02%	
7872519. Tenterfield Network Renewal	Sewer Fund	193,800	0	0.00%	Infrastructure ordered, initial smoke testing completed.
7872524. Tenterfield STP - 3 Bay Shed for Storage	Sewer Fund	50,000	0	0.00%	
7872525. Tenterfield STP - Grinder Pump	Sewer Fund	10,000	0	0.00%	
7872526. Tenterfield STP - Refurbishment	Sewer Fund	102,500	0	0.00%	New STP probe completed, PLC's ordered, handrails and cable boxes in planning.
7872527. Tenterfield New Pump Station - Molesworth St	Sewer Fund	200,000	0	0.00%	
7872528. Tenterfield New Pump Station - Trail Lane	Sewer Fund	150,000	0	0.00%	
7872813. Urbenville Sewer Pump Station Emergency Works - Replacement	Sewer Fund	0	25,362	0.00%	Budget to be carried forward from 2021/22 in QBR 1
Total Sewerage Service		1,112,200	41,652	3.75%	
Stormwater & Drainage					
8252502. Drainage Pits - Upgrade	Stormwater Fund	63,000	0	0.00%	
8252523. Urban Culverts Renewal	Stormwater Fund	27,200	0	0.00%	
8252526. Stormwater Pipe Renewal	Stormwater Fund	40,000	0	0.00%	
Total Stormwater & Drainage		130,200	0	0.00%	
Transport Network					
6215110. Regional & Local Roads Traffic Facilities	General Fund - Grant	66,000	28,038	42.48%	
6215510. Regional Roads Block Grant - Reseals Program	General Fund - Grant	553,668	0	0.00%	
6215531. Special Grant Mt Lindesay Road (RMS/Fed)	General Fund - Grant	0	1,215,590	0.00%	Works underway on Stages 3, 4 & 5. Budget to be carried forward from 2021/22 in QBR 1
6215544. BLERF - 0737 - Improve Mt Lindesay Road	General Fund - Grant	0	597,777	0.00%	Budget to be carried forward from 2021/22 in QBR 1
6215550. Footpaths Capital Works	General Fund	0	1,337	0.00%	
6215552. Roads to Recovery 2019-24	General Fund - Grant	1,044,335	10,136	0.97%	
6215568. FLR200241 - Kildare Road (Tenterfield Tourist Route 9)	General Fund - Grant	0	194,238	0.00%	Budget to be carried forward from 2021/22 in QBR 1

* Report Contains Filters

Capital Projects	Funding Source	22/23 Original Budget \$	22/23 YTD Actuals \$	22/23 Percentage Spent %	Comments
6215570. DRFA AGRN960 EPAR Bruxner Way - Bridge 7325 Dumaesq River Overflow Channel	General Fund	0	20,821	0.00%	Disaster Recovery works - consultants provided concept design and reconstruction estimate for approval by Transport for NSW & Resilience NSW for bridge replacement/extension.
6215572. FLR300128 - Tooloom Road West Rehabilitation	General Fund - Grant	0	35,728	0.00%	Preliminary drainage works commenced June 22. Budget to be carried forward from 2021/22 in QBR 1
6215575. ROSI - Sunnyside Platform Road Upgrade	General Fund - Grant	0	920,425	0.00%	Budget to be carried forward from 2021/22 in QBR 1
6215579. Local Roads & Community Infrastructure Program - Round 3	General Fund - Grant	0	383	0.00%	
6215580. Repair Program 2022/23	General Fund - Grant	565,572	0	0.00%	
6220271. Bridges Renewal Program - Deepwater River Bridge Renewal	50% Grant Funded	0	13,000	0.00%	Budget to be carried forward from 2021/22 in QBR 1
6220272. Bridges Renewal Program - Kangaroo Creek Bridge Replacement	50% Grant Funded	0	136,100	0.00%	Construction commenced June 22. Budget to be carried forward from 2021/22 in QBR 1
6220274. Bridges Renewal Program - Unknown Creek Bridge (67203) Replacement, Paddy's Flat Rd	General Fund - Grant	0	2,423	0.00%	Commencing August 22. Budget to be carried forward from 2021/22 in QBR 1
6220276. Bridges Renewal Program - Unknown Creek Bridge (67161) Replacement, Paddy's Flat Rd	General Fund - Grant	0	19,411	0.00%	Side track construction commenced. Budget to be carried forward from 2021/22 in QBR 1
6220277. Fixing Country Bridges - Grahams Creek Bridge Replacement, Grahams Creek Rd	General Fund - Grant	0	810	0.00%	Commencing August 22. Budget to be carried forward from 2021/22 in QBR 1
6220278. Fixing Country Bridges - Washpool Creek Bridge Replacement, Leechs Gully Rd	General Fund - Grant	0	15,547	0.00%	Delayed due to ongoing adverse weather conditions. Budget to be carried forward from 2021/22 in QBR 1
6220501. Road Renewal - Gravel Roads	General Fund	651,519	39,838	6.11%	
6220503. Gravel Resheets	General Fund	332,452	3,934	1.18%	
6220505. Kerbing & Guttering	General Fund	40,000	0	0.00%	
6220506. Bridges / Causeways (SRV to 2023/24)	General Fund	530,000	648	0.12%	
6220512. Rural Culverts & Pipes	General Fund	100,000	0	0.00%	
6220513. Concrete Bridges	General Fund	40,223	0	0.00%	
6220514. Causeways	General Fund	208,163	0	0.00%	
6240101. Gravel Pit Rehabilitation	General Fund	10,664	0	0.00%	
Total Transport Network		4,142,596	3,256,186	78.60%	
Waste Management					
7080500. 240L Wheelie Bins	Waste Fund	2,101	0	0.00%	
7080503. Industrial Bins	Waste Fund	6,304	3,498	55.49%	
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	0	146	0.00%	Roller door installation pending for Tenterfield
7080564. Boonoo Boonoo - Develop Stage 5	Waste Fund	2,500,000	33,284	1.33%	Plans completed - with EPA for approval
7080568. Boonoo Boonoo - WHS Facilities & Amenities Upgrade	Waste Fund	0	33	0.00%	
7080732. Torrington Landfill - Convert to Transfer	Waste Fund	0	136	0.00%	Fencing to be completed
7080811. Tenterfield WTS Groundwater Bores	Waste Fund	0	1,754	0.00%	
Total Waste Management		2,568,405	38,852	1.51%	
Water Supply					
7484505. Tenterfield Mains Replacement	Water Fund	282,900	46,843	16.56%	Infrastructure ordered for work to new WTP
7484506. Tenterfield Meter Replacement	Water Fund	22,600	350	1.55%	
7484522. Tenterfield Water Treatment Plant Construction	Water Fund Grants - State \$7 million, Federal \$2.645 million	0	186,814	0.00%	Budget to be carried forward from 2021/22 in QBR 1
7484538. BLERF 0377 - Tenterfield Villages Emergency Water Program	Water Fund - Grant	0	18,158	0.00%	Budget to be carried forward from 2021/22 in QBR 1
7484542. Tenterfield Apex Park Bore - Relining	Water Fund	0	19,597	0.00%	
7484901. Jennings Mains Replacement	Water Fund	11,500	0	0.00%	
Total Water Supply	Water Fund	317,000	271,762	85.73%	
Grand Total		10,086,294	3,662,827	36.31%	

* Report Contains Filters

Department:	Office of the Chief Corporate Officer
Submitted by:	Manager Customer Service, Governance & Records
Reference:	ITEM GOV78/22
Subject:	TRIAL CLOSURE OF MAIN ADMINISTRATION BUILDING CUSTOMER SERVICE COUNTER DURING LUNCH BREAKS AND FRIDAYS

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 propose a six-month trial, from Monday 3 October 2022 to Monday 3 April 2023, to close the Tenterfield Shire Council main administration building's customer service counter from 1pm to 2pm on Mondays to Thursdays, and remain closed all day on Fridays.

OFFICER'S RECOMMENDATION:

That Council undertake a six-month trial, from Monday 3 October 2022 to Monday 3 April 2023, of reduced face to face and telephone customer services by:

- (1) Closing the main administration building customer service counter on days of business, from 1pm to 2pm, for the purpose of staff lunch breaks, and**
- (2) Closing the main administration building customer service counter on Fridays.**

A customer feedback survey on the trial closures is to be conducted in February 2023, with results to be provided to Council's Ordinary Meeting of 22 March 2023.

BACKGROUND

Council's Customer Service Charter 2022 defines Council's days of in-person and telephone customer service availability as Monday to Friday, 9.30am to 4pm. Austerity reductions in staff positions, hours of attendance and scheduled and non-scheduled leave have seen requirements for the main administration building front counter to be closed for lunch periods on several occasions, and entire days in the last six months.

REPORT:

Council currently employs two permanent part time Administration and Customer Service officers for front counter and telephone customer services. Additional duties to their front counter and telephone services include administration duties in support of Rates, as well as Civic Office and increasing support to Planning and Development

Our Governance No. 78 Cont...

Services. One officer is employed part time from Monday to Thursday, and one officer is employed part time from Wednesday to Friday. This means that there is only one officer available three days per week, and two officers available on two days per week.

While other Council officers from Records Management and Governance have provided back up for lunch and leave absences from the front counter of the scheduled Administration and Customer Service Officer, this has had a significant impact on the delivery of Records and Governance services. There is now no redundancy left for other officers to backfill during legislated lunch breaks, and requirements for Administration and Customer Service staff to be able to take leave. Records Management officers must return to digitisation program duties, as well as their normal daily operational duties, to meet other deadlines, and the casual Governance officer and Manager Customer Service, Governance and Records must meet other competing statutory requirements.

It is proposed that Council undertake a six-month trial, from Monday 3 October 2022 to Monday 3 April 2023, to close the main administration building's front counter on Mondays to Thursdays from 1pm to 2pm, for the duty Administration and Customer Service Officer to take a legislated lunch break. On the two days per week when both Administration and Customer Service Officers are on duty, they will both take their lunch break at the same time.

It is further proposed that during this trial period, Council keeps the administration building and front counter closed to the public on Fridays. Recent closures due to staff reductions and unavailability have occurred on Fridays, and there are now minimal staff present in the main administration building on Fridays. A trial of remaining closed on these days would determine if customer traffic can be handled on Mondays to Thursdays, with an emphasis for customers to make contact with Council via the website and council email box on Fridays.

A customer feedback survey will be conducted in early February 2023 with the results, along with any other feedback received during the trial, to be presented to Council's Ordinary Meeting of 22 March 2023.

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

Nil.

2. Policy and Regulation

- Customer Service Charter 2022
- Customer Service Policy

3. Financial (Annual Budget & LTFP)

Nil.

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

Nil.

Our Governance No. 78 Cont...

7. Performance Measures

Nil.

8. Project Management

Nil.

Kylie Smith
Chief Corporate Officer

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

Department:	Engineering Department
Submitted by:	Manager Asset & Program Planning
Reference:	ITEM GOV79/22
Subject:	UPPER ROCKY RIVER ROAD PUBLIC GATE ADJUSTMENTS

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

CSP Goal:	Transport - The Tenterfield Shire has an effective transport network that is safe efficient and affordable for us as a community.
CSP Strategy:	Deliver a well-designed, safe road network, including carparking, footpaths and cycleways, that is suitable for all users now and take into consideration future network demand.

SUMMARY

The purpose of this report is to seek Council concurrence for adjustments to public gates located within Lot 50 DP 820213 on Upper Rocky River Road.

OFFICER'S RECOMMENDATION:**That Council:**

- (1) Agree to the replacement of existing gates with cattle grids on the northern and southern boundary of Lot 50 DP 820213; and**
- (2) Agree to the installation of a further cattle grid internally with Lot 50 DP 820213.**

BACKGROUND

Council has received an application to undertake works on Upper Rocky River Road to replace two existing gates with cattle grids and install a further internal property grid on the road.

REPORT:

Council has received an application to replace two existing gates with cattle grids and install a further internal property grid on Upper Rocky River Road within Lot 50 DP 820213.

Council's Policy Statement 2.162 acknowledges that gates and vehicle by-passes may be required under certain circumstances for genuine primary production purposes. The Policy also states that Public Gates or Vehicle By-passes may be approved on roads classified as D in Council's Road Asset Management Plan

The last half of Upper Rocky River Road is an unsealed Class D Local Access Rural Road in Council's adopted Road Asset Management Plan. Local Access Rural Roads are roads that are non-through roads that provide access up to 10 abutting properties, and this property is close to the end of the road.

Our Governance No. 79 Cont...

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

The property is near the end of a remote no through road and impacts very little traffic. The removal of gates on the road and replacement with cattle grids will improve access for any vehicles using the road.

2. Policy and Regulation

- Roads Act 1993

3. Financial (Annual Budget & LTFFP)

All costs associated with the supply, installation and subsequent maintenance of the public gates and vehicular by-passes will be at full cost to the applicant in accordance with Council's Policy 2.162.

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

Nil.

7. Performance Measures

Nil.

8. Project Management

Nil.

Fiona Keneally
Director Infrastructure

Prepared by staff member:	David Counsell
Approved/Reviewed by Manager:	Fiona Keneally, Director Infrastructure
Department:	Engineering Department
Attachments:	There are no attachments for this report.

Department:	Office of the Chief Executive
Submitted by:	Executive Assistant & Media
Reference:	ITEM RES9/22
Subject:	COUNCIL RESOLUTION REGISTER - AUGUST 2022

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

CSP Goal:	Leadership - Council is a transparent, financially-sustainable and high-performing organisation, delivering valued services to the Community.
CSP Strategy:	Ensure the performance of Council as an organisation complies with all statutory Guidelines, supported by effective corporate management, sound integrated planning and open, transparent and informed decision making.
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 August 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 - August 2022	17 Pages

OUTSTANDING ACTIONS REPORT				
Division: Committee: Officer:			Printed: Monday, 19 September 2022 5:03:40 PM Date From: Date To:	
Meeting	Date	Officer	Title	Target
Council 27/10/2021	27/10/2021	Coonan, Neville	LEASING OF COUNCIL OWNED PROPERTY	10/11/2021
<p>OFFICER'S RECOMMENDATION:</p> <p>That Council:</p> <ol style="list-style-type: none"> (1) Acknowledges that Council entered into a "Service Agreement" with NSWRFs which was executed in December 2011. The Agreement provides NSWRFs a Licence to enter and use the premises at 50 Francis Street, Tenterfield. (2) Notes the written concurrence provided by NSWRFs for the proposed Leasing or Licensing of part of 50 Francis Street, Tenterfield (Lot 1 Section 37 DP 758959 - within the NSWRFs compound) to BackTrack for a term of up to 5 years for the purpose of a Youth Hub and that NSWRFs agree to share the toilet and associated facilities with BackTrack for the term of the Lease or Licence. (3) Delegate authority to the Chief Executive to enter into a new License over part of Lot 1 Section 37 DP 758959 (within the NSWRFs compound) for a 5-year term, subject to the summarized terms and conditions included in the Report. (4) Authorises the Licence to be signed under the Seal of Council by the Mayor and Chief Executive. <p>LOST AMENDMENT</p> <p>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.</p> <p style="text-align: right;">(Bronwyn Petrie/John Macnish)</p> <p><u>Amendment Lost</u></p> <p><u>Resolved</u> that Council:</p> <ol style="list-style-type: none"> (1) Acknowledges that Council entered into a "Service Agreement" with NSWRFs which was executed in December 2011. The Agreement provides NSWRFs a Licence to enter and use the premises at 50 Francis Street, Tenterfield. (2) Notes the written concurrence provided by NSWRFs for the proposed Leasing or Licensing of part of 50 Francis Street, Tenterfield (Lot 1 Section 37 DP 758959 - within the NSWRFs compound) to BackTrack for a term of up to 5 years for the purpose of a Youth Hub and that NSWRFs agree to share the toilet and associated facilities with BackTrack for the term of the Lease or Licence. (3) Delegate authority to the Chief Executive to enter into a new License over part of Lot 1 Section 37 DP 758959 for a 5-year term, subject to the summarized terms and conditions included in the Report. (4) Authorises the Licence to be signed under the Seal of Council by the Mayor and Chief Executive. <p style="text-align: right;">(Gary Verri/Bronwyn Petrie)</p> <p><u>Motion Carried</u></p>				
<p>Notes</p> <p>06 Jun 2022 10:01am Coonan, Neville A request has been sent to BackTrack requesting an update on their review of the licence.</p> <p>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.</p> <p>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.</p> <p>03 Feb 2022 1:35pm Coonan, Neville</p>				

OUTSTANDING ACTIONS REPORT

Division:
Committee:
Officer:

Printed: Monday, 19 September
2022 5:03:40 PM
Date From:
Date To:

Meeting	Date	Officer	Title	Target
Backtrack and RFS have completed the MOU. Backtrack have lodged the DA. More info has been requested to support the DA. Licence to be issued upon the DA being approved. 02 Dec 2021 2:19pm Fitzpatrick, Christie Data imported from Resolution Register: 10.11.21 Progressing. Backtrack & RFS advised of requirement to prepare a MoU prior to issuing a licence. Backtrack advised DA is required prior to issuing a licence. 8.12.21 Awaiting receipt of completed MOU and lodgement of DA.				

Meeting	Date	Officer	Title	Target
Council 27/02/2019	27/02/2019	Counsell, David	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.

(Greg Sauer/Gary Verri)

Notes

14 Sep 2022 12:40pm Counsell, David

Matter is still awaiting land surveyor to complete on site boundary pegging and preparation of the survey plan for lodgement.

14 Feb 2022 2:56pm Gibbins, Jessica

Awaiting final survey plans.

02 Dec 2021 12:48pm Fitzpatrick, Christie

Data imported from Resolution Register:

18.3.19 Awaiting Final plans to be sent with application to Minister.

12.4.19 No change to status.

10.5.19 No change.

12.7.19 Final plans being reviewed.

19.8.19 Pricing being sought from registered surveyors for the initial set out of proposed acquisition areas.

15.11.19 No change to status.

10.2.20 Section of existing boundary between 0.1 to 1 km has been pegged in consultation with RMS design review.

Advice of determination of Land Claim received for Lots 7016, 7017 & 7020 received at start of November. Likely impacts to the project to be discussed with RMS.

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 18/12/2019	18/12/2019	Keneally, Fiona	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; 			

OUTSTANDING ACTIONS REPORT			
Division: Committee: Officer:		Printed: Monday, 19 September 2022 5:03:40 PM Date From: Date To:	

Meeting	Date	Officer	Title	Target
			<ul style="list-style-type: none"> Old Maryland Lane/ Catarins Road, Maryland; Cullendore Road; and Red Ridge Road. 	(Gary Verri/Brian Murray)
Notes 16 Jun 2022 4:22pm Melling, Elizabeth 25/22 Resolved that Council: (1) Make an application for Herding Yard Creek Road to be renamed to Seven Mile Road; (2) Do not change the name of Red Ridge Lane ; (3) Further investigate/consult on naming of Old Maryland Land/Catarins Road. (Tim Bonner/Greg Sauer) Motion Carried 19 May 2022 1:03pm Ritchie, Hayley Refer to Resolution 25/22 02 Dec 2021 1:12pm Fitzpatrick, Christie Data impted from Resolution Register 17.2.20 Initial road status investigations being carried out. 17.7.20 Still awaiting road status report from search agents, recent follow up requested has been made to them. 14.4.21 Result of road status search have not been received as yet. 10.5.21 Pending submissions of Road Asset Management Plan. 7.6.21 Follow up request has been made to the road status search agents. 16.7.21 Results from Status search Agents now received. Consultation with road users to commence. 18.8.21 Letters sent to property owners on Herding Yard Creek Road, Catarins Road & Red Ridge Lane 14.10.21 Responses have been received from property owners and a report will be prepared for Council.				

Meeting	Date	Officer	Title	Target
Council 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 14 Sep 2022 12:23pm Counsell, David No further action pending Resolution 188/22. 18 Aug 2022 9:03am Melling, Elizabeth Draft - Aerodrome Operational Manual Completed. Awaiting Council decision at Ordinary Council Meeting regarding disposal of asset. 08 Mar 2022 1:45pm Counsell, David Aerodrome Operational Manual being finalised before presenting to Council at a future meeting. 14 Feb 2022 12:05pm Counsell, David Aerodrome Operational Manual being compiled for compliant activities and will be presented to Council in March 2022 with other issues such as fencing and risk associated with the Aerodrome. 02 Dec 2021 1:16pm Fitzpatrick, Christie Data imported from Resolution Register: 1.7.20 Plan of area to be prepared for lease documents. Not yet advertised. 7.8.20 Survey of the airstrip has been undertake and is being compiled with lease documents for advertising. 14.4.21 Documents and advertising still to be finalised. 10.5.21 To be advertised. 15.6.21 Accompanying documents to be drafted. 14.10.21 Task is being included in the scope for a consultant to complete Management Plan of the Aerodrome operations. 10.11.21 Consultant engaged to include this action with Plan of Management process for the aerodrome.				

Meeting	Date	Officer	Title	Target
Council 22/07/2020	22/07/2020	Pryor, James	Tenterfield Common Easement and Lot Compulsory Acquisition	27/07/2020

OUTSTANDING ACTIONS REPORT		Printed: Monday, 19 September 2022 5:03:40 PM
Division:		Date From:
Committee:		Date To:
Officer:		

Meeting	Date	Officer	Title	Target
133/20	Resolved that Council:			
	<p>(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;</p> <p>(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;</p> <p>(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;</p> <p>(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;</p> <p>(5) Classifies the land as operational land;</p> <p>(6) Requests the Minister for Local Government approve a reduction in the notification period from 90 days to 30 days;</p> <p>(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;</p> <p>(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.</p> <p style="text-align: right;">(Brian Murray/Michael Petrie)</p>			

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	Coonan, Neville	NOTICE OF MOTION - MARYLAND CULLENDORE ROAD THROUGH MARYLAND NATIONAL PARK	9/09/2020
176/20	Resolved that Council contact Crown Lands Department and National Parks & Wildlife Service informing them that Tenterfield Shire Council wishes to keep the Maryland Cullendore Road open.			(Gary Verri/Bronwyn Petrie)
Notes				
02 Dec 2021 1:24pm Fitzpatrick, Christie				

OUTSTANDING ACTIONS REPORT		Printed: Monday, 19 September 2022 5:03:40 PM
Division:		Date From:
Committee:		Date To:
Officer:		

Meeting	Date	Officer	Title	Target
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	Marchant, Gillian	Mingoola Waste Transfer Station Site - Compulsory Acquisition	7/10/2020

187/20 **Resolved** that Council:

- (1) 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
- (2) 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
- (3) 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
- (4) Make an application to the Minister and the Governor for approval to acquire the western portion of the subdivided Lot 7018 in DP 1075621 by compulsory process under section 186(1) of the Local Government Act; and
- (5) Classify the land as operational land; and
- (6) Proceed with the subdivision of the land described as Lot 7018 in DP 1075621 for the purpose of compulsory acquisition of the newly-formed Lot in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991; and
- (7) Arrange the survey of the formed road, known as Springfield Road, that traverses through Lot 7013 in DP 1075621 and dedicate this as a Public Road; and
- (8) Make an application to the Minister and the Governor for approval to acquire the newly-formed Road Lot that traverses through Lot 7013 in DP 1075621 by compulsory process under section 177(1) or 177(2)(a) or 177(2)(b) of the Roads Act.

(Brian Murray/Michael Petrie)

Notes

14 Sep 2022 1:46pm Marchant, Gillian

Negotiations ongoing.

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.

OUTSTANDING ACTIONS REPORT				
Division: Committee: Officer:			Printed: Monday, 19 September 2022 5:03:40 PM Date From: Date To:	

Meeting	Date	Officer	Title	Target
Council 23/09/2020	23/09/2020	Cooper, Mark	Crown Lands Plans of Management	7/10/2020
195/20	Resolved that Council endorse the listed draft Plans of Management and forward to the Crown Lands Minister for approval prior to the compulsory community consultation period: <ul style="list-style-type: none">• Plan of Management - General Community Use;• Plan of Management - Sportsgrounds;• Plan of Management - Parks;• Plan of Management - Natural Areas. <div>(Greg Sauer/Michael Petrie)</div>			
Notes 02 Dec 2021 1:31pm Fitzpatrick, Christie Data imported from Resolution Register: 15.10.20 Amendment being made to draft and prepared for sending to Minister 6.11.20 Ongoing 4.12.20 Plans sent to Minister 9.2.21 Awaiting response from Minister 8.3.21 Awaiting response from Minister 6.4.21 Awaiting response from Minister 4.5.21 Crown lands (CL) advised verbally in May that they are working on the review. A request for an update sent to CL on 11/6/21 11.6.21 Crown Lands (CL) have reviewed the draft PoM's. On 15/06/21 CL provided a list of minor amendments. PoM's to be amended and returned. 13.7.21 There is an issue with the categorisation of R540103 at Drake. CL have suggested that the reserve be excluded from the POM and resubmit excluding the reserve. 8.10.21 Revised General Community Use PoM drafted. Others are close to complete. 11.11.21 Continued checking and amending documents in accordance with crown lands requests. 8.12.21 Continuation of above				

Meeting	Date	Officer	Title	Target
Council 23/09/2020	23/09/2020	Marchant, Gillian	NOTICE OF MOTION - TENTERFIELD TOWN DAM FOR RECREATIONAL ACTIVITIES	7/10/2020
202/20	Resolved that Council investigate the opportunities that may be available near and including the town dam for recreational activities with a view to producing a master plan for presentation to the Council and subsequently the community.			
<p>(Bob Rogan/Greg Sauer)</p>				
Notes 18 Jul 2022 4:34pm Marchant, Gillian Note masterplan grant applied for 14/07/2022 Fishing Platform fence has been altered to accomodate platform, requotations supplied and approved, meeting due 21/07/2022. 02 Dec 2021 1:34pm Fitzpatrick, Christie Data imported from Resolution Register: 1.10.20 Scheduled for discussion at Councillor Workshop 21/10. Meeting with invited community members (due to COVID) 27/10. 1.12.20 Meetings held, results consolidated and provided for comment. Survey of parks underway. Focus group established. 15.4.21 Site inspection with focus group held, preliminary designs under investigation 6.5.21 Investigation into possible grants underway 11.6.21 - 9.9.21 Investigations continue-note awarded fishing platform grant 18.10.21 Signed Deeds of Grant 12.11.21 Platform planning underway.				

Meeting	Date	Officer	Title	Target
Council 16/12/2020	16/12/2020	Cooper, Mark	Tenterfield Shire - Draft Tree Management Plan	30/12/2020
278/20	Resolved that Council endorse the Draft Tree Management Plan and place on public exhibition with: <ul style="list-style-type: none">• Further information to be provided on tree species on Logan Street; and• Additional Item (4.3) noting Liston community input in planting and providing trees; and• Further information regarding Tenterfield Park. <div>(Greg Sauer/Gary Verri)</div>			
Notes				

OUTSTANDING ACTIONS REPORT		Printed: Monday, 19 September 2022 5:03:40 PM
Division:		Date From:
Committee:		Date To:
Officer:		

Meeting	Date	Officer	Title	Target
07 Feb 2022 11:48am Cooper, Mark				
Ongoing				
02 Dec 2021 1:41pm Fitzpatrick, Christie				
Data imported from Resolution Register:				
1.2.21 Tree Management Plan has been put on Public Exhibition for 28 Days finishing on 28 February 2021				
9.3.21 Submissions now closed. Several received. Preparing to present to Council workshop in April.				
6.5.21 Draft plan to be presented to Councillor workshop in May.				
12.5.21 Presented at Councillor Workshop.				
7.7.21 Need to update street trees planted in Villages in readiness for adoption.				
17.8.21-18.10.21 Ongoing				

Meeting	Date	Officer	Title	Target
Council 16/12/2020	16/12/2020	Keneally, Fiona	NOTICE OF MOTION - SUBMISSION TO NSW NATIONAL PARKS & WILDLIFE SERVICE REGARDING MT MACKENZIE LOOKOUT AREA	30/12/2020

291/20	Resolved that Council:			
	<p>(1) Receive a report on possible upgrades to the Mt Mackenzie Lookout, including the upgrade of toilet facilities (and where possible partnership) with NSW National Parks & Wildlife Service, with a view to enhance visitor experience; and</p> <p>(2) Include in the upcoming review of the Road Network Management Plan, the provision for upgrading the current access to Mt Mackenzie Lookout to a standard that will allow coaches to access the area.</p> <p>(Bob Rogan/Gary Verri)</p>			

Notes				
19 Jul 2022 7:31am Keneally, Fiona				
Grant application submitted to BBRF program unsuccessful. Budget constraints limit Council's ability to contribute to grant projects or fund facility and road upgrades. Resource constraints limit staff capacity for further grant applications. No further action 2022/23				
02 Dec 2021 1:43pm Fitzpatrick, Christie				
Data imported from Resolution Register:				
18.2.21 Currently investigating Aboriginal Land Claim and potential grant application preparation for facilities and road upgrade				
9.4.21 Aboriginal Land Claim refused on 7/4/21. Appeal period expires on 29/7/21.				
15.6.21 Appeal period expires 29/7/21.				
18.8.21 BBRF – application for \$2.156.208 (Mt Mackenzie Tourism Infrastructure upgrade submitted. Announcement due mid 2021)				
8.9.21 An appeal has been lodged by NSW Aboriginal Land Council against the refusal of the Aboriginal Land Claim. A response to a subpoena was sent 3/9/2021.				
18.10.21 Ongoing				
10.11.21 Meeting with crown solicitor to provide further evidence for the appeal.				

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

16/21	Resolved that Council:			
	<p>(1) Supports the gifting of the Band Hall to the Leechs Gully Progress Association subject to the association being responsible for:</p> <p>(a) Ensuring the Band Hall can fit on the property by conducting an identification survey;</p> <p>(b) Ensuring the Band Hall transfer meets heritage requirements;</p> <p>(c) Paying for all costs associated with the relocation of the Band Hall;</p> <p>(d) All upkeep and maintenance on the band hall once ownership is formally transferred to the association.</p> <p>(2) Allocates up to \$50,000 to the Leechs Gully Progress Association towards the costs associated with the items in (1) above.</p> <p>(3) Negotiates with the Leechs Gully Progress Association on the proposed relocation of the Band Hall.</p>			

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Meeting	Date	Officer	Title	Target
				(John Macnish/Bronwyn Petrie)
Notes 16 Aug 2022 2:57pm Coonan, Neville DA application including a heritage report has not yet been submitted. 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 Leeches Gully Progress Association for continued use of the hall if relocation takes place. 4.5.21 Survey to be completed and relocation quotes are being sought by Progress Association 11.6.21 Nothing further to report. 19.7.21 Committee to meet and review Constitution. 13.8.21 Ongoing waiting for Progress Assoc to become an incorporated body. 8.10.21 Meeting to be organised with Progress Association and TSC 11.11.21 Meeting held on site to discuss the actions required to expedite the relocation of the Hall to 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><div>(1)</div><div>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><div><div>(2)</div><div>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> <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 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. <div>(Brian Murray/Michael Petrie)</div>			
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				

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Meeting	Date	Officer	Title	Target
19.7.21-18.10.21 Council Report to be prepared by Engineering with input from Planning Dept.				

Meeting	Date	Officer	Title	Target
Council 28/04/2021	28/04/2021	Melling, Elizabeth	SOUTHERN QLD INLAND & NSW BORDER REGIONAL WATER ALLIANCE - TENTERFIELD SHIRE COUNCIL MEMBERSHIP	12/05/2021

91/21	Resolved that Council endorse in principle:			
	(1) Tenterfield Shire Council as a member of Southern Qld Inland & NSW BorderRegional Water Alliance Limited subject to approval of the Constitution of the Company; and			
	(2) Tenterfield Shire Council Mayor as a Director of Southern Qld Inland & NSW Border Regional Water Alliance Limited.			
	(Gary Verri/Michael Petrie)			

Notes				
12 Aug 2022 4:19pm Melling, Elizabeth Awaiting legal advice on constitution.				
02 Dec 2021 1:57pm Fitzpatrick, Christie Data imported from Resolution Register.				
3.5.21 Letter provided to Mayor Antonio of Toowoomba Regional Council as Chair.				
31.5.21 Zoom meeting arranged for 2 June 2021.				
15.6.21 Zoom meeting attended 2/6.				
19.7.21 Awaiting legal advice regarding cross border (NSW/QLD) constitution and any associated issues.				
18.8.21 Ongoing.				
5.10.21 Border Mayors Water Alliance meeting in Toowoomba with Minister Butcher.				
5.11.21 Meeting with B Joyce MP regarding funding 8/11/21				

Meeting	Date	Officer	Title	Target
Council 23/02/2022	23/02/2022	Counsell, David	MARYLAND CULLENDORE ROAD	9/03/2022

24/22	Resolved that Council defer the report until a later date.			
	(Tim Bonner/John Macnish)			
	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 23/02/2022	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.			
	(John Macnish/Kim Rhodes)			
	Motion Carried			

Notes				
14 Apr 2022 12:09pm Gibbins, Jessica Correspondence sent to applicable land owners.				

Meeting	Date	Officer	Title	Target
Council 25/05/2022	25/05/2022	Counsell, David	RETURN GRANT FUNDS RELATING TO PROPOSED SALEYARDS TRUCK WASH - TRANSPORT NSW GRANT FUNDING	8/06/2022

92/22	Resolved that Council:			
	(1) Agree to no longer proceed with the proposed Truck Wash; and			

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Meeting	Date	Officer	Title	Target
			(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. (Peter Petty/Tim Bonner)	
			Motion Carried	

Notes

15 Sep 2022 3:12pm Counsell, David

Advice has been sent that Council has resolved to abandon this project and arrangements are being made to return the grant funds received.

Meeting	Date	Officer	Title	Target
Council 22/06/2022	22/06/2022	Gibbins, Jessica	McCliftys Road & Bungulla Reserve Road - Public Gate & Vehicle By-pass Applications	6/07/2022
124/22	Resolved that Council as the Roads Authority under the Roads Act 1993:-			
	(1)	Approves the installation of a public gate and vehicular by-pass on McCliftys Road at approx. 0.316km west of the New England Highway intersection and Bungulla Reserve Road at the intersection with Rosehill Road in accordance with Council Policy No 2.162 – Public Gates and Vehicle By-passes; and		
	(2)	Provide applicant with Council Consent as outlined in 4.2 Council's Internal Administrative Procedures of Policy 2.162.		
	(3)	Advertise the approval with proposed installation 1 month after advertising as required by the Roads Regulation 2008.		
			(Giana Saccon/Tom Peters)	
			Motion Carried	
Notes				

Meeting	Date	Officer	Title	Target
Council 22/06/2022	22/06/2022	Petrie, Bronwyn	REPORT OF COMMITTEES & DELEGATES - BORDER REGIONAL ORGANISATION OF COUNCILS (BROC) - MEETINGS OF 6 MAY 2022	6/07/2022
136/22, 137/22	RECOMMENDATION: That the report of the Border Regional Organisation of Councils (BROC) meeting Friday 6 May 2022 and associated presentations be received and noted.			
	AMENDMENT (2) That Council seeks the reinvigoration of the cross border discussions with the relevant stakeholders subject to the Memorandum of Understanding with Southern Downs Regional Council, within the next six months. (Peter Petty/Geoff Nye)			
	Amendment Carried			
	Resolved that Council:			
	(1)	That the report of the Border Regional Organisation of Councils (BROC) meeting Friday 6 May 2022 and associated presentations be received and noted.		
	(2)	That Council seeks the reinvigoration of the cross border discussions with the relevant stakeholder, subject to the Memorandum of Understanding with Southern Downs Regional Council, within the next six months. (Peter Petty/Kim Rhodes)		

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Meeting	Date	Officer	Title	Target
			Motion Carried Resolved that Council notes the status of the Council Resolution Register to May 2022. (Greg Sauer/Tim Bonner) Motion Carried	
Notes 12 Aug 2022 4:26pm Melling, Elizabeth Emailed Mayor Pennisi today with dates and times next week Mayor Petrie is available. 18 Jul 2022 4:27pm Melling, Elizabeth Contacted Cr Petrie with details of SDRC Mayor and assistant, asking for available dates to meet at Wallangarra to further the relationship.				

Meeting	Date	Officer	Title	Target
Council 27/07/2022	27/07/2022	Mills, Bruce	Review of Your Local News and options for social media	10/08/2022
145/22	<p>Resolved that Council:</p> <ol style="list-style-type: none">1) Undertake a three-month trial of a "noticeboard-only" Facebook page and review at the end of the trial – with a report on findings back to Council; and2) Note that the recommendation is made mindful of the Customer Satisfaction Survey showing the preference for "Your Local News" printed brochure. <p>(Peter Petty/Geoff Nye)</p> <p>Motion Carried</p> <p><i>Upon being put to the meeting, the motion was declared carried. The record of vote was sought by Cr Peter Petty and supported by the Chairperson. Recorded under the Model Code of Meeting Practice (Local Government NSW) – Section 11 Point 6.</i></p> <p><i>For the Motion were Crs TP Peters, G Sauer, J Macnish, TB Bonner, B Petrie, K Rhodes, Nye and PM Murphy Total (8).</i></p> <p><i>Against the Motion were Crs G Saccon and PP Petty Total (2).</i></p>			
<p>Notes</p> <p>12 Aug 2022 4:11pm Melling, Elizabeth</p> <p>Facebook page created 2 8 2022 and live Three month trial ends end of Oct 2022</p>				

Meeting	Date	Officer	Title	Target
Council 27/07/2022	27/07/2022	Mathers, Lee	TENTERFIELD PUBLIC LIBRARY BRANCH SERVICES	10/08/2022
146/22	RECOMMENDATION That Council: <ol style="list-style-type: none"> 1. Permanent Closure of Library branches – Torrington, Drake and Urbenville and continue closure of Tenterfield library on Saturdays; 2. Re-call and re-distribution of all Council assets currently housed at the Branches; and the 3. Cancellation of any lease agreements in relation to leased area usage for the Library branches (Kim Rhodes/Peter Murphy) AMENDMENT That Council: <ol style="list-style-type: none"> a) Defer ITEM COM11/22 until the August Ordinary Council Meeting allowing for further investigation of the community's needs. 			

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Meeting	Date	Officer	Title	Target
			<p>b) Consider the option to distribute the surplus assets to those communities to support their ongoing development when reconsidered.</p> <p>c) Suspend the surplus assets sale at this time until further consideration of the distribution to the community can be resolved.</p> <p>(Greg Sauer/John Macnish)</p> <p>Amendment Carried</p> <p>Resolved that Council:</p> <p>d) Defer ITEM COM11/22 until the August Ordinary Council Meeting allowing for further investigation of the community's needs.</p> <p>e) Consider the option to distribute the surplus assets to those communities to support their ongoing development when reconsidered.</p> <p>f) Suspend the surplus assets sale at this time until further consideration of the distribution to the community can be resolved.</p> <p>(John Macnish/Kim Rhodes)</p> <p>Motion Carried</p>	

Notes

18 Aug 2022 12:31pm Melling, Elizabeth

Superseded by COM16/22

17 Aug 2022 8:56am Mathers, Lee

Councillors have consulted with the Progress Committees from each of the branches Drake, Urbanville and Torrington. A new report and recommendations are to be submitted to the August Ordinary Council meeting for consideration.

12 Aug 2022 3:12pm Melling, Elizabeth

Currently consulting with Progress Ass of the Branch locations.

Meeting	Date	Officer	Title	Target
Council 27/07/2022	27/07/2022	Counsell, David	AM White Drive reserve dedication	10/08/2022
148/22	Resolved that Council proceed with action to formally dedicate Part of Lot 2 DP 815097 as a Public Road Reserve along A M White Drive from New England Highway to Bolivia Hall.			(Tim Bonner/Peter Petty)
	Motion Carried			

Notes

14 Sep 2022 12:16pm Counsell, David

Crown Lands have confirmed status of the land and do not object to proposed dedication. Matter will now be referred to Transport for NSW to progress the formal dedication as a road.

17 Aug 2022 12:50pm Melling, Elizabeth

Matter to be raised with Crown Lands for discussion of process.

Meeting	Date	Officer	Title	Target
Council 27/07/2022	27/07/2022	Counsell, David	Policy 2.162 Public Gates and Vehicle Bypasses	10/08/2022
159/22	Resolved that Council:			
	Place Policy 2.162 Public Gates and Vehicle Bypasses on public display for 28 days to seek community input prior to reviewing the policy.			(Peter Petty/Peter Murphy)
	Motion Carried			

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Meeting	Date	Officer	Title	Target
Notes 14 Sep 2022 12:24pm Counsell, David Public exhibition period has been held and a report will be prepared for Council to review the Policy. 12 Aug 2022 4:26pm Melling, Elizabeth Put on Public Display - Website. 28 days on display.				

Meeting	Date	Officer	Title	Target
Council 27/07/2022	27/07/2022	Counsell, David	Policy 2.130 Construction & Maintenance of Property Access from Council Roads	10/08/2022
<u>160/22</u>	<u>Resolved</u> that Council: Place Policy 2.130 Construction & Maintenance of Property Access from Council Roads on public display for 28 days to seek community input prior to reviewing the policy. <div>(Peter Petty/Peter Murphy)</div> <u>Motion Carried</u>			
Notes 14 Sep 2022 12:26pm Counsell, David Public exhibition period has been held and a report will be prepared for Council to review the Policy 12 Aug 2022 4:30pm Melling, Elizabeth Policy on Public Display for 28 days - TSC Website.				

Meeting	Date	Officer	Title	Target
Council 24/08/2022	24/08/2022	Melling, Elizabeth	CONFIRMATION OF PREVIOUS MINUTES	7/09/2022
<u>170/22</u>	<u>Resolved</u> that the Minutes of the following Meeting of Tenterfield Shire Council: <ul style="list-style-type: none">• Ordinary Council Meeting – 27 July 2022 As typed and circulated, be confirmed and signed as a true record of the proceedings of these meetings. <div>(Peter Petty/Kim Rhodes)</div> <u>Motion Carried</u>			
Notes				

Meeting	Date	Officer	Title	Target
Council 24/08/2022	24/08/2022	Condrick, Jodie	STRONGER COUNTRY COMMUNITIES FUND - ROUND 5	7/09/2022
<u>174/22</u>	<u>Resolved</u> that Council: (1) Nominate and Apply for "Stage 2 – Youth Precinct Project" to the Stronger Country Communities Funding – Round 5 within the total amount of the grant funding that is available to Council being \$905,148.00 <div>(Peter Petty/Greg Sauer)</div> <u>Motion Carried</u>			
Notes				

Meeting	Date	Officer	Title	Target
Council 24/08/2022	24/08/2022	Mathers, Lee	TENTERFIELD PUBLIC LIBRARY BRANCH SERVICES - UPDATE	7/09/2022
175/22	Resolved that Council: <ul style="list-style-type: none"> (1) Implement a 12 month trial of a revised self-managed 'Library Resource Hub' model for both Urbenville and Drake locations as outlined in item (a) of this Report. 			

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Meeting	Date	Officer	Title	Target
	(2)	Permanent closure of the Torrington Library Branch which includes the return of IT assets and cancellation of lease arrangements. Torrington to retain any existing Library furniture for internal use.		
	(3)	Lateral transfer of the permanent part-time Library Officer position (Torrington) to Tenterfield Public Library as detailed in item (b) of this report.		
	(4)	Priority allocation of deleted Tenterfield Public Collection items to the Drake, Torrington and Urbenville Progress Associations ongoing and as part of the current collection management review.		
	(5)	Priority allocation to Drake, Torrington and Urbenville Progress Associations of de-commissioned library furniture being replaced by the Library refurbishment grant project.		
	(6)	Council Staff investigate future funding opportunities to establish a mobile Library service to provide a range of services and programs to the broader Tenterfield Shire villages in the future.		
				(Tim Bonner/Kim Rhodes)
	<u>Motion Carried</u>			
Notes				

Meeting	Date	Officer	Title	Target
Council 24/08/2022	24/08/2022	Sisson, Lee	MONTHLY OPERATIONAL REPORT JULY 2022	7/09/2022
177/22	<u>Resolved</u> that Council receives and notes the status of the Monthly Operational Report for July 2022. <div>(Peter Petty/Geoff Nye)</div> <u>Motion Carried</u>			
Notes				

Meeting	Date	Officer	Title	Target
Council 24/08/2022	24/08/2022	Bursford, Erika	TENTERFIELD SHIRE COUNCIL AUDIT, RISK AND IMPROVEMENT COMMITTEE CHARTER & TENTERFIELD SHIRE COUNCIL INTERNAL AUDIT CHARTER	7/09/2022
179/22	Resolved that Council adopt the Tenterfield Shire Council Audit, Risk and Improvement Committee Charter and Tenterfield Shire Council Internal Audit Charter. <div>(Kim Rhodes/Tim Bonner)</div> Motion Carried			
Notes				

Meeting	Date	Officer	Title	Target
Council 24/08/2022	24/08/2022	Melling, Elizabeth	MURRAY DARLING ASSOCIATION INC - 78TH NATIONAL CONFERENCE & ANNUAL GENERAL MEETING - ALBURY NSW - 19 - 21 SEPTEMBER 2022	7/09/2022
183/22	Resolved that Council approve the attendance of Council's Murray Darling Association Inc delegate and Region 11 Executive Member, Councillor Greg Sauer at the 78 th National Conference & Annual General Meeting at Albury, 19 to 21 September 2022.			
	(John Macnish/Peter Petty)			

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			Motion Carried	
Notes				

Meeting	Date	Officer	Title	Target
Council 24/08/2022	24/08/2022	Melling, Elizabeth	COUNCIL RESOLUTION REGISTER - AUGUST 2022	7/09/2022
<u>184/22</u>	<u>Resolved</u> that Council notes the status of the Council Resolution Register to July 2022. <div>(Tom Peters/Giana Saccon)</div> <u>Motion Carried</u>			
Notes				

Meeting	Date	Officer	Title	Target
Council 24/08/2022	24/08/2022	Petrie, Bronwyn	CHIEF EXECUTIVE PERFORMANCE REVIEW 2021/22 ANNUAL REVIEW JULY 2022	7/09/2022
<u>186/22</u>	<u>Resolved</u> that I, Mayor Bronwyn Petrie hereby move the following Mayoral Minute at the Ordinary Meeting held on Wednesday, 24 August 2022. That Council: (1) Note the Mayoral Minute; and (2) Support the findings of the Committee on the Chief Executive Officer’s high level of performance for the 12 month period to July 2022; and (3) Endorse the three (3) specific priorities for the Chief Executive in the next review period: o Councils financial sustainability o Application for a Special Rates Variation o The continual pursuit of efficiencies through improved productivity, cost savings and alternative funding arrangements; and (4) Having regard for the high level of performance of the Chief Executive to award the ability to take two days of special leave each month in recognition of out of hours worked; and (5) Due to the fact that Mr Buckingham has not taken the opportunity to request a cash increase to his TRP and to ensure there is no loss of remuneration, it has been determined that the rental of the Council house to be the same value as the Statutory and Other Officer’s Remuneration Tribunal 2022 determination for the next twelve (12) months. <div>(Bronwyn Petrie/Geoff Nye)</div> <u>Motion Carried</u>			
Notes				

Meeting	Date	Officer	Title	Target
Council 24/08/2022	24/08/2022	Mills, Bruce	SALE OF 780 SUGARBAG ROAD, DRAKE.	7/09/2022
187/22	OFFICER'S RECOMMENDATION: That Council: <ol style="list-style-type: none"> (1) Receive and note the Report; (2) Consider the sale offer of \$235,000, by either 			

OUTSTANDING ACTIONS REPORT				
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			a) Accepting the \$235,000 sale offer; or b) Declining the \$235,000 sale offer. (Peter Petty/Tim Bonner) AMENDMENT That Council: (1) Receive and note the Report; (2) Consider the sale offer of \$235,000, a) Accepting the \$235,000 sale offer. (Peter Petty/Tim Bonner) Amendment Carried	
Notes				

Meeting	Date	Officer	Title	Target
Council 24/08/2022	24/08/2022	Mills, Bruce	AIRSTRIP - LOT 1 DP236737 - 127 SCHRODERS ROAD, TENTERFIELD	7/09/2022
188/22	<p><u>Recommendation:</u></p> <p>That Council:</p> <p>(1) Receive and note the report; and</p> <p>(2) Delegate the Chief Executive authority to arrange sale of Lot 1 DP236737 – 127 Schrodgers Rd, Tenterfield by Tender, with a request for tenderers to provide their aspirations for the site.</p> <p>AMENDMENT</p> <p>That Council:</p> <p>Delay ITEM ECO12/22 AIRSTRIP – LOT 1 DP236737 – 127 SCHRODERS ROAD, TENTERFIELD until the September 2022 Ordinary Council Meeting to allow for workshopping all issues and information.</p> <p>(Peter Murphy/Kim Rhodes)</p> <p><u>Amendment Lost</u></p> <p><u>Resolved</u> that Council:</p> <p>(1) Receive and note the report; and</p> <p>(2) Delegate the Chief Executive authority to arrange sale of Lot 1 DP236737 – 127 Schrodgers Rd, Tenterfield by Tender, with a request for tenderers to provide their aspirations for the site.</p> <p>(Greg Sauer/Peter Petty)</p> <p><u>Motion Carried</u></p>			
Notes				

Meeting	Date	Officer	Title	Target
Council 24/08/2022	24/08/2022	Coonan, Neville	OPTIONS TO MANAGE 136 MANNERS STREET, TENTERFIELD.	7/09/2022
190/22	OFFICER'S RECOMMENDATION: That Council delegate authority the Chief Executive to:			

OUTSTANDING ACTIONS REPORT				
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			1. Leave the current lessee in occupation on a month to month basis at the same rent or; 2. Commence negotiations for a new commercial lease over the property with the existing tenant at a market rent or; 3. Commence negotiations for a new commercial lease over the property with the existing tenant at a concessional rent or; 4. Investigate putting the property to the market for lease or; 5. Investigate the sale of the property with vacant possession or subject to a lease at a market rent.	
AMENDMENT That Council delegate authority to the Chief Executive to: <ol style="list-style-type: none"> 1. Leave the current lessee in occupation on a month to month basis for six months; and 2. Commence negotiations for a new commercial lease over the property with the existing tenant at a market rent. <p style="text-align: right;">(Peter Petty/Greg Sauer)</p> Amendment Carried <u>Resolved</u> that Council delegate authority the Chief Executive to: <ol style="list-style-type: none"> 1. Leave the current lessee in occupation on a month to month basis for six months; and 2. Commence negotiations for a new commercial lease over the property with the existing tenant at a market rent. <p style="text-align: right;">(Peter Petty/Greg Sauer)</p> Motion Carried				
Notes				

Meeting	Date	Officer	Title	Target
Council 24/08/2022	24/08/2022	Keneally, Fiona	Tenterfield Youth Precinct and Mountain Bike Trailhead - Design and Construct Tender	7/09/2022
<u>191/22</u>	<u>Resolved</u> that Council: Accept the tender of Collaborative Construction Professionals for RFT 08-21/22 - Design and Construct of the Tenterfield Youth Precinct and Mountain Bike Trailhead for a contract total of \$2,181,198.29 inclusive of GST and provisional items. <div>(Greg Sauer/Peter Petty)</div> <u>Motion Carried</u> <i>Upon being put the meeting, the motion was declared carried.</i> <i>Cr Giana Saccon, asked that her "vote against the motion" be recorded.</i> <i>Recorded under the Model Code of Meeting Practice (Local Government NSW) – Section 11 Point 6.</i>			
Notes				