



QUALITY NATURE - QUALITY HERITAGE - QUALITY LIFESTYLE

BUSINESS PAPER ORDINARY COUNCIL MEETING 23 NOVEMBER 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 "Memorial Hall", Urbenville NSW, on **Wednesday 23 November 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

AGENDA

COMMUNITY CONSULTATION (PUBLIC ACCESS)

WEBCASTING OF MEETING

This meeting will be recorded for placement on Council's website and livestreamed on Council's YouTube Channel 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 MIN11/22) CONFIRMATION OF PREVIOUS MINUTES 6

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

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OUR ENVIRONMENT

OUR GOVERNANCE

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2022 169

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11. REPORTS OF DELEGATES & COMMITTEES

12. NOTICES OF MOTION

13. RESOLUTION REGISTER

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14. CONFIDENTIAL BUSINESS

15. MEETING CLOSED

(ITEM MIN11/22) CONFIRMATION OF PREVIOUS MINUTES

REPORT BY: Elizabeth Melling

RECOMMENDATION

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

- **Ordinary Council Meeting – 26 October 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 26 October 2022	17 Pages
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MINUTES



QUALITY NATURE - QUALITY HERITAGE - QUALITY LIFESTYLE

MINUTES OF ORDINARY COUNCIL MEETING WEDNESDAY 26 OCTOBER 2022

MINUTES OF THE **Ordinary Council Meeting** OF TENTERFIELD SHIRE held at the Koreelah Room, Tenterfield Shire Council Chambers on Wednesday 26 October 2022 commencing at 9:30 am

ATTENDANCE

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

ALSO IN ATTENDANCE

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

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

Website: www.tenterfield.nsw.gov.au

Email: council@tenterfield.nsw.gov.au

COMMUNITY CONSULTATION (PUBLIC ACCESS)

WEBCASTING OF MEETING

I advise all present that this meeting is being recorded for placement on Council's website and live-streamed on Council's You-Tube Channel 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

Nil.

DISCLOSURE & DECLARATIONS OF INTEREST

214/22 **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 Bronwyn Petrie	Less than Significant Non-Pecuniary	ITEM COM 26/22 – Community Contributions/Donations – 2022/2023 Financial Year
Cr Kim Rhodes	Less than Significant Non-Pecuniary	ITEM COM 26/22 – Community Contributions/Donations – 2022/2023 Financial Year

(Peter Petty/Greg Sauer)

Motion Carried

(ITEM MIN10/22) CONFIRMATION OF PREVIOUS MINUTES

215/22 Resolved that the Minutes of the following Meeting of Tenterfield Shire Council:

- Ordinary Council Meeting – 28 September 2022 with the correction to ITEM GOV 75/22 Council Delegates to Committees, External Boards & Associations – Period September 2022 to September 2023 Representation for Border Region Organisations of Councils to read "Mayor + Deputy Mayor."

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

(Kim Rhodes/Peter Petty)

Motion Carried

TABLING OF DOCUMENTS

URGENT, LATE & SUPPLEMENTARY ITEMS OF BUSINESS

216/22 Resolved that Council accept the following Addendum Agendas:

- (1) (ITEM GOV92/22) Tenterfield Shire Council – consideration of providing credit / credits to assessments / ratepayers arising from application of water infrastructure charge.
- (2) (ITEM GOV93/22) Notification to IPART of intent to apply for a Special Rate Variation.

(Greg Sauer/Tom Peters)

Motion Carried

MAYORAL MINUTE

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

217/22 Resolved that the following items be considered in the Confidential Section of the Meeting: -

- (1) (ITEM ECO21/22) Sale of surplus land – Bendall's

(Peter Petty/Tom Peters)

Motion Carried

OPEN COUNCIL REPORTS

OUR COMMUNITY

**(ITEM COM26/22) COMMUNITY CONTRIBUTIONS/DONATIONS -
2022/2023 FINANCIAL YEAR**

SUMMARY

The purpose of this report is to advise Council of the applications received requesting financial support through Council's Community Donations/Contributions Policy and for Council to adopt the donations for the 2022/2023 financial year.

- 218/22** **Resolved** that Council adopt the individual allocation of community contributions / donations to a total of \$20,000, as detailed below.
(John Macnish/Tom Peters)
Motion Carried

PROCEDURAL MOTION

- 219/22** **Resolved** that ITEM COM27/22 Arts, Culture and Library Services – Updates of Policies (Page 39); ITEM GOV83/22 Civic Office – Update of Policies (Page 203) and ITEM GOV91/22 Customer Service, Governance & Records – Updates of Policies (Page 286) be dealt with together with separate Resolution Numbers recorded.
(Greg Sauer/Peter Petty)
Motion Carried

(ITEM COM27/22) ARTS, CULTURE AND LIBRARY SERVICES - UPDATES OF POLICIES

SUMMARY

The purpose of this report is to update the listed policies that align with Arts, Culture and Library Services.

- 220/22** **Resolved** that Council:
- (1) Adopt the following policies:
 - Library Services Policy
 - School of Arts Theatre/Cinema Front of House Policy – with the inclusion at Item 3.1 "Smoking & Vaping"
 - School of Arts – Use for Weddings and other Activities Policy
 - (2) Adopt the following policy, pending a 28-day public exhibition period for community comment:
 - Public Art Policy
- (Kim Rhodes/Peter Petty)
Motion Carried

(ITEM GOV83/22) CIVIC OFFICE - UPDATE OF POLICIES

SUMMARY

The purpose of this report is to update the listed policies aligned with Civic Office.

- 221/22** **Resolved** that Council:

- (1) Adopt the following policies: -
- Updated Aboriginal Recognition of Protocol Policy 1.013- after referring the Policy to the Aboriginal Advisory Committee regarding the inclusion of the Ngorabul and Githabul people to Council's "Acknowledgment of Country".
 - Updated Australia Day Awards & Citizenship Ceremonies Policy 1.016;
 - Updated Community Donations/Contributions Policy 1.031;
 - Updated Councillor Expenses and Facilities Policy 1.160;
- (2) Adopt the following policy, pending 28-day public exhibition period for community comment.
- Councillors Access to Information and Interaction with Staff Policy
- (Greg Sauer/Peter Petty)

Motion Carried

(ITEM GOV91/22) CUSTOMER SERVICE, GOVERNANCE & RECORDS - UPDATES OF POLICIES

SUMMARY

The purpose of this report is to update the listed policies that align with Customer Service, Governance and Records.

222/22

Resolved that Council

- (1) adopt the following policies:
- Complaints and Unreasonable Conduct Policy
 - Disclosures by Councillors and Designated Persons
 - Exclusion for Disruptive or Abusive Citizens and Customers Policy
 - Flying of Flags Policy
 - Fraud and Corruption Prevention Policy
- (2) adopt the following policy, pending a 14-day public exhibition period for community comment:
- Customer Service Policy

(Kim Rhodes/Peter Petty)

Motion Carried

(ITEM COM28/22) SESQUICENTENARY 2021

SUMMARY

Council at its February 2021 meeting resolved to establish a Steering Committee to make arrangements for celebration of the Sesquicentenary of the Municipality of Tenterfield.

A steering committee was formed together with community interest group participants to prepare for the event. Formalised meetings were conducted with

celebration activities; gala dinners; souvenir publications and street parades planned.

Unfortunately, Council was unable to secure significant funding to undertake all these planned activities, this coupled with Covid-19 guidelines on events made the planning difficult.

The committee made the hard decision to down-scale the celebration, and in November 2022 Council unveiled a commemorative brass plaque and launched its souvenir publication.

This report is to officially conclude the Sesquicentenary celebrations, which were recently workshopped at Council's 10 August 2022 Councillor Workshop and remove the Committee from Council's 22/23 Committee Register.

223/22 **Resolved** that Council:

Receive and note the report regarding the celebration activities of the Sesquicentenary Steering Committee of Tenterfield Shire Council which have now been finalised; and

- (1) Remove the Sesquicentenary Steering Committee from Council's 22/23 Committees Register: and
- (2) Write to the Committee members, thanking them for their interest, work and participation.

(John Macnish/Kim Rhodes)

Motion Carried

OUR ECONOMY

OUR ENVIRONMENT

OUR GOVERNANCE

(ITEM GOV80/22) MONTHLY OPERATIONAL REPORT SEPTEMBER 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.

224/22 **Resolved** that Council receives and notes the status of the Monthly Operational Report for September 2022.

(Peter Petty/Kim Rhodes)

Motion Carried

SUSPENSION OF STANDING ORDERS

225/22 **Resolved** that Standing Orders be suspended.

(Peter Petty/Geoff Nye)

Motion Carried

The meeting adjourned for morning tea, the time being 11.07 am.

The meeting reconvened, the time being 11.29 am.

RESUMPTION OF STANDING ORDERS

226/22 **Resolved** that [enter text] Standing Orders be resumed.

(Tim Bonner/Peter Petty)

Motion Carried

(ITEM GOV81/22) 2022 - REVIEW OF VARIATION OF WARD BOUNDARIES

SUMMARY

The purpose of this report is to advise Council that Staff have been liaising with NSW Electoral Commission with regard to a variation of more than 10% of elector numbers as required under the NSW Local Government Act.

227/22 **Resolved** that pursuant to s.211(2) of the *Local Government Act 1993* (NSW) that Council advises:

- (1) The Electoral Commission of its elector numbers being greater than 10% in variance in the month of April and September 2022; and
- (2) That it is Council's intention to monitor the number of electors of each ward until April 2023, when Census 2021 data is fully integrated at the Electoral Commission NSW; and
- (3) Should, in April 2023, the elector numbers still be greater than a 10% variation it is then Council's intention to change the existing Ward Boundaries for the Local Government election to be held in September 2024.

(Kim Rhodes/Greg Sauer)

Motion Carried

(ITEM GOV82/22) COUNCIL RECESS PERIOD - PROPOSED COUNCIL MEETING DATES 2023/2024

SUMMARY

The purpose of this report is for Council to recommend the dates for the Ordinary Council Meetings – January 2023 to January 2024. In accordance with s356 of

the NSW Local Government Act 1993, Council is required to meet at least ten (10) times per year, each time in a separate month.

228/22

Resolved that Council:

- (1) Note the closedown period for Staff from the close of business on 21 December 2022 to 9 January 2023.
- (2) Resolve to hold the first meeting of the Council on 22 February 2023 with the following dates for meetings:
 - a) Ordinary Council Meetings be held in each month of the calendar year with the exception of January 2024;
 - b) Council Meetings be held on the fourth Wednesday of the meeting month at a time to be determined, with the exception of December 2023 which will be held on the third Wednesday of the month; and
 - c) Ordinary Council Meetings be held each month in the "Koreelah Room", Council Administration Building with the exception of two meetings to be held in villages of Legume and Torrington.

(Peter Petty/Kim Rhodes)

Motion Carried

(ITEM GOV84/22) COUNCIL RECESS PERIOD - 2022/2023 & DELEGATION FOR CHIEF EXECUTIVE LEAVE PERIOD

SUMMARY

The purpose of this report is for Council to approve recess arrangements and provide the Mayor and/or Deputy Mayor, and the Chief Executive with delegations over the recess period and provide delegation for Acting Chief Executive during period of leave of Chief Executive.

229/22

Resolved that Council:

- (1) Be in recess from close of business 21 December 2022 to 22 February 2023.
- (2) Pursuant to Section 377 of the *Local Government Act 1993*, delegate authority to the Mayor and/or Deputy Mayor, and the Chief Executive jointly to exercise any function of Council during the recess period with the exception of:
 - Determination of applications for all dwelling types and ancillary structures where significant objections have been received;
 - Rezoning matters;
 - Subdivision applications; and
 - Entering into Leases and Licences.

- (3) That a full list of any matters considered under such delegated authority be submitted for Council's information to the first 2023 Ordinary Council Meeting of Council to be held on 22 February 2023.

(Kim Rhodes/John Macnish)

Motion Carried

(ITEM GOV85/22) DISCLOSURE OF INTEREST RETURNS 2021/2022

SUMMARY

The purpose of this Report is to document the tabling of the Disclosure of Interest Returns for the period 2021/2022.

230/22

Resolved that Council note the tabling of the Disclosure of Interest Returns for the period 2021/2022.

(Kim Rhodes/Giana Saccon)

Motion Carried

(ITEM GOV86/22) 2024 LOCAL GOVERNMENT ELECTIONS - ELECTORAL COMMISSION AND QUOTATION PROCESS

SUMMARY

Council is required to advise the Electoral Commission of NSW (ECNSW) whether it requires them (ECNSW) to conduct the upcoming Local Government Elections in September 2024. Notice from Council must be provided to this effect eighteen months prior to the 2024 Local Government elections, which is March 2023.

During the 2021 Local Government Elections, the question was asked if a suitably qualified local contractor or Council would be better positioned to conduct the election at a reduced cost. The costs associated with the 2021 Local Government elections, conducted by the ECNSW totaled \$86,000. Council, in January 2022 resolved "not to apply countback provisions in the event of a by-election", with Council nominated to conduct the election.

231/22

Resolved that Council:

- (1) Advertise for quotations from a suitably qualified Contractor to conduct the September 2024 Local Government Elections; and
- (2) If no suitably qualified Contractor be forthcoming; Council advise the NSW Electoral Commission (ECNSW) of its intent to proceed with NSWEC conducting the 2024 Local Government Election.

(Geoff Nye/John Macnish)

Motion Carried

Roy Jones, Manager Finance and Technology entered the meeting, the time being 11.47 am.

(ITEM GOV87/22) FINANCE & ACCOUNTS - PERIOD ENDED 30 SEPTEMBER 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.

232/22 **Resolved** that Council receive and note the Finance and Accounts Report for the period ended 30 September 2022.

(John Macnish/Geoff Nye)

Motion Carried

(ITEM GOV88/22) CAPITAL EXPENDITURE REPORT AS AT 30 SEPTEMBER 2022

SUMMARY

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

233/22 **Resolved** that Council receive and note the Capital Expenditure Report for the period ended 30 September 2022.

(Peter Petty/Kim Rhodes)

Motion Carried

(ITEM GOV89/22) REPORT ON LOAN BALANCES

SUMMARY

The purpose of this Report is to inform Council of its loan balances as at 30 September 2022.

234/22 **Resolved** that Council notes the loan balance as at 30 September 2022 was \$18,505,230.55 (\$18,848,630.12 as at 30 June 2022).

(Peter Petty/Giana Saccon)

Motion Carried

Roy Jones, Manager Finance and Technology left the meeting, the time being 12.03pm

Erika Bursford, Manager Customer Service, Governance & Records entered the meeting, the time being 12.04 pm.

(ITEM GOV90/22) TENTERFIELD SHIRE COUNCIL COMMUNITY SATISFACTION SURVEY 2022

SUMMARY

The purpose of this report is to present the Tenterfield Shire Council Community Satisfaction Survey 2022 Report.

235/22 **Resolved** that Council receive and note the Tenterfield Shire Council Community Satisfaction Survey 2022 Report.

(Kim Rhodes/Tom Peters)

Motion Carried

Erika Bursford, Manager Customer Service, Governance & Records left the meeting, the time being 12.25pm.

Roy Jones, Manager Finance and Technology entered the meeting, the time being 12.25pm

(ITEM GOV92/22) TENTERFIELD SHIRE COUNCIL - CONSIDERATION OF PROVIDING CREDIT / CREDITS TO ASSESSMENTS / RATEPAYERS ARISING FROM APPLICATION OF WATER INFRASTRUCTURE CHARGE.

SUMMARY

The purpose of this report is to seek Council's approval to provide a credit/credits to the selected property assessments in the 2023/2024 budget for those ratepayers who have paid a water infrastructure charge originally levied for the purpose of part funding a loan required for the Tenterfield Water Treatment Plant and also charges levied on localities which did not form part of the previous written resolutions regarding the infrastructure charge.

The impact of this credit will be reflected in adoption of Operational Budget 2023/2024.

236/22 **Resolved** that Council:

1. Note the review of water charging in relation to the NSW Local Government Act 1993 Section 502 levies for the past four years, acknowledging that the wording of this charge was specific in year one (2019/2020) and that the funding was not required for the intended purpose;
2. Note the specifics of the application of the resolutions relating to water Charges under Section 502 in years (2020/2021, 2021/2022 and 2022/2023) which have been impacted by lack of clarity due to phrasing of resolutions from year 2;
3. Approve the inclusion of a credit to the value of \$77, in the operational budget FY 2023/2024 for assessments charged the water infrastructure charge of \$77.00 under resolution (101/19) as part of the Operational

Plan adopted on 24 May 2019 and impacted the localities of Tenterfield, Urbenville and Jennings.

4. Approve the inclusion of credit to the value of \$77, in the operational budget FY 2023/2024 for assessments within Urbenville and Jennings localities in line with Council resolution (116/20) as part of the Operational Plan adopted on 24 June 2020.
5. Approve the inclusion of credit to the value of \$77, in the operational budget FY 2023/2024 for assessments within Jennings locality in line with Council resolution (120/21) as part of the Operational Plan adopted on 31 May 2021.
6. Approve the inclusion of credit to the value of \$77, in the operational budget FY 2023/2024 for assessments associated with Jennings locality in line with Council resolution (100/22) as part of the Operational Plan adopted on 25 May 2022.
7. Approve the reflection of credit provided as a separate line item on the rate notice for assessments impacted issued in July 2023.

(Greg Sauer/Kim Rhodes)

Motion Carried

(ITEM GOV93/22) NOTIFICATION TO IPART OF INTENT TO APPLY FOR A SPECIAL RATE VARIATION.

SUMMARY

This report recommends that Council proceed with commencement to notify IPART (Independent Pricing and Regulatory Tribunal) of Council's intention to apply for a Section 508 A (Permanent) Special Rate Variation (SRV) for the Financial Year commencing 2023/2024 and 2024/2025.

The proposed Special Rate Variation comprises a permanent Special Rate Variation of 43% (including rate peg) in 2023/2024 and 43% (including rate peg) in 2024/2025, representing a cumulative increase of 104.49%.

The Special Rate Variation is to ensure council maintains and renews assets, maintains service levels to a satisfactory level and condition, ensures and improves financial sustainability and is all the more urgent in the current uncertain economic and environmental conditions, with significant investments required in Council's transport network.

237/22 Resolved that Council:

- (1) Request the Chief Executive Officer notify the Independent Pricing and Regulatory Tribunal of its intent to apply under section 508A of the Local Government Act 1993 for a Special Rate Variation of 43% (including the rate peg) in 2023/2024 and 43% (including the rate peg) in 2024/2025 to be a permanent increase retained within the rate base, for the purpose of maintaining current service levels, maintenance and renewal of assets and enhancing financial sustainability.

- (2) Receive the report on Notification to IPART of Intent to Apply for a Special Rate Variation
- (3) Receive the report on community engagement undertaken between April 2022 to September 2022 and its outcomes.
- (4) Receive a further report that will include a draft Application to the Independent Pricing and Regulatory Tribunal (IPART) under section 508A of the Local Government Act 1993 for an increase to the ordinary rate income, on the confirmed percentage increase as resolved by Council as part of this meeting.

(Peter Petty/Kim Rhodes)

Motion Carried

Officer's Recommendation dealt with "in seriatim" with all Line Items "carried unanimously" except for Line Item (1) Carried with Cr Giana Saccon recording 1 (one) vote against.

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

Cr Peter Murphy left the meeting, the time being 1.20 pm.

Cr Peter Murphy returned to the meeting, the time being 1.23 pm.

REPORTS OF DELEGATES & COMMITTEES

(ITEM RC13/22) TENTERFIELD SHIRE COUNCIL LOCAL TRAFFIC COMMITTEE MEETING - THURSDAY 1 SEPTEMBER 2022

OFFICER'S RECOMMENDATION

That Council:

- (1) Receive and note the report of the Tenterfield Shire Council Local Traffic Committee meeting of 1 September 2022;
- (2) Adopt the recommendations from General Business Items 1 and 2:-
 - (a) WYLIE CREEK ROAD – HORSE RIDING SIGN REQUEST
Not install additional horse warning signage and continue to prepare a signage policy with a focus on regulatory and core traffic safety signage across the network; and
 - (b) KILLARNEY STATE SCHOOL - That Council offer no objection to the event and crossing of roads as per the application received from the Killarney State School for a 2022 Trail Bike Ride, subject to Police and Council approval.

AMENDMENT

Correspondence be forwarded to Transport for NSW and Essential Energy requesting that they expedite the "Lighting request/design in Rouse St, Tenterfield" as a matter of serious community concern.

(Kim Rhodes/Greg Sauer)

Amendment Carried

238/22

Resolved that Council:

- (1) Receive and note the report of the Tenterfield Shire Council Local Traffic Committee meeting of 1 September 2022;
- (2) Adopt the recommendations from General Business Items 1 and 2:-
 - a) WYLIE CREEK ROAD – HORSE RIDING SIGN REQUEST
Not install additional horse warning signage and continue to prepare a signage policy with a focus on regulatory and core traffic safety signage across the network; and
 - b) KILLARNEY STATE SCHOOL - That Council offer no objection to the event and crossing of roads as per the application received from the Killarney State School for a 2022 Trail Bike Ride, subject to Police and Council approval.
- (3) Correspondence be forwarded to Transport for NSW and Essential Energy requesting that they expedite the "Lighting request/design in Rouse St, Tenterfield" as a matter of serious community concern.

(Kim Rhodes/Greg Sauer)

Motion Carried

Cr Kim Rhodes left the meeting, the time being 1.38 pm.

Lee Mathers, Manager Arts, Culture & Library Services entered the meeting, the time being 1.37 pm.

Cr Kim Rhodes returned to the meeting, the time being 1.39 pm

(ITEM RC14/22) SIR HENRY PARKES MEMORIAL SCHOOL OF ARTS (SHPMSEA) - JOINT MANAGEMENT COMMITTEE - 1 SEPTEMBER 2022

239/22

Resolved that Council:

- (1) Receive and note the report and minutes of the Sir Henry Parkes Memorial Management Committee ("Joint Committee") meeting of 1 September 2022.

(Peter Petty/Giana Saccon)

Motion Carried

Lee Mathers Manager Arts, Culture & Library Services left the meeting, the time being 1.43pm.

(ITEM RC15/22) REPORT OF COMMITTEE & DELEGATES - MURRAY DARLING ASSOCIATION CONFERENCE & ANNUAL GENERAL MEETING - 19 - 21 SEPTEMBER 2022

240/22 Resolved that Councillor Greg Sauer, Executive Committee Member's report of the 78th Murray Darling Association Conference and Annual General Meeting be received and noted.

(Kim Rhodes/Tim Bonner)

Motion Carried

NOTICES OF MOTION

Nil.

RESOLUTION REGISTER

(ITEM RES10/22) COUNCIL RESOLUTION REGISTER - SEPTEMBER 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.

241/22 Resolved that Council notes the status of the Council Resolution Register to September 2022.

(Peter Petty/Giana Saccon)

Motion Carried

SUSPENSION OF STANDING ORDERS

242/22 Resolved that Standing Orders be suspended.

(Peter Murphy/Kim Rhodes)

Motion Carried

The meeting adjourned for lunch, the time being 1.47 pm.

The meeting reconvened, the time being 2.21 pm.

RESUMPTION OF STANDING ORDERS

243/22 Resolved that Standing Orders be resumed.

(Peter Petty/Greg Sauer)

Motion Carried

CONFIDENTIAL BUSINESS

SUSPENSION OF STANDING ORDERS

244/22 **Resolved** that Standing Orders be suspended and:

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

(John Macnish/Tom Peters)

Motion Carried

The recording device was turned off and the meeting moved into closed committee, the time being 2.22 pm.

Bruce Mills, Manager Economic Development and Special Projects entered the meeting the time being 2.22 pm.

(ITEM ECO21/22) SALE OF SURPLUS LAND - BENDALL'S

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 seek decision from Council to proceed with sale of surplus Council-owned land – "Bendall's" – Lot 2 DP 1037068, 21.46ha, 8933 New England Highway, Tenterfield.

245/22 **Resolved** that Council:

- (1) Authorise the Chief Executive to Sell Bendall's (Lot 2 DP 1037068) via public auction; and
- (2) Seek quotations from Agents to List, advertise and manage the auction.

(Kim Rhodes/Geoff Nye)

Motion Carried

Upon being put to the meeting, the motion was declared carried. The record of the vote was sought by Cr Giana Saccon and supported by the Chairperson.

Against the Motion was Councillors Giana Saccon and Tom Peters.

RESUMPTION OF STANDING ORDERS

246/22 **Resolved** that Standing Orders be resumed.

(Greg Sauer/Peter Petty)

Motion Carried

Bruce Mills, Manager Economic Development and Special Projects left the meeting the time being 3.25 pm.

The meeting moved out of Closed Committee and the recording device was turned on, the time being 3.27 pm.

In accordance with Section 253 of the 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 3.29pm.

.....
Councillor Bronwyn Petrie
Mayor/Chairperson

Department:	Office of the Chief Executive
Submitted by:	Bruce Mills, Manager Economic Development & Special Projects
Reference:	ITEM COM29/22
Subject:	FACEBOOK TRIAL

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

CSP Goal:	Economy - Develop Tenterfield Shire's economic base into a robust and growing economy that supports employment and business opportunities.
CSP Strategy:	Develop and facilitate a diversified and growing economy that is a balance of all economic contributors.

SUMMARY

The purpose of this report is to advise Council of the results of the three-month trial of Facebook.

OFFICER'S RECOMMENDATION:

That Council:

Continue the Facebook page permanently in its current "no comments" format.

BACKGROUND

Timely communication with residents, visitors and potential visitors is a vital function of Council – not just for potential rate rises, garbage collection days and road closures, but also for tourism and encouraging new businesses and residents to the Shire.

145/22 Resolved that Council:

- 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; and*
- 2) Note that the recommendation is made mindful of the Customer Satisfaction Survey showing the preference for "Your Local News" printed brochure.*

(Peter Petty/Geoff Nye)

Motion Carried

Council resolved 27 July 2022 at its Ordinary Council meeting to conduct a three-month trial of an "information only" or "noticeboard only" Facebook page for Council and community announcements, review the trial after three months and decide to continue with the page or not.

The July recommendation adopted by Council included an estimate for additional staff time and cost of \$7,000 for three months.

The cost has been closer to \$5,000, and this has also included staff time to upload/edit material for Council's webpages. Therefore, the actual cost of running/managing the Facebook page has been far lower, perhaps half.

Our Community No. 29 Cont...

REPORT:

The Facebook page has proved successful for communicating information to a broad section of the community. It's been used for Council announcements – everything from road and footpath closures, garbage collection days, recycling to movie/play times at the School of Arts theatre. The page was used to advise the community of the need for rate increases and the Special Rates Variation process, including messages from the Mayor.

It has also been used to publicise community workshops, market days and farm workshops for weed control etc.

Initially the Facebook page drew high monthly reaches. In August it achieved reach of more than 3,800 people and September 5,458. However, for October the reach was only 2,741. This reflects the smaller number of posts.

Considering the Shire's population of 6,800, the overall results are good, with posts regularly reaching 600 to 1,500 people.

The top three posts for the three months were:

- "Women Like Us" 3,100;
- Lunchtime closure of Customer Services 2,400; and
- Volunteers needed at the Visitor Information Centre 1,600.

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

Community is aware the Facebook has been run as a trial. However, there is expectation the page will continue – and there would likely be criticism if the page ceased.

2. Policy and Regulation

The page is run as an "information only" page, so there is no discussion, no comment and hence no issues with managing reactionary/rude/abusive and potentially libelous comments.

3. Financial (Annual Budget & LTFP)

As mentioned, initially costed at \$7,000 for the three months, the real cost of the trial would be much lower because the additional casual staff member (one-day-a-week) also updates and manages Council's webpages. Uploading Facebook posts is done by a couple of staff.

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

Staff managing the Facebook page would continue the current work.

6. Legal and Risk Management

Nil – because the Facebook page is "noticeboard only". No comments are allowed. See comments above under Policy and Regulation.

7. Performance Measures

Nil.

Our Community No. 29 Cont...

8. Project Management

Nil.

Daryl Buckingham
Chief Executive

Prepared by staff member:	Bruce Mills, Manager Economic Development & Special Projects
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 Corporate Officer
Submitted by:	Lee Sisson, Casual Administration & Customer Service Assistant
Reference:	ITEM GOV99/22
Subject:	MONTHLY OPERATION REPORT OCTOBER 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.

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 October 2022.

Kylie Smith
Chief Corporate Officer

Prepared by staff member:	Lee Sisson, Casual Administration & Customer Service Assistant
Approved/Reviewed by Manager:	Kylie Smith, Chief Corporate Officer
Department:	Office of the Chief Corporate Officer
Attachments:	1 October 2022 - Monthly Operational Report
	87 Pages

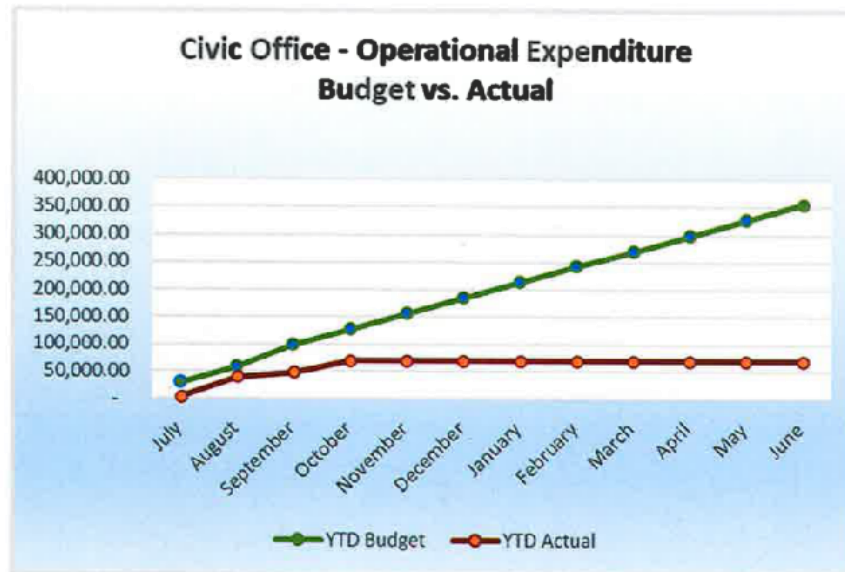


Monthly Operational Report

Tenterfield Shire Council October 2022

Council Meeting 23 November 2022

1. Civic Office



COA	22/23 Full Year Budget	22/23 YTD Actuals October	22/23 Percentage Spent
Civic Office	355,339	81,045	22.81%
1. Operating Income	0	11,921	0.00%
2. Operating Expenditure	355,339	69,125	19.45%




Tenterfield Shire Council

Monthly Operational Report - October 2022

1. CIVIC OFFICE




Business Unit: Civic Office

Service Profile: Civic Office

Action	Responsibility	Progress Comment	Status
2.1.3.1 Investigate, advocate for, and source funding to improve heavy vehicle access across the region.	Chief Executive	October - 2022 Ongoing nothing further to report	 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	October- we have identified several grant opportunities that make strategic sense we will apply for those grants as they become available. We are also working with the LGA and other councils advocating for an increase in the federal assistance grants, as well as a review at restrictions on grants use in general. This will be ongoing.	 No TARGET
5.1.1.10 Advocate to hand back Bruxner Way and Mt Lindesay Road to State Government.	Chief Executive	October-2022: This is ongoing I can report that during the Recent NSW LGA conference, the labor party publicly committed to taking both roads back if successfully elected.	 No TARGET

1. CIVIC OFFICE

Monthly Operational Report - October 2022

Action	Responsibility	Progress Comment	Status
5.1.1.11 Manage communication, media and information channels.	Manager Economic Development & Special Projects	<p>What should really have been a minor matter, telephone fault at the Visitors' Information Centre, turned into a saga. Phone reported out on Tue, 25 Oct. Call to Telstra received advice the earliest they could get to have look was 8 Nov. Numerous calls and emails to Telstra and calls and emails to the local Federal Member's office complaining of poor service, Telstra finally sent a technician who fixed the problem. The phone was out for a week.</p> <p>October -2022 I am please that at the time of writing the Regional lifestyle Magazine was being launched. It is a quality production and heavily featured Tenterfield region.</p>	 No TARGET
5.1.1.12 Deliver councillor services.	Chief Executive	October-2022 Their has been a larger number than usual councilor requests for information and advice nothing unusual this is an ongoing service.	 No TARGET
5.2.2.1 Advocate for health services throughout the Region and ensure future government planning aligns with community needs.	Chief Executive	October - 2022 Nothing further to report	 No TARGET

2. Organisation Leadership



COA	22/23 Full Year Budget	22/23 YTD Actuals October	22/23 Percentage Spent
Organisation Leadership	970,404	322,495	33.23%
2. Operating Expenditure	970,404	322,495	33.23%

2. ORGANISATION LEADERSHIP


Business Unit: Organisation Leadership

Service Profile: Organisation Leadership

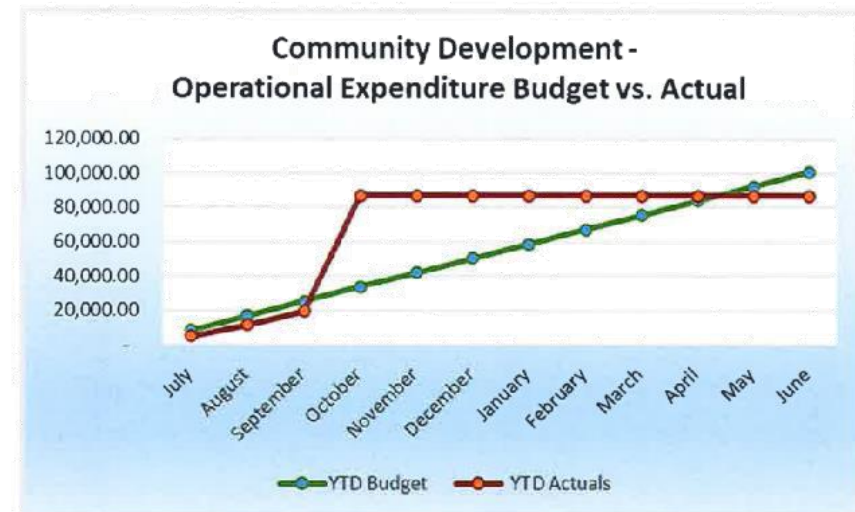
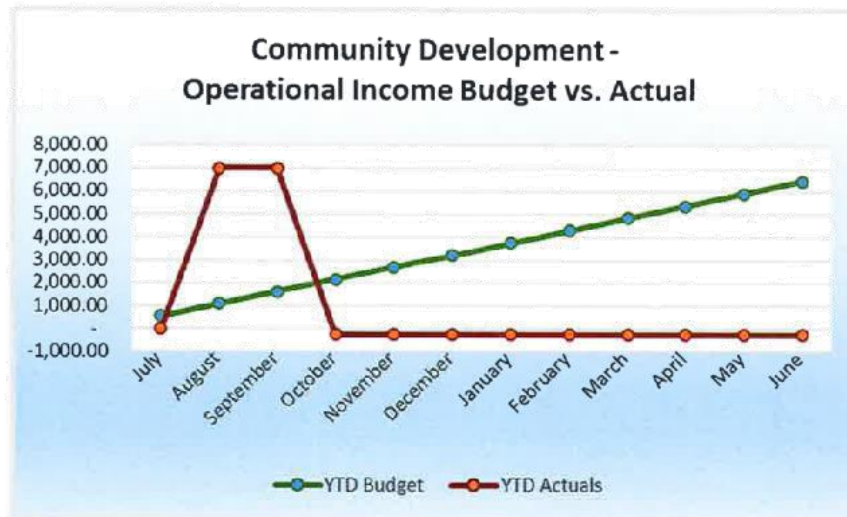
Action	Responsibility	Progress Comment	Status
5.1.2.4 Implement the long-term financial strategy, aligning the Long-Term Financial Plan with the Asset Management Plan.	Chief Executive	<p>October-2022 We commissioned and received a community capacity to pay report, which we have now received, at the time of writing, we are waiting a council comparison report we commissioned from the OLG, which I expect we will receive any day.</p> <p>I am also reviewing the quarterly financial situation, early indicators are a cashflow squeeze as expected and I and the team are looking at ways we can avoid, using the overdraft.</p>	 NEEDS WORK
5.1.2.5 Apply for a Special Rate Variation.	Chief Executive	October-2022 Council resolved to adopt the administration's recommendation in terms of the SRV at its October council meeting. The final report for IPART is now being written, it is anticipated that this report will be tabled at the November council meeting.	 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

2. ORGANISATION LEADERSHIP

Monthly Operational Report - October 2022

Action	Responsibility	Progress Comment	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>October visitors to Visitor Information Centre = 1,273 (2667% increase on October 2021 – due to COVID closures)</p> <p>October visitors to Visit Tenterfield website = 3,571 (49% increase on October 2021) 39% of visitors from New South Wales, 36% from Queensland and 9% from Victoria. Tenterfield Visitor Information Centre has a 4.5 star review on Google (153 reviews) & 4.5 star review on TripAdvisor (109 reviews).</p>	

3. Community Development



COA	22/23 Full Year Budget	22/23 YTD Actuals October	22/23 Percentage Spent
Community Development	94,298	87,367	92.65%
1. Operating Income	(6,444)	243	-3.78%
2. Operating Expenditure	100,742	87,123	86.48%

3. COMMUNITY DEVELOPMENT

Monthly Operational Report - October 2022

1.1.1.1 Improve and maintain communication methods in accordance with the Community Engagement Strategy.

Manager Arts,
Culture &
Library
Services

During the October reporting period communications involved presenting community information via two issues of 'Tenterfield In Touch' on 10 and 26 October. Key information provided in these issues included details on a range of community organised events such as Park Run Tenterfield initiative and free Granite Boarder Landcare workshops, and state and federal funding opportunities for regional communities and disaster recovery initiatives. This media stream continues to provide a valuable touch point for ensuring Tenterfield community is informed on a range of information.

The Community Development Officer is in the process of developing a draft Child Safe Policy in alignment with NSW Child Safe Standards that will inform all levels of engagement with young people for Tenterfield Shire Council.




In line with the Community Engagement Strategy the Aboriginal Advisory Committee was consulted to review the official Council "Acknowledgement of Country" to be used across all Council communications including meetings, events, displays and digital communications. The consultation process is in progress with members of the Advisory Committee to confirm final wording.

The Community Advisor attended a workshop with Reconciliation Australia on establishing appropriate Cultural Protocol frameworks for engaging and consulting with first nations people. This will assist in the process of developing the Reconciliation Action Plan and applying the protocols to other relevant engagement strategies across the organisation.



3. COMMUNITY DEVELOPMENT

Monthly Operational Report - October 2022

Action	Responsibility	Progress Comment	
1.1.1.2 Provide opportunities for the community to participate in decision making via Council Committees.	Manager Arts, Culture & Library Services	<p>During the October reporting period the following committee meetings provided opportunity for community to contribute to Council activities:</p> <ul style="list-style-type: none"> • Heritage Advisory Committee – Fri 14 October • Local Emergency Mngt Committee – Wed 12 October • Local Health Committee – Wed 12 October 	 No TARGET
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).	Manager Arts, Culture & Library Services	During the October reporting period a draft Reconciliation Action Plan was developed. Manager of Arts Culture and Library Services and CEO are currently reviewing the draft document for submission to Reconciliation Australia to assist with guidance on the next stage of the development process in alignment with appropriate cultural protocol frameworks.	 No TARGET
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.	Manager Arts, Culture & Library Services	<p>During the October reporting period the Community Advisor provided support to the Drake progress Association and Women's Shed with grant applications. During the process of applications, the organisation's realised they could not continue with the application. The progress Association will need to think if increasing the value of their Public Liability to meet funding eligibility criteria for further applications. Women's Shed were looking to develop a basic IT program. The Community Advisor is exploring possibility to connect the group with TAFE to assist with running the program. Support is being provided to assist the Women' Shed to develop a grant for projects to develop disaster preparedness programs.</p> <p>During the October reporting period the community events funded through the Reconnecting Regional NSW Communities Events funding being auspiced by Council totalled of \$59.5K. (note: 80% of the funding income \$241.3K was paid in the 2021/22 FY and remaining payment to be receipted this 2022/23 FY. The events funded to date include:</p>	 No TARGET

3. COMMUNITY DEVELOPMENT

Monthly Operational Report - October 2022

- Moombahlene Night Sky Tour = \$9,545.45
- Sunnyside Hall Christmas Tree Festival = \$800
- Sunnyside Hall Sip & Shop = \$4,000
- Sunnyside Hall Cricket Carnival = \$1,600
- Sunnyside Summer Day Out (Wedding Expo) = \$8,000
- Gravel N Granite = \$32,000
- Urbenville Christmas on the Corner = \$2,000
- Urbenville Australia Day Celebrations = \$1,600

A range of community events, opportunities and activities were promoted through the Tenterfield in Touch Newsletter distributed to 520+ subscribers.

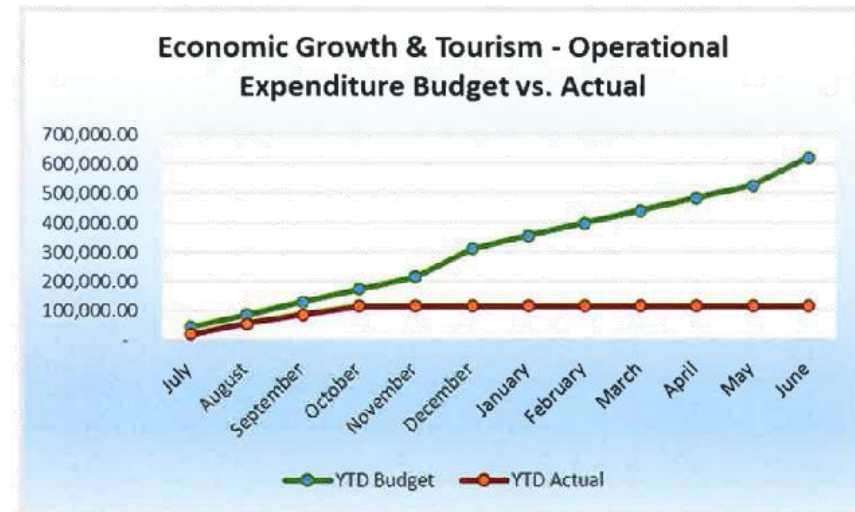
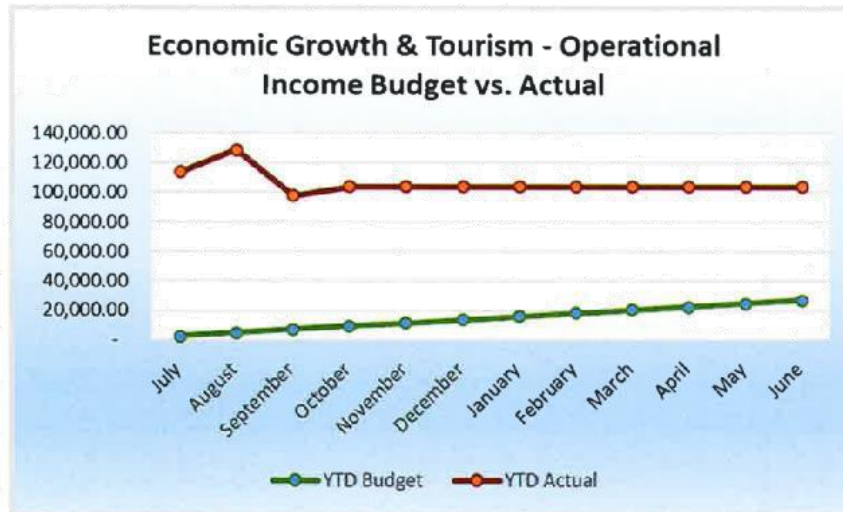
1.2.3.1 Deliver and report to the OLG on the Council's Disability Inclusion Action Plan.

Manager Arts, Culture & Library Services

During the October reporting period Tenterfield Shire Council's Disability and Inclusion Action Plan is currently being reviewed in-line with NSW Government Disability Inclusion Action Planning Guidelines and include Council's community and stakeholder consultation procedures. Accessibility related events, news and services were promoted through Tenterfield in Touch digital news channels.



4. Economic Growth and Tourism




COA	22/23 Full Year Budget	22/23 YTD Actuals October	22/23 Percentage Spent
Economic Growth and Tourism	600,632	(949,791)	-158.13%
1. Operating Income	(26,713)	(103,792)	388.54%
2. Operating Expenditure	620,314	114,710	18.49%
3. Capital Income	0	(1,018,973)	0.00%
4. Capital Expenditure	0	55,081	0.00%
4235004. PSLP - Tenterfield Youth Precinct & Mountain Bike Trailhead	0	50,081	0.00%
5400509. RTBR - Art Installations Tenterfield Creek	0	5,000	0.00%
6. Liabilities	7,031	3,184	45.28%

4. ECONOMIC GROWTH & TOURISM

Monthly Operational Report - October 2022

Business Unit: Economic Growth & Tourism

Service Profile: Economic Growth & Tourism

Action	Responsibility	Progress Comment	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>SALE OF SUGARBAG ROAD Council's sale of surplus land at 780 Sugarbag Road West, Drake has been finalised with solicitors advising settlement was completed Thursday, 27 Oct, 2022 for \$235,000 less costs.</p> <p>SALE OF "BENDALL'S" Council meeting of 26 Oct resolved to sell surplus Council-owned land – "Bendall's" Lot 2 DP 1037068 – 8933 New England Highway, Tenterfield by public auction. Manager has contacted all local real estate agents asking for proposals to sell the property. Two proposals from agents recommend selling early in the New Year. The fenced block of approximately 450 square metres adjacent to the New England Highway where the pump station is located will be surveyed and excised so that Council retains the land under separate title.</p> <p>AIRSTRIPE SALE Manger listed the Tenterfield airstrip – Lot 1 DP 236737 – Schroders Road for sale on TenderLink. At time of writing (8 Nov) 12 sets of the tender documents had been downloaded (including one by manager to see if website was working). Two advertisements were published in the Tenterfield Star newspaper and details of the tender were published on the pilots and aircraft owners' buy, swap and sell Facebook page Oct 14. Tenders closed 2pm Wed 16 Nov.</p> <p>REAL ESTATE MARKET Market for local real estate remains strong, particularly for grazing land, although agents report demand/price for houses may have plateaued due to interest rate rises.</p> <p>HEALTH FOOD PROCESSING PLANT A company interested in re-locating a dried health food processing plant from Brisbane and other centres to the New England still has plans on the table, including re-locating to Tenterfield. Company principal has been looking at properties around Tenterfield and Llanglothin, north of Guyra, with the view to using rail to send product to port - either Newcastle or Brisbane.</p>	

4. ECONOMIC GROWTH & TOURISM

Organisational Performance Report

2.1.1.2 Deliver and manage Destination Marketing Plan and marketing campaigns and activities.

Manager
Economic
Development &
Special Projects

- Granite Belt Magazine Summer Edition –Advertisements for Visit Tenterfield & New England High Country
- Oracles of the Bush Program –Advertisement for Visit Tenterfield
- Attended New England High Country monthly meeting regarding upcoming campaigns and ongoing projects



o Journalist famil trip organised by New England High Country and TSC staff for a Tenterfield Feature in Australian Traveller (to be published November)
o Arranged social media roadtrip with local influencer for New England High Country (visit postponed to November due to wet weather)

GRANTS: Regional Tourism Bushfire Recovery Program

Completed acquittal for Peter Allen Festival grant

- 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.
- Social Media Stats – October 2022: Facebook Reach: 21,794 from 16 Facebook posts. Facebook Page Likes: 6,824 (+120 new) Instagram Reach: 3,648 from 14 Instagram posts & 8 stories Instagram Followers: 2,851 (+56 new)
In October, the (trial) TSC Facebook page was less popular than during September with page reach of 2331, approx half that for the previous period (11 Sep to 9 Oct).
- A total of 22 posts were put up in the past month.
- Individual "people reached" posts topped at 2369 for Trial of Lunchtime Closure Council Front Counter; Sire Henry Parkes Oration 804 and National Water Week 696.

• Audience Age & gender

- Women 78.5%
- Men 21.5%
- Age & Gender

	18-24	25-34	35-44	45-54	55-64	65+
• Women	4.2%	13.6%	15.7%	17.0%	16.1%	11.9%
• Men	0.4%	2.1%	5.9%	5.9%	4.7%	2.5%

- Top towns/cities:

Tenterfield, NSW, Australia	62.8%
Toowoomba, QLD, Australia	2.1%
Brisbane, QLD, Australia	1.7%
Wallangarra, QLD, Australia	1.7%
Liston, NSW, Australia	1.2%
Sydney, NSW, Australia	5.4%
Armidale, NSW, Australia	1.7%
Stanthorpe, Qld, Australia	1.7%
Lismore, NSW, Australia	1.2%
Tabulam, NSW, Australia	0.8%

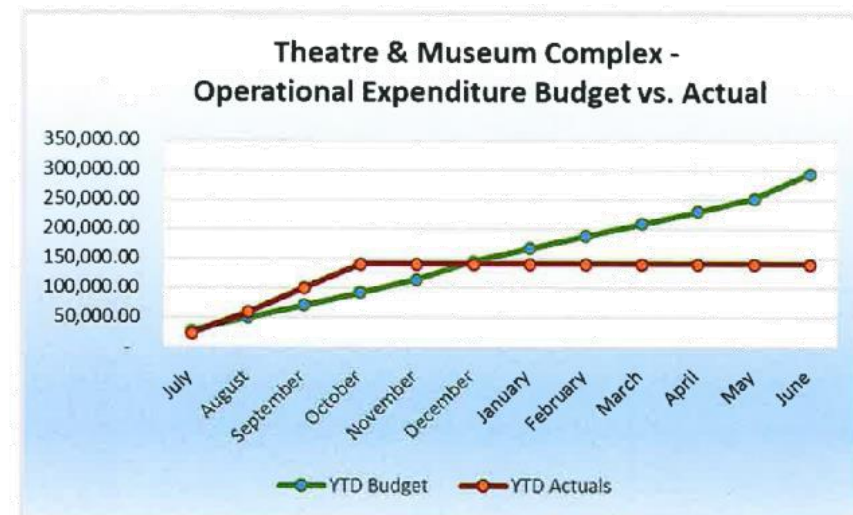
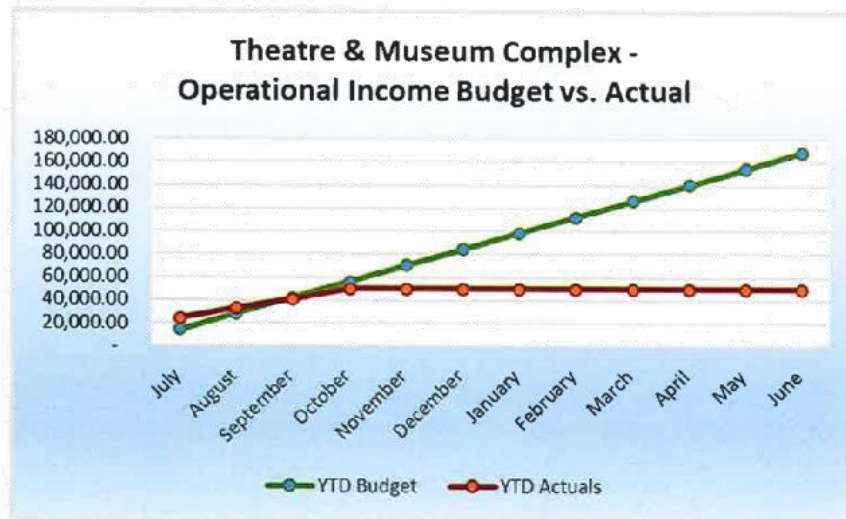


5.2.3.1 Support future proposals for improved telecommunications infrastructure.

Manager
Economic
Development &
Special Projects

Nil to report in this area.

5. Theatre and Museum Complex




COA	22/23 Full Year Budget	22/23 YTD Actuals October	22/23 Percentage Spent
Theatre & Museum Complex	220,190	90,589	41.14%
1. Operating Income	(168,316)	(50,192)	29.82%
2. Operating Expenditure	294,365	140,781	47.83%
4. Capital Expenditure	94,141	0	0.00%
5005508. School of Arts - Replace/Repair Carpet. Resand & Reseal Floors	94,141	0	0.00%

5. THEATRE & MUSEUM COMPLEX



Business Unit: Theatre & Museum Complex

Service Profile: Theatre & Museum Complex

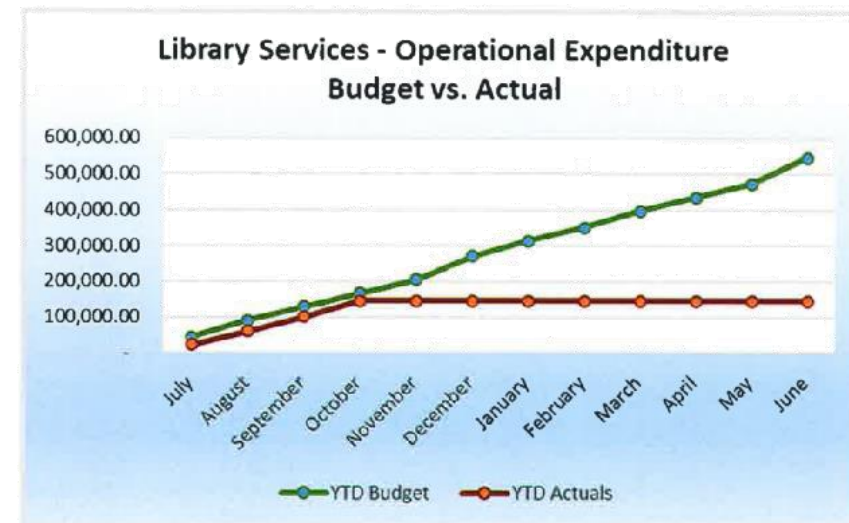
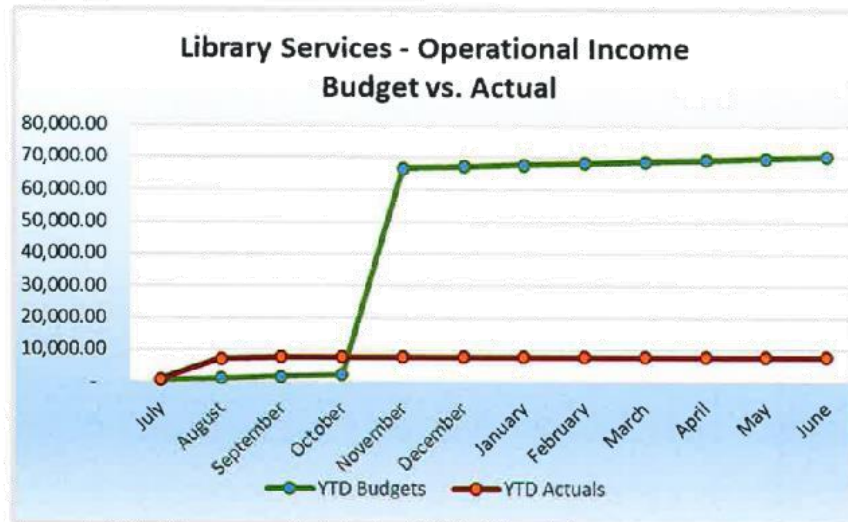
Action	Responsibility	Progress Comment	Status
1.1.3.4 Develop and proactively manage and deliver cinema program, theatre education and youth related programs.	Manager Arts, Culture and Library Services	During the October reporting period the School of Arts Cinema/Theatre program held 25 screenings with 392 admissions in total. Screenings including one special screening of Manhattan Short Film Festival with 57 attendees and 'Ticket to Paradise' with 132 ticket sales were amongst the most popular movie programs. Two live performances of Chitty Chitty Bang Bang interactive children's shows were held during this period attracting 77 attendees. The Friends of the School of Arts presented the Sir Henry Parkes Oration event streamed live from the Museum of Australian Democracy to the SHPMSoA theatre attracting 14 attendees.	 NO TARGET

5. THEATRE & MUSEUM COMPLEX

Monthly Operational Report - October 2022

Action	Responsibility	Progress Comment	Status
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	<p>During the October reporting period the Museum welcomed 364 visitors including 5 tour groups including two dinner functions held in the SHPMSoA Banquet Hall. The dinner function tour experiences included personalised tours and showing of the historical documentary of Sir Henry Parkes and the School of Arts in the cinema as part of the visit. Positive feedback is consistently received from all groups supported with return booking enquiries from the tour group organisers.</p> <p>Staff tour guide training continued during the October reporting period.</p> <p>Scripting and development of a venue information message for the Cinema commenced during the October reporting period. This short screen message will be shown prior to all cinema box-office films and aims to remind patrons of house rules, notify emergency exit procedure, and will also include Council approved Aboriginal and Torres Strait Islander Acknowledgement.</p>	 No TARGET
1.2.4.1 Provide volunteer training and upskilling in a safe and engaging work environment.	Manager Arts, Culture and Library Services	<p>During the October reporting period staff provided ongoing support to the SOA Volunteer program for front-of-house operations. The development of the volunteer onboarding procedure including a revision of a SHPMSoA volunteer position description, a Volunteer Handbook and updated volunteer application form have been completed during the October period. The documents are currently being reviewed by HR to ensure alignment with organisational recruitment and induction procedures.</p>	 No TARGET

6. Library Services




COA	22/23 Full Year Budget	22/23 YTD Actuals October	22/23 Percentage Spent
Library Services	482,542	(55,246)	-11.45%
1. Operating Income	(70,139)	(7,987)	11.39%
2. Operating Expenditure	545,681	146,675	26.88%
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	2,952	42.17%

6. LIBRARY SERVICES

Business Unit: Library Services

Service Profile: Library Services

Action	Responsibility	Progress Comment	Status
1.1.3.2 Deliver technology and resources to individuals and small groups via library services.	Manager Arts, Culture and Library Services	<p>During the October reporting period the library provided services to 1,180 members and visitors including 187 users accessing the Library Public Computers. Activities included weekly story time sessions every Thursday during school term and the Home Library Service delivering of 73 items to 31 members.</p> <p>In preparation of the library refurbishment project the library has weeded approximately 90% of the collection with items reviewed and weeded daily. Village progress associations are progressively advised items available for collection. To date the Progress Associations from Drake, Urbenville and Torrington have all receipted weeded collection items.</p> <p>Space planning specifications have been supplied to a specialised Library Design consultancy (from the Local Government Procurement register) to secure a second quote and space plan for the grant funded Library Refurbishment project.</p> <p>Promotion of the Tech Savvy Seniors workshop program commenced and has received strong buy-in and early bookings from the community for the workshop sessions commencing in November.</p> <p>The annual grant application for the State Library Subsidy and Local Priority funding was submitted and confirmed during the October reporting period securing the total of \$82,931 for library operations. A portion of this funding to the total of \$24,900 has been allocated to community focussed benefit inline with the funding requirements. Project activities for this portion will be allocated towards technology for the establishment of the Library Resource hubs at Drake and Urbenville and an experiential program activity space in the revitalised library to host programs for both adults and children.</p>	 No TARGET

6. LIBRARY SERVICES

Monthly Operational Report - October 2022

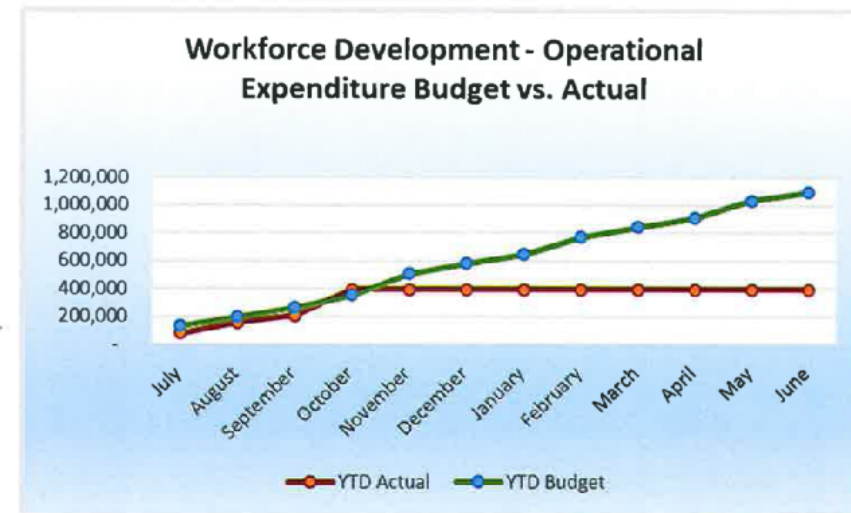
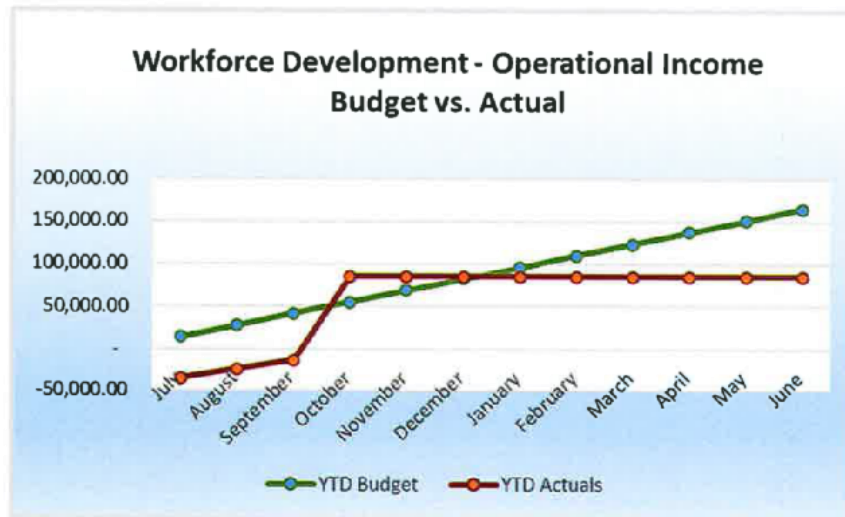
1.1.3.3 Manage all corporate art, artefacts, honour boards and memorabilia (including audit and security).

Lee Mathers -
Manager Arts,
Culture and Library
Services

During the October reporting period the Manager Arts Culture and Library Services explored industry specific training for staff and volunteers of the SHPMSoA in e-Hive Cataloguing and collection digitisation training. Suitably qualified consultants are being contacted for quotes and planning is in progress to implement training early in 2023. Funding opportunities are also being explored to support the program training fees. Further progress of the individual collection items inventory held on-site have not progressed during this reporting period.




7. Workforce Development



COA	22/23 Full Year Budget	22/23 YTD Actuals October	22/23 Percentage Spent
Workforce Development	931,385	310,134	33.30%
1. Operating Income	(164,190)	(85,728)	52.21%
2. Operating Expenditure	1,095,575	395,862	36.13%





7. WORKFORCE DEVELOPMENT

Monthly Operational Report - 2022

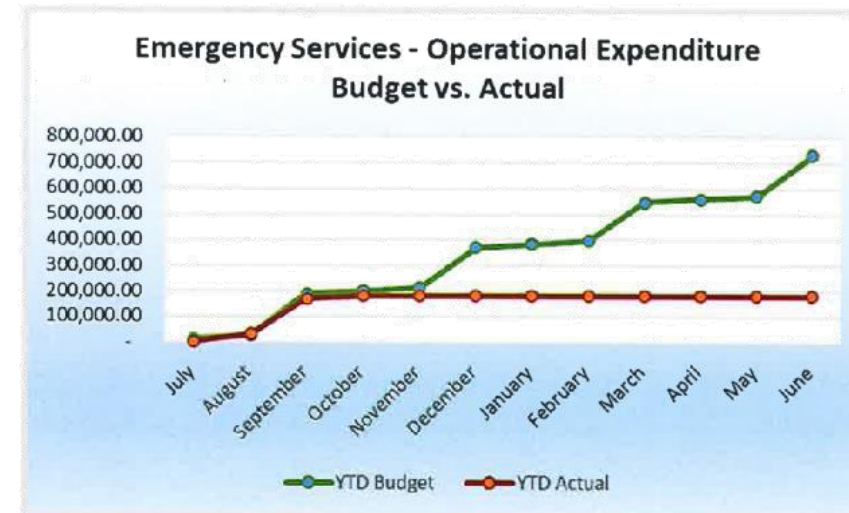
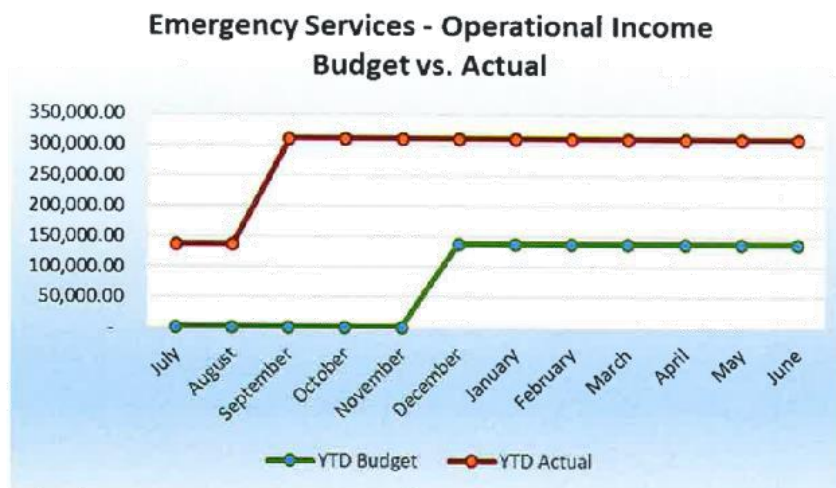
Action	Responsibility	Progress Comment	Status
5.1.1.4 Develop, manage and deliver the Workforce Management Strategy.	Manager HR & Workforce Development	<p>The recruitment moratorium and financial constraint-initiated workforce review has been completed. For October, this review has led to the implementation of one (1) lateral transfer, two (2) internal advertisements and one (1) formal redundancy. The United Services Union has been consulted and informed of the organisational changes in an effort to maintain and bolster good relations and support. Casual staff are still being managed in an effort to assist with the current service delivery expectations. Consultative Committee nominations were received culminating in the Committee's official establishment for another year. Current Full Time Equivalent (FTE) - 106</p> <p>(Note, this count has not been finalised due to the continued workforce review, organisational change and the required Award instrument processes).</p> <p>Current head count - 95 (Note, this count has not been finalised due to the continued workforce review, organisational change and the required Award instrument processes). Current Casual count - 15 (Note, casuals and not included in the FTE or head count and work many varied schedules). Implementation of some specific Workforce Management Strategies are being impeded by the current financial constraints.</p>	 ON TRACK

7. WORKFORCE DEVELOPMENT

Monthly Operational Report - 2022

Action	Responsibility	Progress Comment	Status
5.1.1.5 Facilitate worker health and wellbeing consultation communication, and participation processes.	Manager HR & Workforce Development	Five (5) WHS toolbox talks were conducted in October.	 ON TRACK
5.1.1.6 Develop, manage and deliver Employer the skills targeted training plans.	Manager HR & Workforce Development	Certificate IV in civil construction supervision ongoing. Certificate III in civil construction plant operations ongoing. Chemical Certification Chainsaw (crosscut) Leadership program ongoing. October has seen Council receive State Government funding to support our training needs.	 ON TRACK
5.1.1.7 Develop, manage and deliver Employer of Choice recruitment and retention services.	Manager HR & Workforce Development	Annual Management performance reviews have begun in October. The internal review and action on long term secondment, higher duties and position description drifts triggered by the financial constraints and recruitment moratorium is now 95% complete. Work continues on the repositioning of our staff resourcing to ensure where possible the retention of valuable staff assets remains a priority during this period of organisational change. Implementation of some specific Workforce Management Strategies are being impeded by the current financial constraints.	 ON TRACK
5.1.1.8 Manage and report on Council's Enterprise Risk Management Framework and Risk Register.	Manager HR & Workforce Development	Council's risk register continues to be monitored, reviewed and updated. October seen an insurance post renewal meeting with Statewide Mutuals account Manager and Risk Manager.	 ON TRACK

8. Emergency Services




COA	22/23 Full Year Budget	22/23 YTD Actuals October	22/23 Percentage Spent
Emergency Services	592,620	(129,037)	-21.77%
1. Operating Income	(138,210)	(310,685)	224.79%
2. Operating Expenditure	730,830	181,648	24.86%

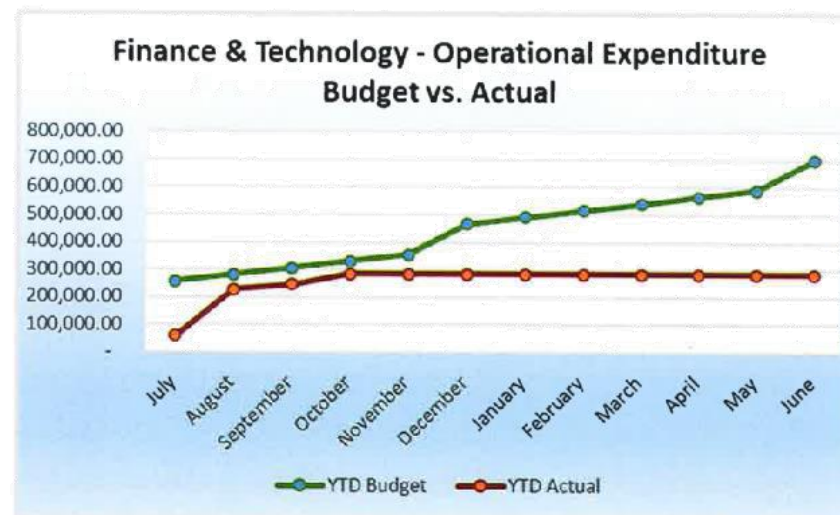
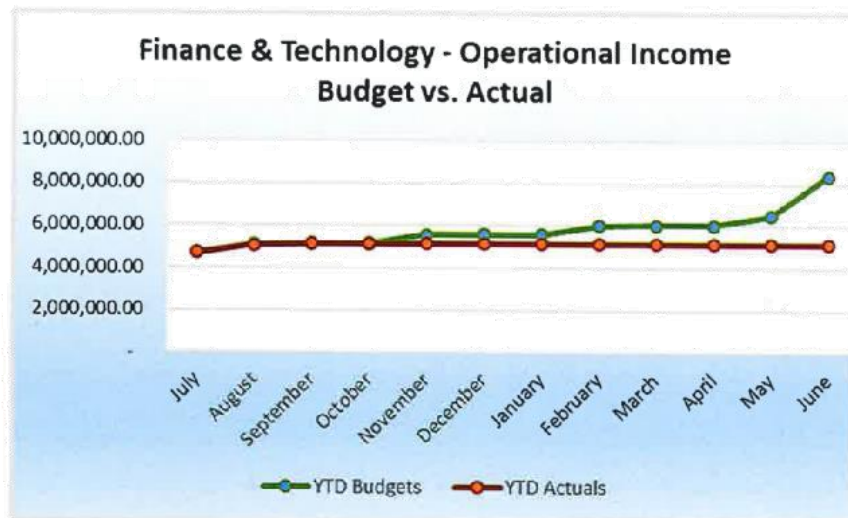
8.EMERGENCY SERVICES

Business Unit: Emergency Services

Service Profile: Emergency Services

Action	Responsibility	Progress Comment	Status
3.1.6.1 Develop, manage and deliver Emergency Management functions and facilities.	Manager HR & Workforce Development	<p>Local Emergency Management Committee (LEMC) meetings working effectively. Council conducted the October Service Level Agreement (SLA) meeting with RFS representatives this month. Council has started entering data into "ARENA HP", a national system for supporting the use of Heavy Plant for fire and emergency response.</p> <p>ARENA is managed by the National Aerial Fire Fighting Centre (NAFC) on behalf of the NSW Rural Fire Service.</p> <p>Note, Emergency Services operating expenditure percentage of 224.79% is reflective of the new Mingoola Fire station payment of which Council is yet to receive remittance.</p>	 MONITOR

9. Finance and Technology




COA	22/23 Full Year Budget	22/23 YTD Actuals October	22/23 Percentage Spent
Finance & Technology	(7,377,087)	(4,922,703)	66.73%
1. Operating Income	(8,381,449)	(5,242,607)	62.55%
2. Operating Expenditure	701,069	285,111	40.67%
4. Capital Expenditure	225,000	18,660	8.29%
1810501. Computer Equipment - Finance & Tech	75,000	0	0.00%
1810508. Capitalised Software	150,000	18,660	12.44%
6. Liabilities	78,293	16,133	20.61%

9. FINANCE & TECHNOLOGY

Monthly Operational Report - October 2022



Business Unit: Finance & Technology

Service Profile: Finance & Technology

Action	Responsibility	Progress Comment	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. On 26 October 2022 Council resolved to Notify IPART of intent to Apply for a Special Rate Variation. Subsequent submission of Application in future months and final determination by IPART in May 2023 will determine the level of services available across the shire.</p> <p>Council is continuously ensuring its Working Capital is used effectively in providing operational services to its stakeholders. As at October 2022 Council is delivering and managing its financial services.</p>	

9. FINANCE & TECHNOLOGY

Monthly Operational Report - October 2022

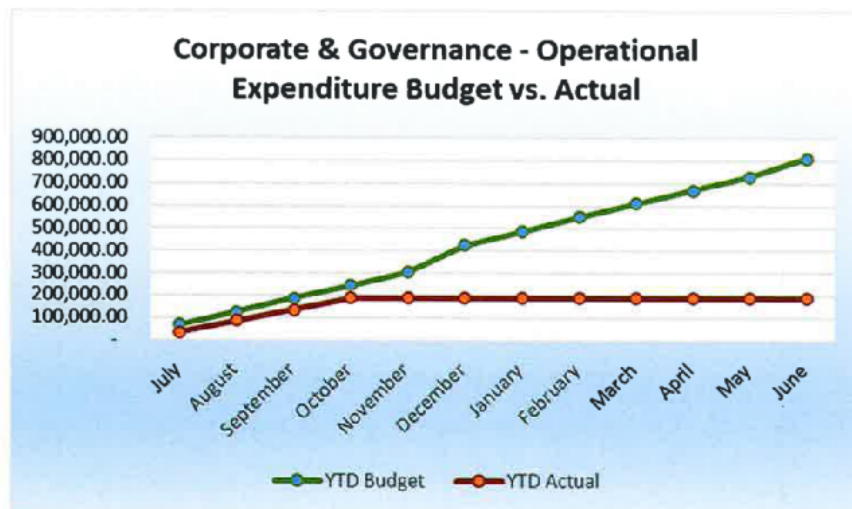
Action	Responsibility	Progress Comment	Status
5.1.2.2 Manage and report on Council's Long-Term Financial Plan, and facilitate and support internal and external audits.	Manager Finance and Technology	<p>Council Long Term Financial Plan has been updated and presented to Council as part of the Integrated Planning and Reporting documents. The plan will be updated upon final determination by IPART as part of the Special Rate Variation Application.</p> <p>Council had to seek an Extension for Submission its Financial Statements to the Office of Local Government. This is mainly due to Audit Office of New South Wales resource allocation across the State Government and Local Councils. Council staff have done commendable work by completing the required documents as per Engagement Plan and in current under resourced environment.</p> <p>Council is awaiting a final Management Letter from NSW Audit Office.</p>	 MONITOR
5.1.2.3 Manage investments - Plan develop and manage Council's investment portfolio.	Manager Finance and Technology	<p>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 October 2022.</p> <p>Council's interest income has increased since the incremental increase in interest rates over the past few months. This has assisted council in its cash flow.</p> <p>An updated Investment Policy is to be tabled in November Council meeting.</p>	 NO TARGET

9. FINANCE & TECHNOLOGY

Monthly Operational Report - October 2022

Action	Responsibility	Progress Comment	Status
5.1.4.1 Develop, manage and deliver Council's Technology Strategic Plan.	Manager Finance and Technology	<p>Council's Technology Strategic Plan is a work in progress documents which is being updated on a regular basis in conjunction with requirements associated with hardware and cyber security. The main focus due to funding allocation is Cybersecurity and threats originating from external sources. Council IT staff are in continuous training and development with NSW Cybersecurity. Further, quotations are being received and compared from external service providers experts in the field of Cybersecurity to safe guard Council's IT Infrastructure and minimize financial fraud due to a compromised system.</p> <p>A final decision has been made to terminate the current contract with AssetFinda. The service delivery and quality expectation has not been fulfilled by the provider. A mediation and close off meeting is planned for November to exit the contractual obligations.</p> <p>Council also needs to consider realistically what Asset Management software and requirements it needs in the near future to fulfil its audit obligation. A stakeholder meeting is required to understand these requirements prior to seeking new software vendor.</p>	

10. Corporate and Governance



COA	22/23 Full Year Budget	22/23 YTD Actuals October	22/23 Percentage Spent
Corporate and Governance	810,470	186,956	23.07%
1. Operating Income	(1,616)	(1,421)	87.90%
2. Operating Expenditure	812,086	188,377	23.20%

10. CORPORATE & GOVERNANCE

Monthly Operational Report - October 2022

Action	Responsibility	Progress Comment	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 October 2022 - 2 Complaints for October 2022 - 1 Abusive customers for October 2022 - 0 Customer Service General Enquiries for October 2022 - 80 Total Inbound calls for October 2022 - 3,748 Inbound calls for Customer Service for October 2022 - 433 Inbound calls for Planning and Development Services for October 2022 - 186 Inbound calls for Infrastructure and Engineering Services for October 2022 - 280 Inbound calls for Rates for October 2022 - 133</p> <p>Customer service staff receipted and registered the following applications in October 2022: Section 10.7 Planning Certificates - 45 Section 603 Certificates - 18 Dwelling Permissibility Search - 13 Section 735A - 6 Sewer Diagrams - 12 Section 735A Certificates - 6</p> <p>Customer service staff have been prioritising processing of application registrations according to legislated timeframes and delivery deadlines, but this does mean other application processes are being relegated to a lesser priority while the others are registered and receipted. An example of this is GIPA applications, which have an initial 20 day review and assessment period, and so this is used to allow other applications to be processed before GIPA applications. This is directly due to the reduced customer service hours as part of Council's austerity measures.</p>	 MONITOR


10. CORPORATE & GOVERNANCE

Monthly Operational Report - October 2022

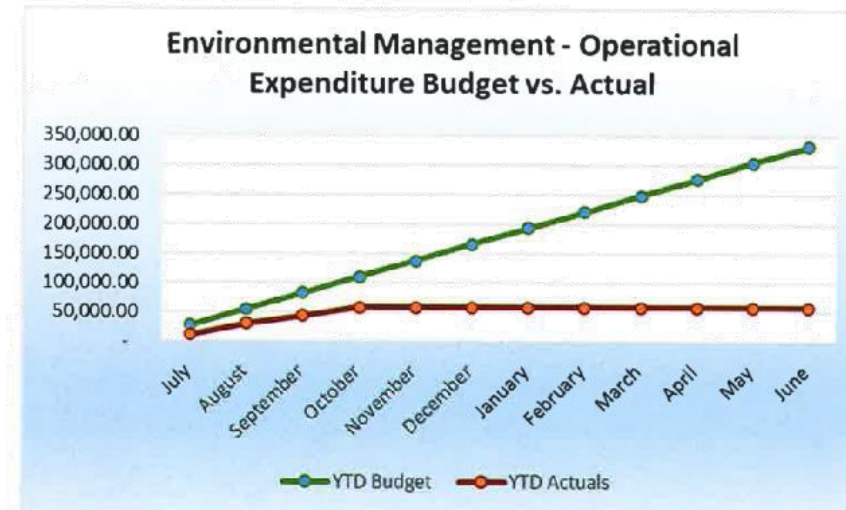
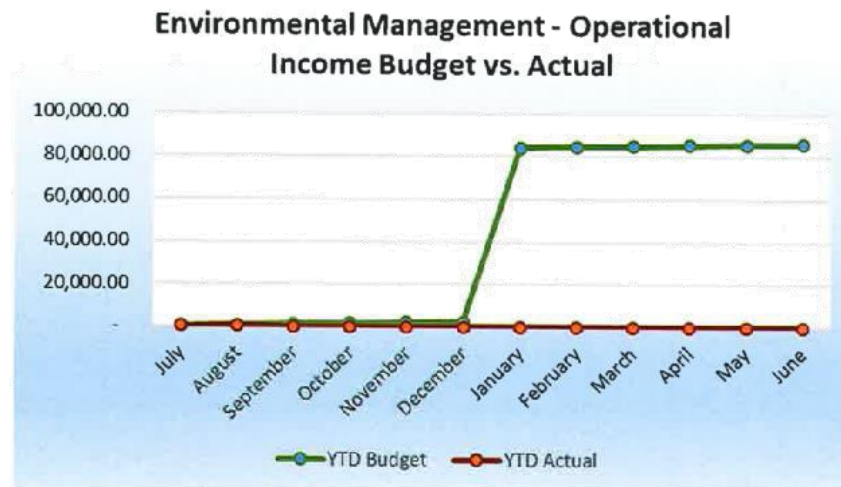
Action	Responsibility	Progress Comment	Status
5.1.1.2 Develop, manage and deliver Governance Services, in accordance with the OLG Compliance Guide, IP&R Framework and Reporting including the Monthly Operational Report, GIPA and PIDS and facilitate and support the ARIC.	Manager Customer Service, Governance & Records	Public Interest Disclosure Report for January to June 2022 submitted to NSW Ombudsman's Office in August 2022.	 MONITOR
		Government Information (Public Access) Report for 2021/2022 submitted to the Information and Privacy Commission in October 2022.	
		Council policies continue to be reviewed and updated in October 2022 by all service areas in preparation for requirement to have Council readopt all policies within 12 months of the new Council term. Resource constraints mean that some policies will now be rolled over and then revisited in 2023 for updates.	
5.1.1.3 Develop, manage and deliver Records Management Services, in accordance with legislation.	Manager Customer Service, Governance & Records	Records staff continue to transfer financial and rates records between the Depot Stores building and Records House in September 2022.	 MONITOR
		Records staff have been scanning maps, School of Arts and Urbenville Medical Centre records during October 2022. Property cards will be reviewed and scanned in November 2022.	
		Server storage is an issue which Records Management is working on with Finance and Technology. A separate drive is being used to store scans, as the existing server storage is nearly at capacity for the organisation.	

10. CORPORATE & GOVERNANCE

Monthly Operational Report - October 2022

Action	Responsibility	Progress Comment	Status
5.2.1.1 Deliver independent bi-annual Customer Satisfaction survey.	Manager Customer Service, Governance & Records	The final report for the survey was submitted to Council's Ordinary Meeting of 26 October 2022. Overall satisfaction with Council's services has declined, although key public facilities such as parks, gardens and the pool are still considered to be important services delivered by Council.	 ON TRACK

11. Environmental Management



COA	22/23 Full Year Budget	22/23 YTD Actuals October	22/23 Percentage Spent
Environmental Management	246,629	59,475	24.12%
1. Operating Income	(85,886)	(50)	0.06%
2. Operating Expenditure	332,515	59,365	17.85%
4. Capital Expenditure	0	160	0.00%
4235501. Covid-19 Council Pound Grant Expenditure	0	160	0.00%

11. ENVIRONMENTAL MANAGEMENT

Monthly Operational Report - October 2022

Business Unit: Environmental Management

Service Profile: Environmental Management

Action	Responsibility	Progress Comment	Status
3.1.2.1 Enforce Companion Animals, Illegal Dumping and Parking Control regulations.	Manager Open Space, Regulatory & Utilities	<p>4 Feral cats were caught and euthanised. No dogs impounded or surrendered</p> <p>Council received notification in relation to 1 dog attack, in which 2 alpaca's were killed. The dog has been euthanised.</p> <p>Council currently has no Ranger to enforce parking regulations and miscellaneous complaints are being dealt with when time allows.</p> <p>No abandon vehicles impounded.</p> <p>No illegal dumping was reported for October. Calls were received for straying livestock on public roads on weekends and after hours. 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> <p>2 x Barking dog complaints received and dealt with.</p> <p>Complaint about a pig continuously getting out.</p>	 MONITOR

11. ENVIRONMENTAL MANAGEMENT

Monthly Operational Report - October 2022

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

Weed Officer Report - October

Black Knapweed - inspections and treatments along Bellevue and Aldershot Rds., and on private property as required.

Tropical Soda Apple - treatments in the Urbenville area as part of the Bushfire Recovery Grant.

Cape Broom - New England Highway Jennings, Mt Lindsey Highway, Billirimba Rd.

Shire Lands Sprayed - Tenterfield, Liston and Legume Transfer Stations, Tenterfield Cemetery, Sale yards, Shire Depot, Water treatment plant, Sewage plant and ponds, Sewage and water pump stations, Water reservoirs, Tenterfield streets and shire carparks

Private Property Inspections - 28 inspections undertaken for October, mainly in the Deepwater area.

High Risk Pathways - Inspections carried out along the New England Highway from Deepwater to Wallangarra, from Tenterfield to Tabulam along the Bruxner Highway, Tenterfield to the Beardy River along the Bruxner way, Tenterfield to Woodenbong along the Mt Lindsey Highway and Tooloom rd. No new incursions found.

Border Inspections - Inspections carried out at Amosfield Rd. Border Gate Rd. and Cullendore Rd No new incursions found.

Council's Weed Officer will be working with the NSW Department of Primary Industries and multiple other agencies to conduct property inspections within the Tenterfield area to determine whether Black Knapweed is present at other sites other than the Core Infestation discovered in April 2019. These inspections will take place between the 30th November and 1st December 2022 in nominated areas.



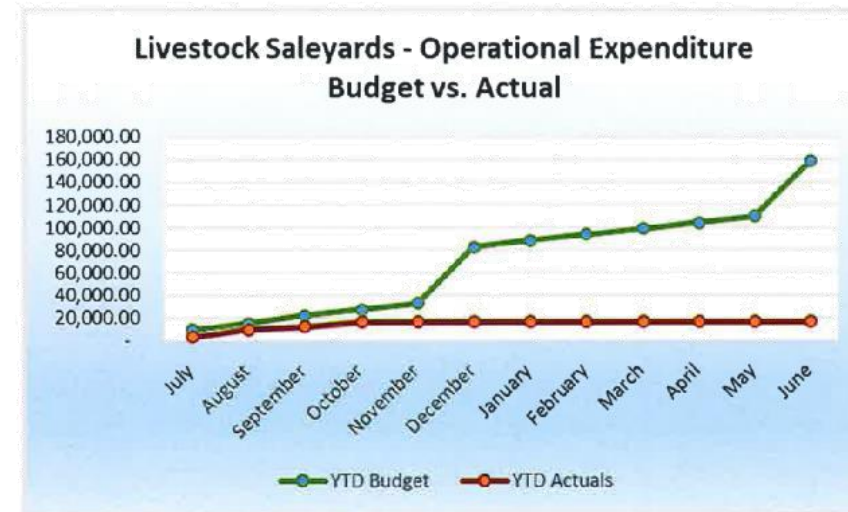
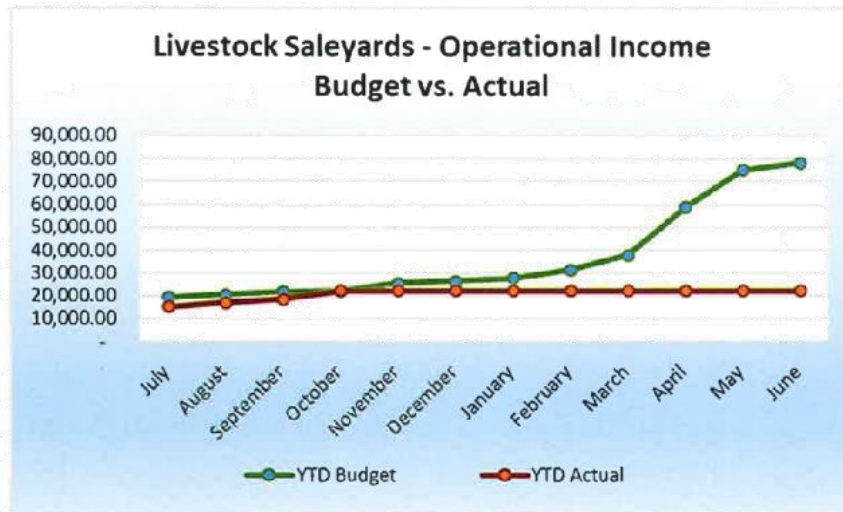
3.1.2.3 Notices and Orders to be issued or served where necessary as per the Local Government Act, EPA Act and POEO Act and Associated Regulations.

Manager
Open Space,
Regulatory
& Utilities

Two notices were issued in relation to an overgrown/untidy block. These are currently ongoing.




12. Livestock Saleyards



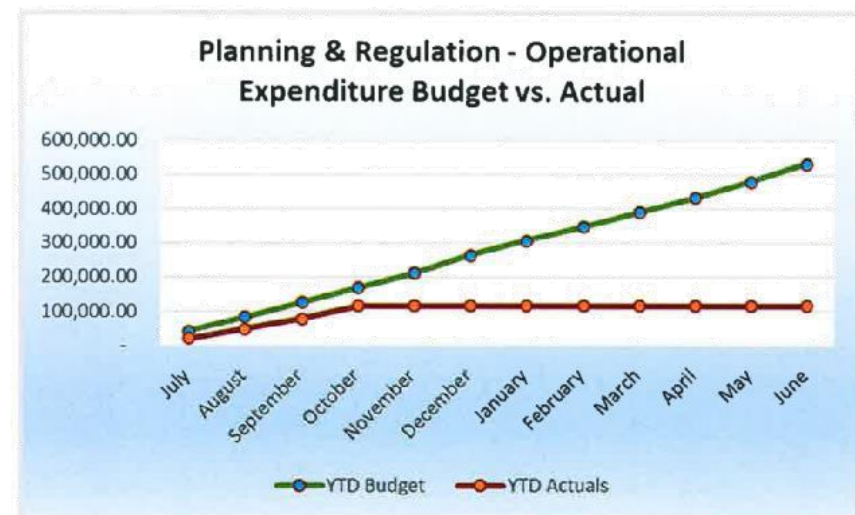
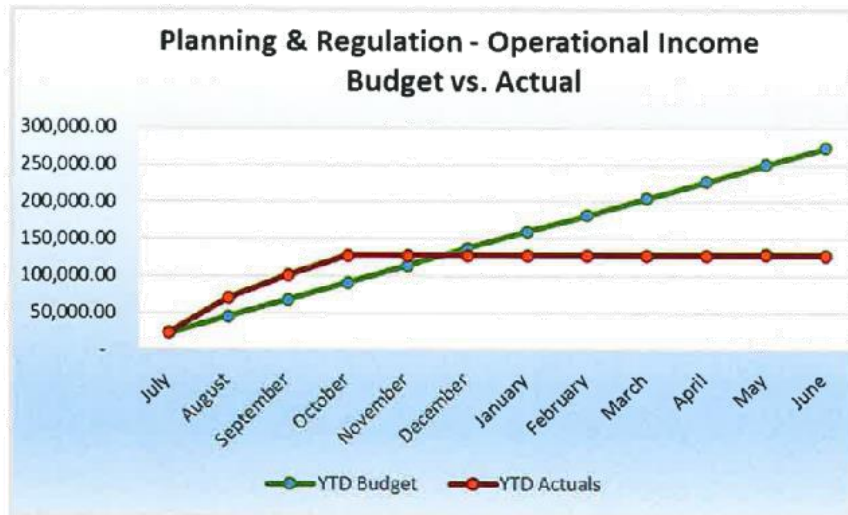
COA	22/23 Full Year Budget	22/23 YTD Actuals October	22/23 Percentage Spent
Livestock Saleyards	81,053	20,764	25.62%
1. Operating Income	(78,188)	(22,030)	28.18%
2. Operating Expenditure	159,241	16,315	10.25%
3. Capital Income	0	26,479	0.00%

12. LIVESTOCK SALEYARDS

Monthly Operational Report - October 2022

Action	Responsibility	Progress Comment			Status
2.1.2.1 Manage and deliver commercial Saleyards Services.	Manager Open Space, Regulatory & Utilities	October 2022	Prime Cattle -	308 Head \$504,060.98	 ON TRACK
			Private Weighing		
			Total	308 Head \$504,060.98	
		Financial Year 2022/2023	880 Head	\$ 1,382,745.71	
		Financial Year 2021/2022	10,963 Head	\$ 20,493,246.30	
		Financial Year 2020/2021	8,963 Head	\$ 14,127,684.48	
		Financial Year 2019/2020	9,247 Head	\$ 8,441,858.64	
		Financial Year 2018/2019	21,656 Head	\$ 12,517,711.39	
		Have received 2 quotes for the double height loading ramp. Contacted 2 other companies for quotes, didn't receive them. At the Saleyard meeting for November a decision was made for Thompson Longhorn to build the 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.					
Ramp 1 has been removed in readiness for the new double height ramp installation.					

13. Planning and Regulation






COA	22/23 Full Year Budget	22/23 YTD Actuals October	22/23 Percentage Spent
Planning & Regulation	224,129	(8,300)	-3.70%
1. Operating Income	(273,300)	(127,960)	46.82%
2. Operating Expenditure	532,429	115,842	21.76%
3. Capital Income	(35,000)	3,818	-10.91%

13. PLANNING & REGULATION

Monthly Operational Report - October 2022

Business Unit: Planning & Regulation

Service Profile: Planning & Regulation

Action	Responsibility	Progress Comment	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	October - All applications assessed in accordance with relevant regulatory and legislative requirements.	 NEEDS WORK
3.1.1.2 Manage and deliver heritage advisory services.	Manager Planning & Development Services	October- Local Heritage Fund Applications - successful applicants have until April 2023 to complete works. Heritage advisor working on Mingoola Heritage Trail project (funded).	 NEEDS WORK
3.1.1.3 Manage and deliver development, building and construction regulatory services.	Manager Planning & Development Services	October- current staffing levels 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.	 NEEDS WORK

Applications Lodged October 2022

DA Number	Applicant	Property Address	Description of Work
DA2022.128	NORTHFIELD, William	1128 Scrub Road, Tenterfield	Dwelling
DA2022.129	BURLEY Peter	454 Rouse Street, Tenterfield	Use of Existing Building as Studio & Recreation Facility (Outdoor) Open Garden
DA2022.130	CROTTY Cole (John McCormack)	Mt McKenzie Road, Tenterfield	Dwelling
DA 2022.131	Tenterfield Surveys (George)	132 Sunnyside Loop Road, Tenterfield	14 Lot Rural Residential Subdivision
DA2022.132	Mathew Minns (Piccini)	Bruxner Way, Tenterfield	Detached Studio
DA 2022.133	Tom Murphy (Geoffrey Hannah)	91 Molesworth Street, Tenterfield	Shed
DA2022.134	RHODES-ROBERTS Lorraine	Bellevue Road, Tenterfield	Shed
DA 2022.135	Linda Martin	8654B New England Highway, Tenterfield	Extension
DA 2022.136	Westbuilt (Wilson)	Neagles Lane, Tenterfield	Dwelling - Manufactured
DA 2022.137	Tenterfield Surveys (Wardle & Row)	56 East Street, Tenterfield	Boundary re-adjustment

Applications Determined October 2022

DA Number	Applicant	Address	Description of Work
2022.114	BURGER Robert	189 Ridge Road, Maryland	Dual Occupancy - Dwelling
2022.116	FAULKS Scott	1704 Bald Rock Road, Sandy Flat	Use of existing building as dwelling
2022.118	BRENNAN Todd	7459 Bruxner Way, Dunaesq Valley	Internal Alterations & Deck
2022.119	GEORGE Chappelle	132A Sunnyside Platform Road, Tenterfield	Detached Studio
2022.122	TJS Constructions QLD Pty Ltd (Nicholls)	1026B New England Highway, Tenterfield	Extension to Existing Dwelling
2022.124	GATER Derek	44 Francis Street, Tenterfield	Storage Shed & Water Tank
2022.108	CMC Constructions (Birnbaum)	295 East Street, Tenterfield	Water Tank
2022.064	Tenterfield Surveys Pty Ltd	83 Douglas Street, Tenterfield	Two (2) Lot Subdivision
2022.057	Tenterfield Surveys Pty Ltd	8038 New England Highway	Three (3) Lot Rural Subdivision
2022.052	Tenterfield Surveys (Spark)	439 Rouse Street, Tenterfield	Three (3) Lot Urban Subdivision

Applications Outstanding – October 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, administration building & amenities	Information Required from Applicant

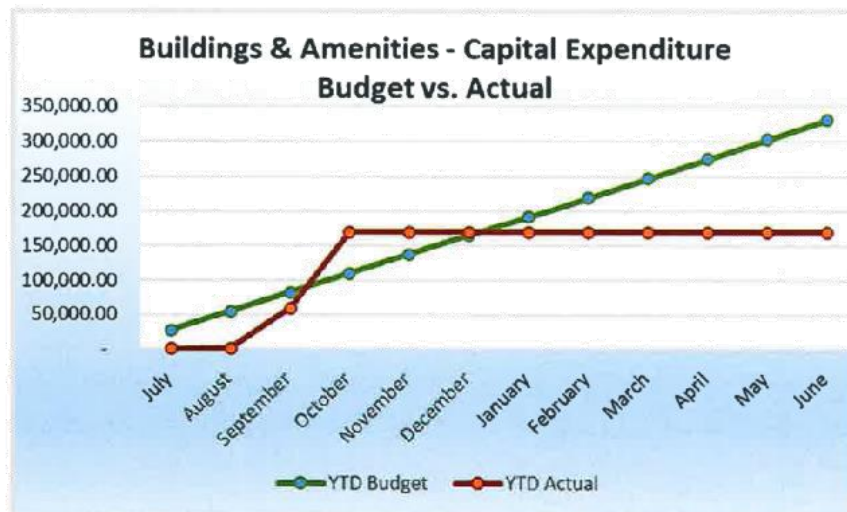
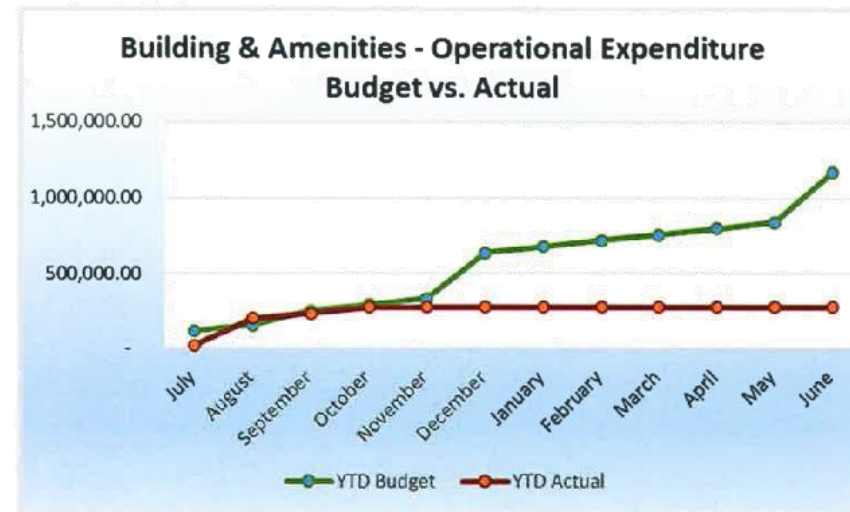
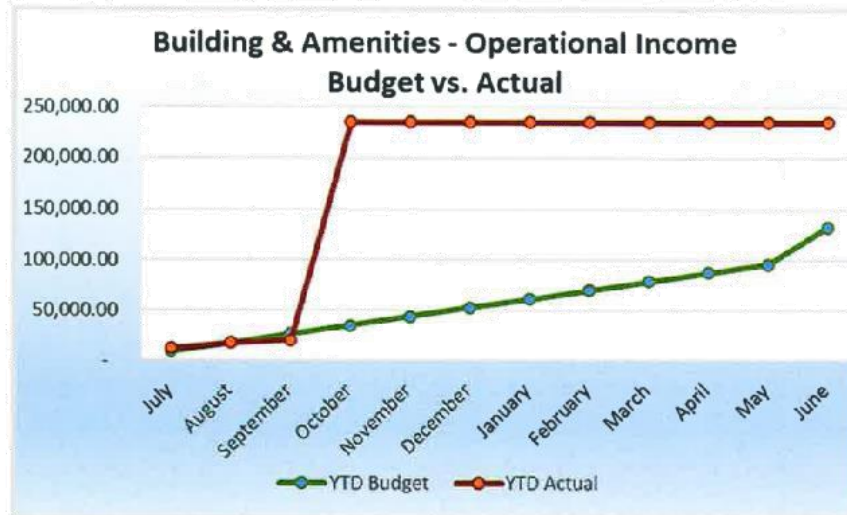
2021.153	Stephen P McElroy & Associates (Burtenshaw)	7841 Bruxner Highway, Drake	Tourist & Visitor Accommodation	Insufficient Information provided to complete assessment
2021.158	SACCON Giana	49 Duncan Street, Tenterfield	Dual Occupancy, Detached Garage & Studio	Information Required from Applicant
2022.043	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
2022.068	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)	Mole Station Road, Woodside	3 Lot Boundary Adjustment	Awaiting RFS recommendations

	Genetic Resources Pty Ltd)			
2022.112	Tenterfield Surveys (Reid)	Catarrh Creek Road, Torrington	2 Lot Subdivision	Awaiting RFS recommendations/under assessment
2022.113	Tenterfield Surveys (Galloway)	15 Four Mile Creek Road, Tenterfield	2 Lot Subdivision	Awaiting RFS recommendations/under assessment
2022.117	Tenterfield Surveys (Burton-Ree)	109 Wallaroo Range Road Willsons Downfall	Four Lot Boundary Adjustment	Under assessment
2022.120	SOWDEN Alison	Legume – Various locations	Temporary Use - Trail Bike Event	Under assessment
2022.122	TJS Constructions QLD Pty Ltd (Nicholls)	1026B New England Higheay, Tenterfield	Extension to Existing Dwelling	Under assessment
2022.123	SISSON Lee & Nigel	131 Rouse Street, Tenterfield	Two (2) Lot Subdivision	Under assessment
2022.124	GATER Derek	44 Francis Street, Tenterfield	Storage Shed & Water Tank	Under assessment
2022.125	TREPKA Edwin	29 Parkes Drive Tenterfield	Dwelling	Under assessment
2022.126	HARDWICK Craig	Plains Station Road, Drake NSW 2469	Dwelling	Under assessment
2022.127	Tenterfield Surveys (White)	197 Bruxner Road, Drake	Three (3) Lot Rural Subdivision	Under assessment
DA2022.128	NORTHFIELD, William	1128 Scrub Road, Tenterfield	Dwelling	Under assessment
DA2022.129	BURLEY Peter	454 Rouse Street, Tenterfield	Use of Existing Building as Studio & Recreation	Under assessment

			Facility (Outdoor) Open Garden	
DA2022.130	CROTTY Cole (John McCormack)	Mt McKenzie Road, Tenterfield	Dwelling	Under assessment
DA 2022.131	Tenterfield Surveys (George)	132 Sunnyside Loop Road, Tenterfield	14 Lot Rural Residential Subdivision	Under assessment/Awaiting RFS Recommendations
DA2022.132	Mathew Minns (Piccini)	Bruxner Way, Tenterfield	Detached Studio	Under assessment
DA 2022.133	Tom Murphy (Geoffrey Hannah)	91 Molesworth Street, Tenterfield	Shed	Under assessment
DA2022.134	RHODES-ROBERTS Lorraine	Bellevue Road, Tenterfield	Shed	Under assessment
DA 2022.135	Linda Martin	8654B New England Highway, Tenterfield	Extension	Under assessment
DA 2022.136	Westbuilt (Wilson)	Neagles Lane, Tenterfield	Dwelling - Manufactured	Under assessment
DA 2022.137	Tenterfield Surveys (Wardle & Row)	56 East Street, Tenterfield	Boundary re-adjustment	Under assessment

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.	5	3	2	0	3	1	14	19
	Value	\$895,900.00	\$450,000.00	\$71,196.00	\$0.00	\$0.00	\$0.00	\$1,417,096.00	\$1,992,350.00
Oct-22	No.	4	1	2	0	2	1	10	12
	Value	\$826,065.00	\$48,000.00	\$49,000.00	\$0.00	\$0.00	\$48,000.00	\$971,065.00	\$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)		20	8	8	2	8	2	48	
FY 22/23 Total Value (Year to Date)		\$5,261,445.00	\$720,100.00	\$358,416.00	\$135,000.00	\$0.00	\$48,000.00	\$6,522,961.00	
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


14. Buildings and Amenities



COA	22/23 Full Year Budget	22/23 YTD Actuals October	22/23 Percentage Spent
Buildings & Amenities	1,365,389	(134,086)	-9.82%
1. Operating Income	(133,278)	(235,158)	176.44%
2. Operating Expenditure	1,168,667	274,704	23.51%
3. Capital Income	0	(343,635)	0.00%
4. Capital Expenditure	330,000	170,003	51.52%
4200501. Admin Building -- Refurbishment	0	16,365	0.00%
4200508. Admin Building - Roof Replacement	300,000	0	0.00%
4205500. Housing - Repaint Exteriors (SRV)	30,000	0	0.00%
4230512. SCCF4-0948 Improvements to Sunnyside Hall	0	110,493	0.00%
4235000. Tenterfield Memorial Hall Sporting Complex - SCCF-1023	0	12,402	0.00%
4235001. Memorial Hall Internal Acoustic, Ventilation & Insulation Treatments	0	30,744	0.00%

14. BUILDINGS & AMENITIES

Monthly Operational Report - October 2022

Business Unit: Buildings & Amenities			
Service Profile: Buildings & Amenities			
Action	Responsibility	Progress Comment	Status
1.2.1.4 Develop and deliver the Property Management Strategy.	Acting Manager Buildings & Amenities	<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 - ongoing.</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 looking to advertise in December 2022. • Staff are currently trying to manage Council property in October 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. • Security Audit is still being completed in October 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. With current staff workloads and a decrease in staff levels this is aiming to be completed in December 2022. <p>Current Capital Works</p> <ul style="list-style-type: none"> • Memorial Hall Foyer, Toilets and Kitchen work is to be commence in December 2022. • Received the plans for the replacement of the Administration building roof in October and have now asked for the plans to show walkway systems to gain access to the plant room and air-condition units that are located on the roof; and • 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. Council has received the committee board/ honour board from the Gem Club members and are now kept at the Records House for safe keeping. 	

14. BUILDINGS & AMENITIES

Monthly Operational Report - October 2022

1.2.1.5 Manage and update Land and Property Register.

Acting
Manager
Buildings &
Amenities

- Land and Property register is currently being managed as required. Spreadsheets are being updated as needed. The operational land database was updated in October preparing for the valuation of assets in 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.



1.2.1.6 Develop and deliver the Buildings and Amenities Asset Management Plan.

Acting
Manger
Buildings &
Amenities

Licences & Agreements on Council owned/managed Land

- Heads of terms agreement between 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

Following Grant Projects are still outstanding:
2021-2023 NSW Heritage Grant – Community Heritage

- The Mingoola Trail – Content for the sign -to be located at Mingoola has been forwarded to sign manufacturer for initial design concepts



Drought Communities Programme Extension

- Streetscape Recovery Project – work is underway with the expectation of 3 buildings to be finished by the end of December.
- Upgrades to the Drake Resource Centre –Acquittal documents to be completed

Local Drought Stimulus Package

- Memorial Hall Internal Acoustic & Insulation Treatments – Fire system is nearly completed, and funding should be claimed by December 2022

National Bushfire Funding

- Advertising Campaign Expansion & Brochure Production - Extension for time has been applied for one (1) outstanding project to the Resilience NSW for the National Bushfire Funding (RES 40/20). Currently still awaiting to hear the outcome for the extension trusting we have received extension until December 2022. Awaiting to hear the outcome for the extension trusting we have received extension until December 2022.

14. BUILDINGS & AMENITIES

Monthly Operational Report - October 2022

Public Spaces Legacy Program

- Tenterfield Youth Precinct & Mountain Bike Trail Head - discussions had regarding cost and inclusions in relation to the masterplan design.
- Jennings Playground Project - has been completed with the seal of the carpark the only item left outstanding.

Stronger Country Communities Programs

- 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 in the new year.

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 October.

COUNCIL BUILDINGS

Drake

Drake Hall was broken into with damage done to the building and items that belonged to the hall committee. Report was completed for the police and photos taken. Funding is being actively being sort to increase the security of the building.

Urbenville Hall

Evacuation Plans are yet to be amended. Due to staff workload unsure to when this will be completed. Evacuation Sign needs to be ordered and installed in the park.

14. BUILDINGS & AMENITIES

Monthly Operational Report - October 2022

1.2.1.7 Manage Crown Lands and
prepare designated Native Title Advice.

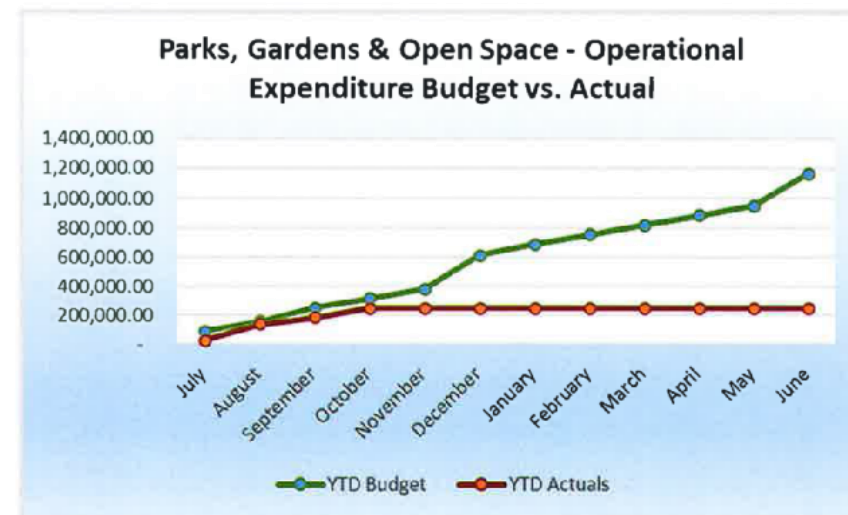
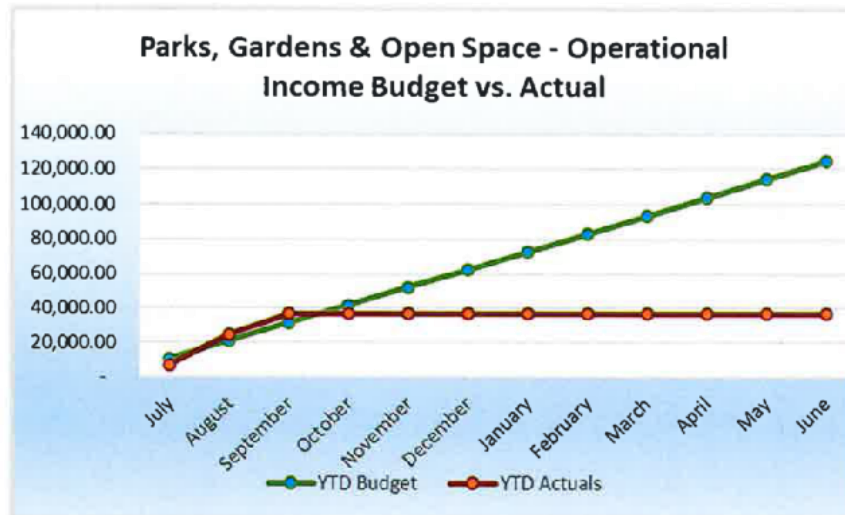
Acting
Manager
Buildings &
Amenities

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.



15. Parks, Gardens and Open Space




COA	22/23 Full Year Budget	22/23 YTD Actuals October	22/23 Percentage Spent
Parks, Gardens and Open Space	1,036,699	(27,851)	-2.69%
1. Operating Income	(124,530)	(37,621)	30.21%
2. Operating Expenditure	1,161,229	250,017	21.53%
3. Capital Income	0	(353,667)	0.00%
4. Capital Expenditure	0	113,420	0.00%
4605514. PSLP - Jennings Playground Precinct	0	113,420	0.00%

15. PARKS, GARDENS & OPEN SPACE

Business Unit: Parks, Gardens & Open Space

Service Profile: Parks, Gardens & Open Space

Action	Responsibility	Progress Comment	Status
1.2.1.1 Implement and deliver maintenance programs for Parks, Gardens and Open Spaces.	Manager Open Space, Regulatory & Utilities	<p>General cleaning and maintenance of amenities. Damage to the public toilets has now been reduced as Jubilee park toilet is being closed earlier. Graffiti is continuing to happen in other toilets and Bruxner Park. Playground maintenance being undertaken. Fairy lights in Rouse street trees have started to be repaired. Suppliers contacted in relation to the upgrade of the netball courts. One (1) staff member required at the Cemetery on a rotating roster. New shade cloth over the playground at Jubilee park to be installed in November. Several pin oaks are still to be removed along Cowper and Logan streets. Staff have attended various training courses. Anti-social behavior still occurring in the front of Bruxner Park. Trees being broken, rubbish left and thrown on the footpath, and plants being pulled out. Two (2) staff are required on a daily bases for Toro Zero turn and Toro Triple Deck mowers.</p> <p>fast growing grass and weather has made mowing a hard task slowing the mowers down to a crawl in some areas and other areas still to wet for mowing staff training this month seen two (2) members complete there four year apprenticeship in certificate 3 in Parks and Gardens horticulture. Two (2) team members also took long service leave in October.</p>	 100% TRACKED

15. PARKS, GARDENS & OPEN SPACE

Monthly Operational Report - October 2022

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 and Grant funded upgrade to Jennings playground, including shade structure, BBQ and bin restrictor completed with carpark to be sealed in December.

Additional bins installed at Jennings Park due to increase use of the park.

Water availability to Jennings toilets is becoming an issue, investigations into connecting to main.


Public toilets at Drake have had the door locks broken now repaired.

Rubbish bin removed, on a trial basis continuing from Legume toilet block, as it was continually use for house hold rubbish. Investigation into the broken handwashing tap in Tringle park at Urbenville looking at installing a timer tap and remove the push plate.

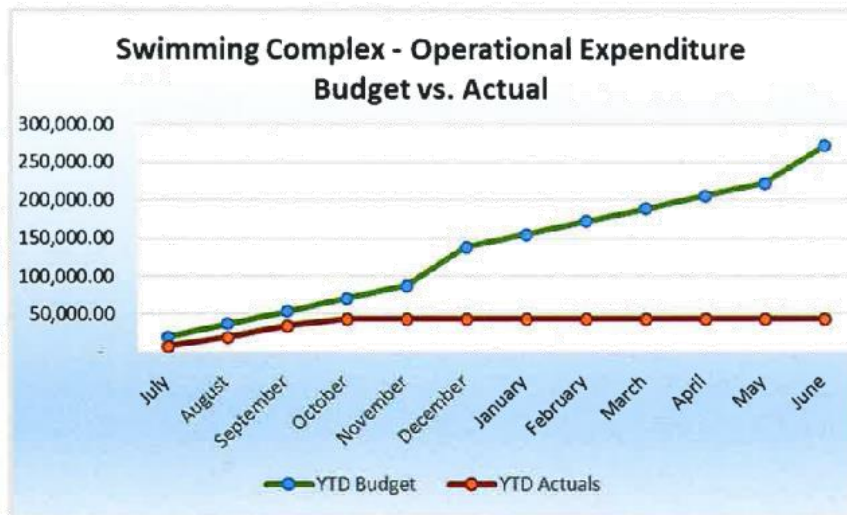


15. PARKS, GARDENS & OPEN SPACE

Monthly Operational Report - October 2022

Action	Responsibility	Progress Comment	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. At the recent Parks and Garden meeting, a discussion to include tree planting on the New England Hwy south in memory of Queen Elizabeth. Essential Energy are planning to remove large Pin oak tree on Cowper Street (Dangerous split in trunk) in November.	 MONITOR


16. Swimming Complex



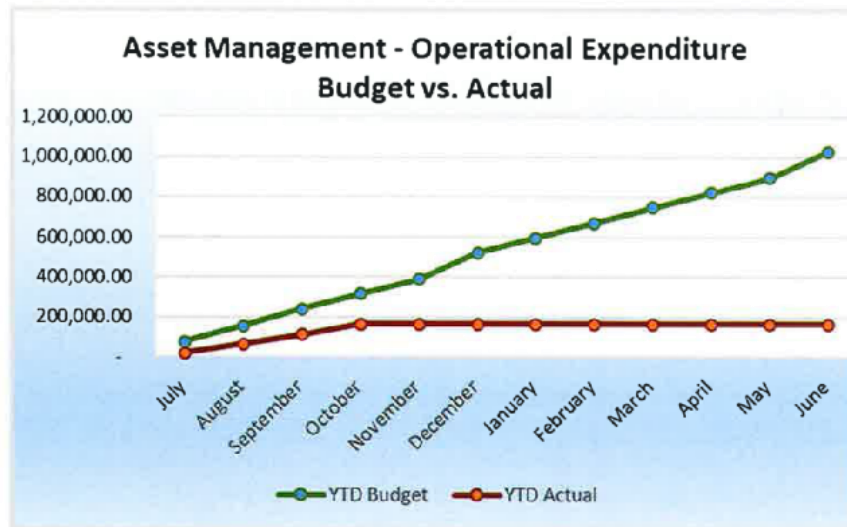
COA	22/23 Full Year Budget	22/23 YTD Actuals October	22/23 Percentage Spent
Swimming Complex	296,793	50,003	16.85%
2. Operating Expenditure	271,793	43,302	15.93%
4. Capital Expenditure	25,000	6,701	26.80%
4600512. Swimming Pool - Equipment Renewal	25,000	6,701	26.80%

16. SWIMMING COMPLEX

Monthly Operational Report - October 2022

Action	Responsibility	Progress Comment	Status																																																
1.2.2.1 Manage the Tenterfield War Memorial Baths (TWMB) Management Plan, and contribute to service delivery.	Acting Manager Buildings & Amenities	<p>Management Plan</p> <ul style="list-style-type: none">• Contract has been reviewed between Just Sports n Fitness and Council.• Current Management Plan to be implemented in the 2023 summer season. This plan is currently under review. <p>Works identified for budget for next few years</p> <ul style="list-style-type: none">• 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,• Ongoing problems with the plant room dropping out and foot valve failing and losing prime. A leak has been identified from the solar pump, with solar panel worn and requires replacing <p>Total Attendances</p> <table><tr><th></th><th>October</th><th>November</th><th>December</th><th>January</th><th>February</th><th>March</th><th>YTD</th></tr><tr><td>2018/19</td><td>1,037</td><td>2,372</td><td>2,972</td><td>4,196</td><td>2,904</td><td>1,275</td><td>14,756</td></tr><tr><td>2019/20</td><td>732</td><td>3,984</td><td>1,318</td><td>5,006</td><td>2,560</td><td>930</td><td>14,530</td></tr><tr><td>2020/21</td><td>1,459</td><td>4,144</td><td>2,568</td><td>4,383</td><td>2,759</td><td>1,064</td><td>16,377</td></tr><tr><td>2021/22</td><td>1,684</td><td>1,456</td><td>2,673</td><td>3,291</td><td>2,523</td><td>1,779</td><td>13,406</td></tr><tr><td>2022/23</td><td>1,573</td><td></td><td></td><td></td><td></td><td></td><td>1,573</td></tr></table>		October	November	December	January	February	March	YTD	2018/19	1,037	2,372	2,972	4,196	2,904	1,275	14,756	2019/20	732	3,984	1,318	5,006	2,560	930	14,530	2020/21	1,459	4,144	2,568	4,383	2,759	1,064	16,377	2021/22	1,684	1,456	2,673	3,291	2,523	1,779	13,406	2022/23	1,573						1,573	
	October	November	December	January	February	March	YTD																																												
2018/19	1,037	2,372	2,972	4,196	2,904	1,275	14,756																																												
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2022/23	1,573						1,573																																												






17. Asset Management and Resourcing



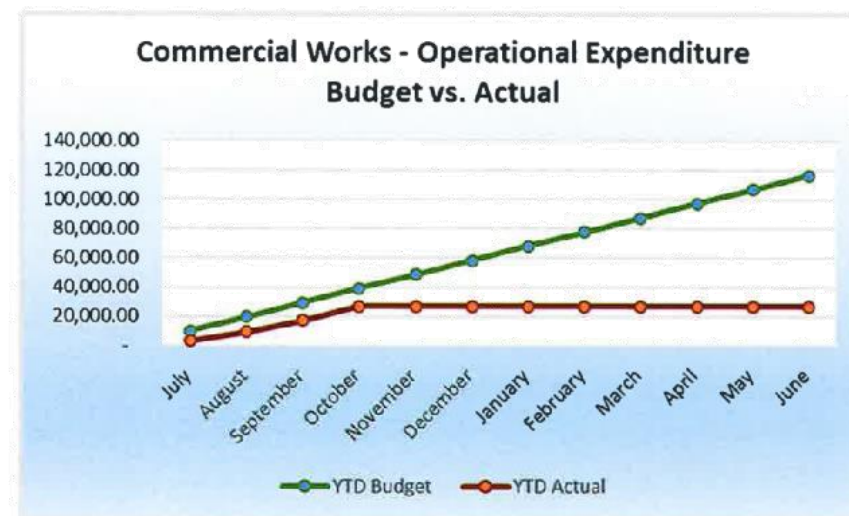
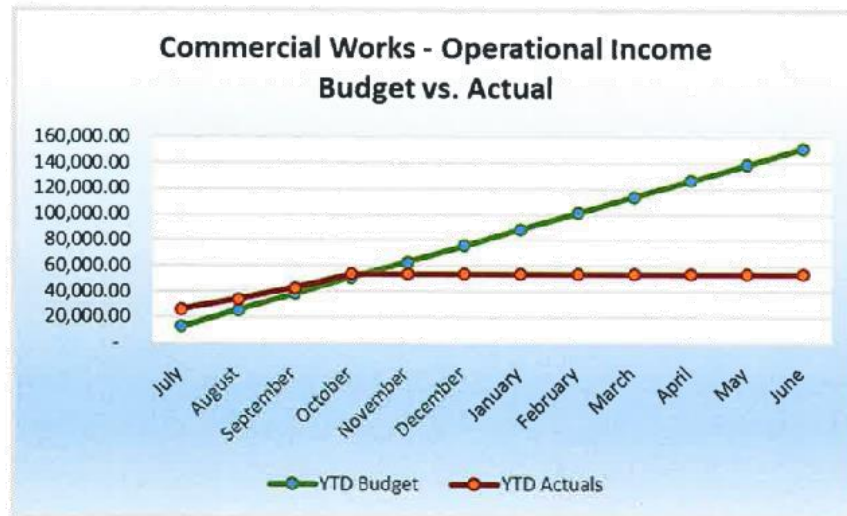
COA	22/23 Full Year Budget	22/23 YTD Actuals October	22/23 Percentage Spent
Asset Management & Resourcing	1,246,343	169,714	13.62%
1. Operating Income	(10,000)	0	0.00%
2. Operating Expenditure	1,027,506	166,219	16.18%
4. Capital Expenditure	220,000	0	0.00%
6250502. Tenterfield Depot - Wash Down & Recycle 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	3,496	39.56%

17. ASSET MANAGEMENT & RESOURCING

Monthly Operational Report - October 2022

Business Unit: Asset Management & Resourcing			
Service Profile: Asset Management & Resourcing			
Action	Responsibility	Progress Comment	Status
5.1.3.1 Develop and implement the Asset Management Strategy and associated systems.	Manager Asset & Program Planning	October - Asset Management Strategy action plan continues to be implemented where feasible given Council's financial and staffing resources.	 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	October - PAMP action for improvement at Molesworth / Rouse St intersection footpath accessibility has now been funded and design has commenced.	 NEEDS WORK
5.1.3.3 Infrastructure and assets inspections.	Manager Asset & Program Planning	October - Asset inspections are undertaken where staff resources from the Assets Section can be made available as the Asset Inspector role is a vacant position.	 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	October - Risk Register has been updated for Asset tasks and risk is assessed as part of the development in planning major projects. Routine inspections are limited as there is no current Asset Inspector and any inspections undertaken are at the expense of other project planning tasks.	 NEEDS WORK
5.1.3.6 Develop and implement the Depot Master Plan.	Manager Asset & Program Planning	October - Depot Master Plan is still being developed for enhanced environmental protection, worker and public safety, traffic, fuel delivery to plant, wash down facility and storage efficiency. Staffing resources and other major grant funded projects have limited the progress on this goal.	 NEEDS WORK

18. Commercial Works




COA	22/23 Full Year Budget	22/23 YTD Actuals October	22/23 Percentage Spent
Commercial Works	(35,159)	(27,217)	77.41%
1. Operating Income	(151,842)	(54,035)	35.59%
2. Operating Expenditure	116,683	26,818	22.98%

18. COMMERCIAL WORKS

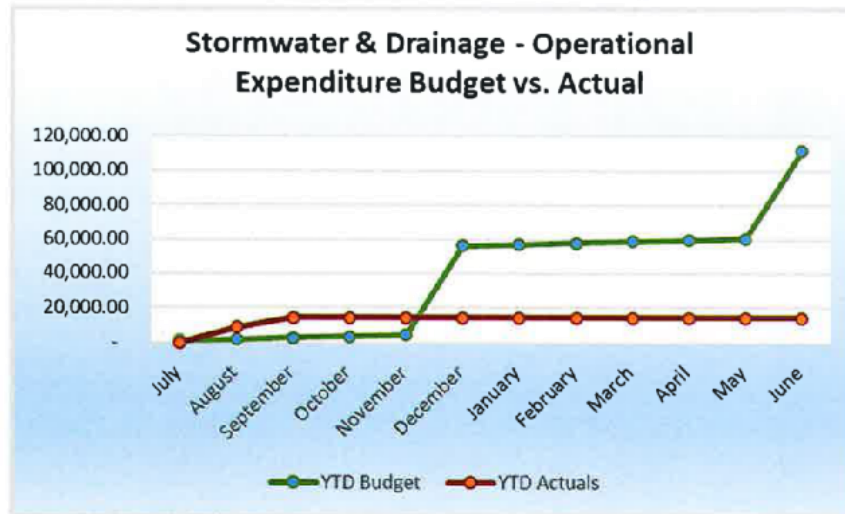
Monthly Operational Report - October 2022

Business Unit: Commercial Works

Service Profile: Commercial Works

Action	Responsibility	Progress Comment	Status
5.1.3.7 Commercial Works undertaken in accordance with demand.	Manager Works	October 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.	

19. Stormwater and Drainage




COA	22/23 Full Year Budget	22/23 YTD Actuals October	22/23 Percentage Spent
Stormwater & Drainage	170,243	(57,617)	-33.84%
1. Operating Income	(71,478)	(71,550)	100.10%
2. Operating Expenditure	111,521	14,301	12.82%
3. Capital Income	0	(367)	0.00%
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%

19. STORMWATER DRAINAGE

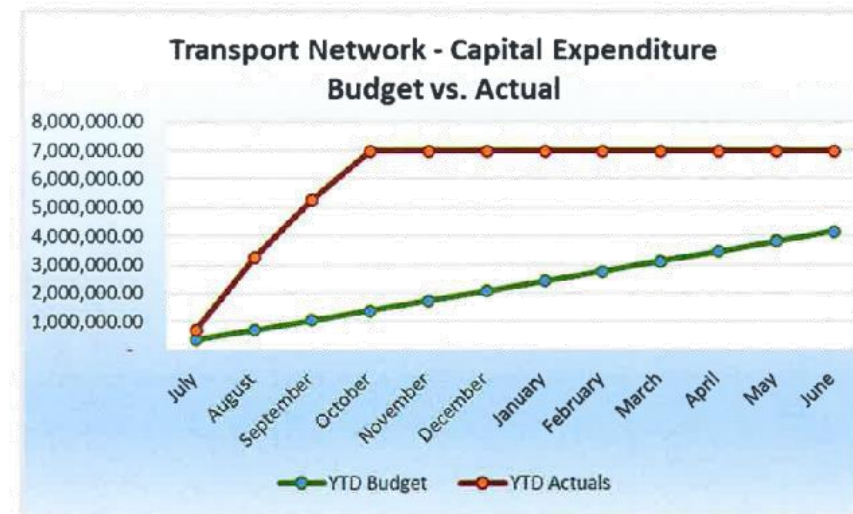
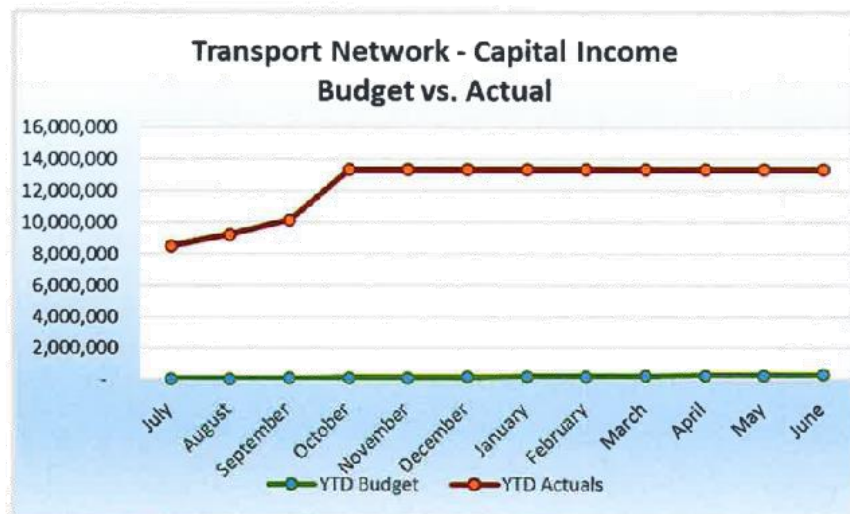
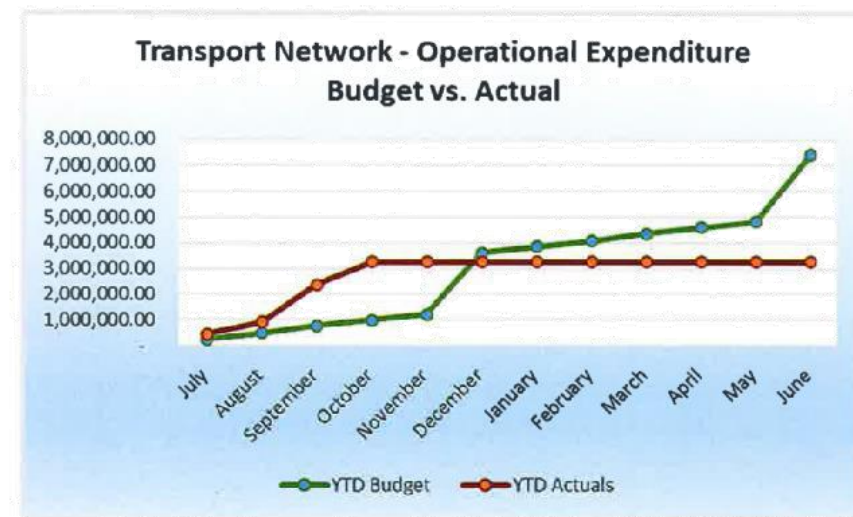
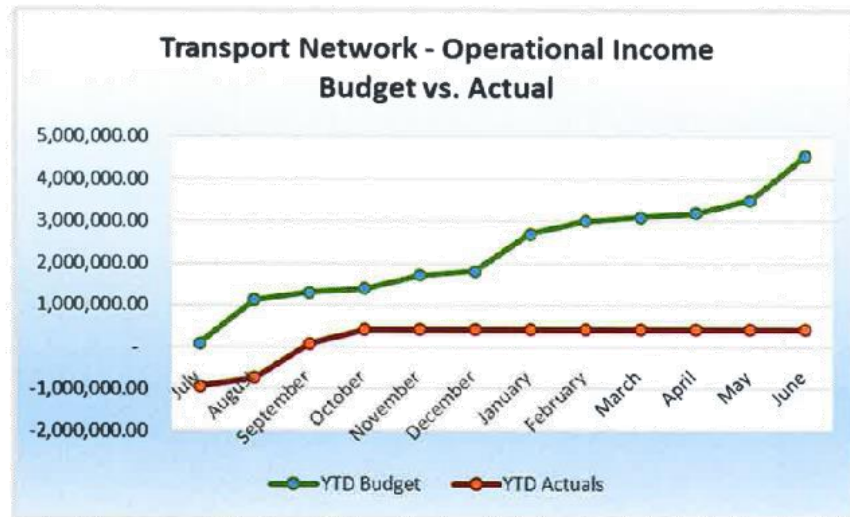
Monthly Operational Report - October 2022

Business Unit: Stormwater Drainage

Service Profile: Stormwater Drainage

Action	Responsibility	Progress Comment	Status
4.1.2.1 Implement the Storm water Asset Management Plan.	Manager Asset & Program Planning	October - Capital renewal works in the drainage system are being programmed including pit upgrades for improved maintenance access in Molesworth Street.	

20. Transport Network



COA	22/23 Full Year Budget	22/23 YTD Actuals October	22/23 Percentage Spent
Transport Network	7,197,578	(3,337,627)	-46.37%
1. Operating Income	(4,552,600)	(417,757)	9.18%
2. Operating Expenditure	7,401,287	3,285,998	44.40%
3. Capital Income	(282,786)	(13,355,424)	4722.80%
4. Capital Expenditure	4,142,596	6,964,491	168.12%
6215110. Regional & Local Roads Traffic Facilities	66,000	32,026	48.52%
6215510. Regional Roads Block Grant - Reseals Program.	553,668	64,081	11.57%
6215531. Special Grant Mt Lindesay Road (RMS/Fed)	0	2,889,429	0.00%
6215544. BLERF - 0737 - Improve Mt Lindesay Road	0	1,214,954	0.00%
6215550. Footpaths Capital Works	0	1,337	0.00%
6215552. Roads to Recovery 2019-24	1,044,335	12,420	1.19%
6215568. FLR200241 - Kildare Road (Tenterfield Tourist Route 9)	0	687,457	0.00%
6215570. DRFA AGRN960 EPAR Bruxner Way - Bridge 7325 Dumaresq River Overflow Channel	0	57,072	0.00%
6215572. FLR300128 - Tooloom Road West Rehabilitation	0	58,917	0.00%
6215575. ROSI - Sunnyside Platform Road Upgrade	0	960,143	0.00%
6215576. BSB000641 - Drake Village Revitalisation	0	67	0.00%
6215579. Local Roads & Community Infrastructure Program - Round 3	0	34,553	0.00%
6215580. Repair Program 2022/23	565,572	65,594	11.60%


COA	22/23 Full Year Budget	22/23 YTD Actuals October	22/23 Percentage Spent
6220271. Bridges Renewal Program - Deepwater River Bridge Renewal - Torrington Road	0	13,000	0.00%
6220272. Bridges Renewal Program - Kangaroo Creek Bridge Replacement - Paddys Flat Road Nth	0	277,931	0.00%
6220274. Bridges Renewal Program - Unknown Creek Bridge (67203) Replacement, Paddy's Flat Rd Nth	0	53,949	0.00%
6220276. Bridges Renewal Program - Unknown Creek Bridge (67161) Replacement, Paddy's Flat Rd Sth	0	226,306	0.00%
6220277. Fixing Country Bridges - Grahams Creek Bridge Replacement, Grahams Creek Rd	0	3,601	0.00%
6220278. Fixing Country Bridges - Washpool Creek Bridge Replacement, Leechs Gully Rd	0	155,021	0.00%
6220501. Road Renewal - Gravel Roads	651,519	75,947	11.66%
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%
6240512. Streets as Shared Spaces - SASS00027 Linking People and Place	0	76,102	0.00%
6. Liabilities	489,081	185,066	37.84%

20. TRANSPORT NETWORK

Monthly Operational Report - October 2022

Business Unit: Transport Network

Service Profile: Transport Network

Action	Responsibility	Progress Comment	Status
4.1.1.1 - Manage and deliver construction services for transport infrastructure, including footpaths, pavements and cycleways.	Manager Asset & Program Planning	<p>October major transport projects in progress -</p> <p>Mount Lindesay Road (Legume - Woodenbong) pavement basecourse at Koreelah Creek</p> <p>Mount Lindesay Road (Legume - Woodenbong) earthworks ongoing at the Big Hill section</p> <p>Mount Lindesay Road (Bookookoorara) - preparations for drainage works</p> <p>Tooloom Road (Paddys Flat Rd Nth to Mt Lindesay Rd) formation clearing and widening.</p> <p>Kildare Road - Pavement basecourse placement and preparation for sealing an initial section.</p> <p>Sunnyside Platform Road - Earthworks and drainage works at the Bruxner Way intersection.</p> <p>Paddys Flat Road (North) - Kangaroo Creek Bridge abutments completed and beams place, preparation of concrete deck pour. Paddys Flat Road (North) - Unnamed Creek bridge side track constructed</p> <p>Paddys Flat Road (South) - Unnamed Creek bridge culverts placed on concrete base and approach roadworks to commence. Leeches Gully Road - Washbrook Creek Bridge culvert wingwalls poured.</p>	

20. TRANSPORT NETWORK

Monthly Operational Report - October 2022

4.1.1.2 Manage and deliver maintenance services for transport infrastructure.

Manager Works

October 2022 - Council continues to maintain public infrastructure with reduced maintenance budgets.



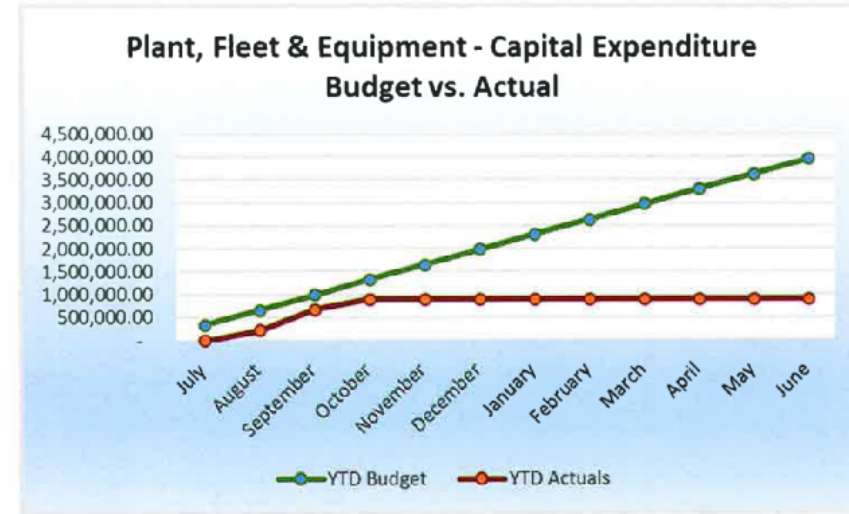
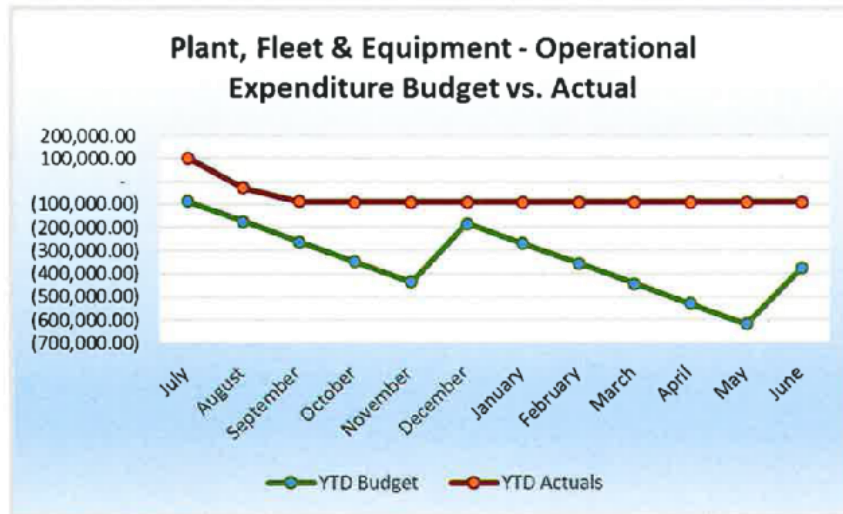
October Grading Report 2022

Council is returning to a normal grading routine maintenance and full DRFA works (where funded).

- Grading Schedule

- o Eastern Grader –grading Mudflat Rd (touch up – subject to further DRFA assessment) and Osbournes Roads. Grading Cheviot Hills Rd, Bunijah Rd and Sugarbag West Rd.
- o Northern Grader – This grader is currently grading Beaurty Ck Rd and tributaries. Paddy's Flat Rd North LRCI project will commence on the southern end (chainage 49.476 to 52.621) to reconstruct the unsealed road to a low cost pavement preparation standard finishing at the anticipated completed new bridge over Kangaroo Creek. Council anticipates to complete this work by Christmas 2022, weather depending.
- o Western Grader – subject to staffing availability, currently stood down. A contract grader has graded Back Ck, Sailor Jack, Upper Mole Rd, Mole Station Rd and Mole River. This crew is currently constructing a slip lane and turning lane at the intersection of Bruxner Way and Sunnyside Platform roads. Another contract grader has graded Timbarra Rd, Middle Ck Rd and Demon Ck Rd North. A contract grader will construct the low cost pavement preparation for LRCI sealing of Pyes Ck Rd, the first unsealed section approx. 3.2km from the NEH. Council anticipates a contract grader commencing flood damage repairs and full grading of Silent Grove Rd.
- o Central Grader –Commenced Robinson's Lane, Leeches Gully Rd and Washpool Ck Rd low cost pavement preparation for LRCI seals to these roads. Homestead Rd will also receive attention and a short section will be sealed to tie in with a developer contribution.
- o Bridge Crew replacing the bridge on Leeches Gully Rd with culverts.
- o Council Drainage excavator is repairing and doing drainage on roads and streets as issues arise. This excavator keeps in front of drainage for the Central Crew and Eastern Crew graders.
- o The Patching Crew continues to work tirelessly repairing the sealed network. Council anticipates successful funding from the recently released "pothole funding".
- o A contract crew is repairing drainage on the sealed network adjacent to a lot of the new LRCI seals – Boonoo Boonoo Falls Rd has had drainage works completed. Nutshell Rd, Castlerag Rd, Pyes Ck Rd and others will be completed in the following months.
- 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 has completed pavement rehabilitation works on the worst areas between Woodenbong and Legume and some areas to the north of Tenterfield on Mt Lindesay.
- o Plains Stn Rd at Frasers Cutting continues to allow traffic access under lights.

21. Plant, Fleet and Equipment




COA	22/23 Full Year Budget	22/23 YTD Actuals October	22/23 Percentage Spent
Plant, Fleet & Equipment	338,887	(94,385)	-27.85%
1. Operating Income	(188,190)	(7,066)	3.75%
2. Operating Expenditure	(375,346)	(89,469)	23.84%
4. Capital Expenditure	3,944,257	898,750	22.79%
6210500. Public Works Plant - Purchases	3,944,257	898,750	22.79%
8. WDB of Asset Disposals	(3,041,834)	(896,600)	29.48%

21. PLANT, FLEET & EQUIPMENT

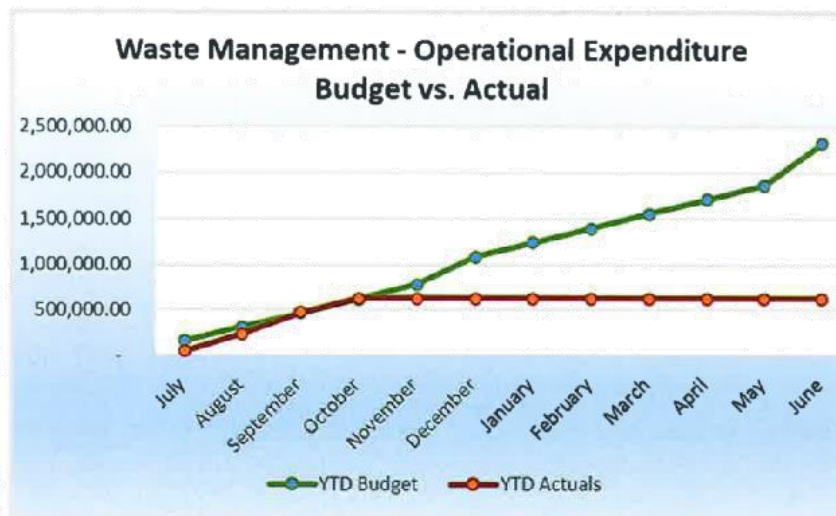
Monthly Operational Report - October 2022

Business Unit: Plant, Fleet & Equipment

Service Profile: Plant, Fleet & Equipment

Action	Responsibility	Progress Comment	Status
5.1.3.5 Implementation and delivery of the Fleet Asset Management Plan and the Plant Replacement Program.	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 pest practice.	 No TARGET

22. Waste Management




COA	22/23 Full Year Budget	22/23 YTD Actuals October	22/23 Percentage Spent
Waste Management	1,952,650	(2,837,311)	-145.31%
1. Operating Income	(3,114,040)	(3,135,990)	100.70%
2. Operating Expenditure	2,316,618	633,342	27.34%
3. Capital Income	(4,000)	(520,622)	13015.54%
4. Capital Expenditure	2,568,405	94,171	3.67%
7080500. 240L Wheelie Bins	2,101	0	0.00%
7080503. Industrial Bins	6,304	3,522	55.86%
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%
7080560. EPA Bushfire Recovery Program for Council Landfills	0	31,303	0.00%
7080561. Boonoo Boonoo Landfill - Environmental Improvements	0	8,946	0.00%
7080564. Boonoo Boonoo - Develop Stage 5	2,500,000	48,284	1.93%
7080568. Boonoo Boonoo - WHS Facilities & Amenities Upgrade	0	33	0.00%
7080732. Torrington Landfill - Convert to Transfer	0	183	0.00%
7080811. Tenterfield WTS Groundwater Bores	0	1,754	0.00%
6. Liabilities	185,667	91,787	49.44%

22. WASTE MANAGEMENT

Monthly Operational Report - October 2022

Business Unit: Waste Management

Service Profile: Waste Management

Action	Responsibility	Progress Comment	Status
3.1.4.1 Deliver and manage Waste and Recycling services.	Manager & Waste	<p>Water</p> <p>October 2022-Update The Operational opening of Torrington was opened 20th November 2021 and final taring occurred July 2022. Final fencing is awaiting installation expected November 2022.</p> <p>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 April 2022. Master plan entering final phase draft plans received, and reviewed July 2022 finalisation completed in August 2022 which were sent to EPA for approval, awaiting decisions.</p> <p>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.</p> <p>Arrival of new weather stations occurred this month May 2022, deployment pending expected November 2022.</p> <p>Request by EPA for an investigation into pezio-wells commenced with initial checking of water levels and depths utilising a 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.</p> <p>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 septic tank connection nearing completion and planning continues with quotations called for weighbridges site ground truthing expected November 2022 and fencing quotations received and awarded, front fence completed-pit completed August 2022, surveys completed awaiting drawings. Installation of satellite connections pending and solar quotations received and awarded September 2022, expecting installation November 2022.</p> <p>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.</p>	 ON TRACK

22. WASTE MANAGEMENT

Monthly Operational Report - October 2022

The audits continued in July with over 95 bins identified, the audit is continuing. A revision of recycling policy is in final version with research included from other Councils, the new policy provided in September 2022, consultation in October extended to November due to advertising.

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.

Inspection of Site 51, Boonoo Boonoo Landfill occurred in October 2022 with EPA (Figures 1 to 3).

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.

Upgrade to the security cameras for Tenterfield WTS are under review, along with installation of cameras at Drake to act as a deterrent to the continued break-ins causing damage to fences and theft.

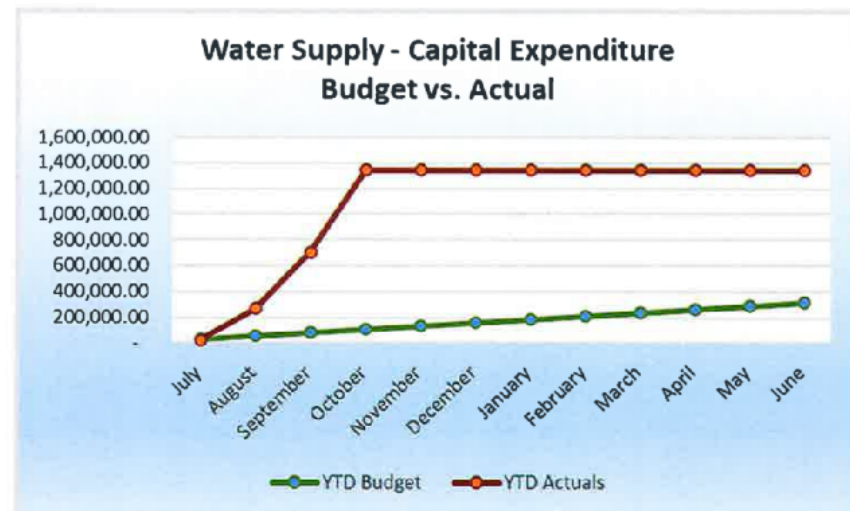
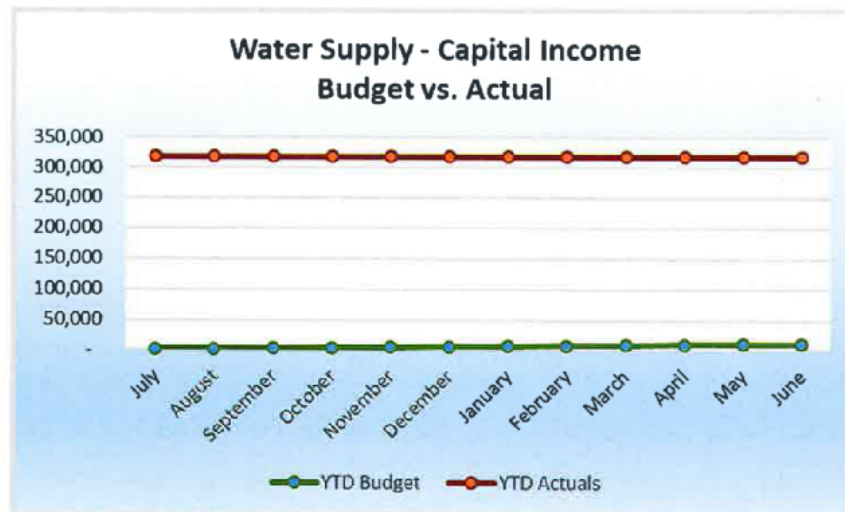
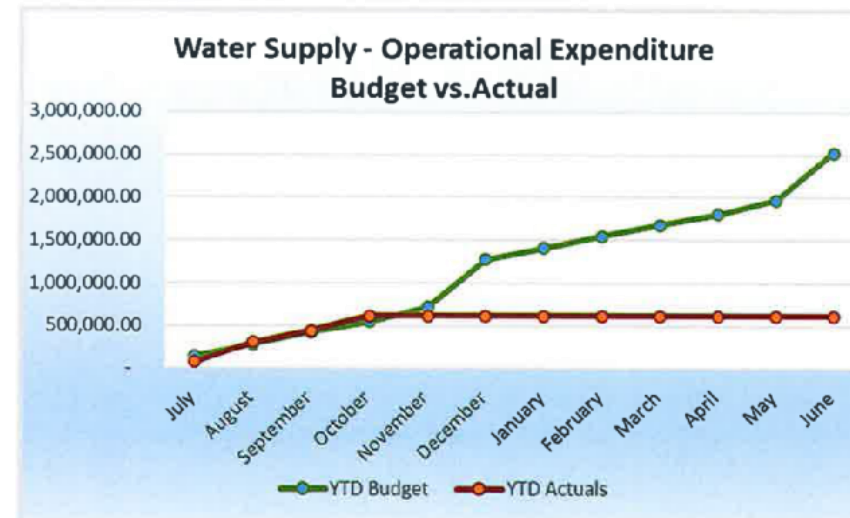
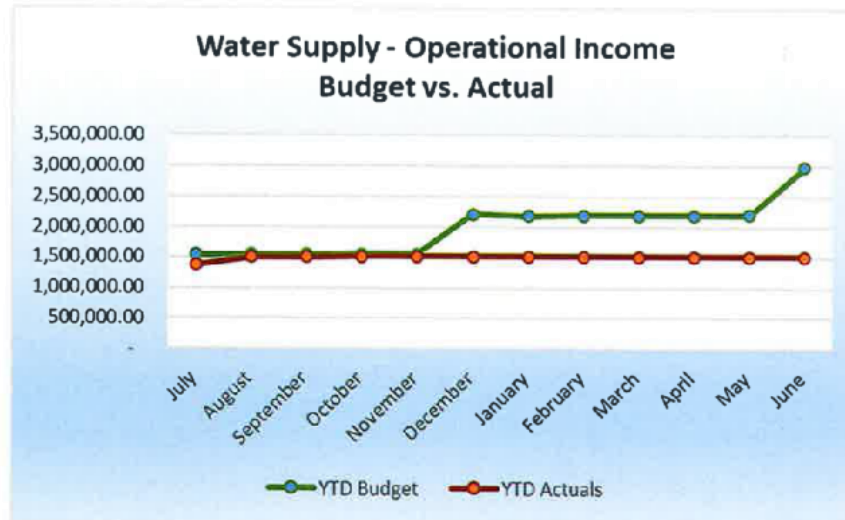
Alternative cover landfill (Posi-shell) spray unit completed and deployed to Boonoo Boonoo Landfill (Site 51) (Figures 4-7).

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, August and September 2022.

NIRW, annual meeting will be held in Tenterfield on the 24th November 2022, the Mayor is scheduled to open the event.


23. Water Supply



COA	22/23 Full Year Budget	22/23 YTD Actuals October	22/23 Percentage Spent
Water Supply	107,286	186,498	173.83%
1. Operating Income	(2,984,548)	(1,523,752)	51.05%
2. Operating Expenditure	2,524,869	623,213	24.68%
3. Capital Income	(10,000)	(320,472)	3204.72%
4. Capital Expenditure	317,000	1,340,963	423.02%
7484505. Tenterfield Mains Replacement	282,900	91,956	32.50%
7484506. Tenterfield Meter Replacement	22,600	398	1.76%
7484522. Tenterfield Water Treatment Plant Construction	0	960,391	0.00%
7484533. Water Network Mapping Improvements	0	10,885	0.00%
7484538. BLERF 0377 - Tenterfield Villages Emergency Water Program	0	170,969	0.00%
7484540. Bulk Water Metering Grant	0	3,810	0.00%
7484541. New Grid Urbenville Water Supply Project	0	1,611	0.00%
7484542. Tenterfield Apex Park Bore - Relining	0	39,193	0.00%
7484811. Urbenville Water Treatment Plant Upgrade	0	46,050	0.00%
7484901. Jennings Mains Replacement	11,500	0	0.00%
7484950. Legume Catchment - Water Supply Options Study	0	15,700	0.00%
6. Liabilities	259,965	66,546	25.60%

23. WATER SUPPLY

Monthly Operational Report - October 2022

Business Unit: Water Supply			
Service Profile: Water Supply			
Action	Responsibility	Progress Comment	Status
3.1.3.1 Implement Water Service Strategic Plan in accordance with NSW Office of Water Guidelines.	Manager & Waste	<p>Water</p> <p>October 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. Tanks and frame of the building have been erected including new gantry crane, This month of October 2022 the major filtration and flocculation vessels arrived and were craned into position.</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 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 equipment received for Installation expected November 2022.</p> <p>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.</p> <p>A new opportunity to further the Dam masterplan development with application for grant under Resilience NSW, Local & Regional Risk Reduction stream - Pathway 1 application submitted unfortunately unsuccessful.</p> <p>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.</p> <p>Arrival of new weather stations occurred this month May 2022, deployment pending.</p> <p>A grant for water treatment improvement, increased storage capacity and secondary supply at Urbenville has been awarded to Council through New Grid & Water Infrastructure NSW, 1st milestone completed payment pending, secondary supply bore hydrologist engaged, report pending, RFQ for drilling completed and under review in August 2022, report submitted to Council September 2022 and approved. Bore location inspections occurred in September with Hydrogeologists and Drillers, NRAR applications for drilling submitted September awaiting approval.</p>	 ON TRACK

23. WATER SUPPLY

Monthly Operational Report - October 2022

Refurbishment of the Water Treatment Plant at Urbenville continues with installation of new dosing pumps, arrival of new process control meters, with installation by specialist contractors Hach scheduled for November. Tenterfield Dam Level is 100%-new data loggers place level at 100%; Urbenville Tooloom Creek Level is 100% receiving 108mm for the month of September. Meter Reading completed in May/June water meter readings commenced October/November.

- Tenterfield 0 major main; 0 new meter; 0 new service connections; 0 water limiters installed; 0 water limiters removed; 0 disconnection, 0 broken services repaired; 10 services leaks repaired; 0 valve replacements; mains flushing occurred in 4 location and 0 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). Restrictor notices hand delivered, Clive Street main replacement completed; Reservoir cleaned by Aqualift. 3 interim meter reads. Meter reading commenced.

- Jennings 0 including meter; 0 meter replacements; 1 broken services repaired; 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 12 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. SCADA Requires upgrade, Reservoir cleaned by Aqualift, Reservoir floats replaced. Compressor repaired and 2 new oil traps included in system. Meter reading completed.

New data logging probes to assist with raw water information are on-line and delivering a variety of information including a more precise depth measure, allowing dam percentage to be measured more accurately, issues with telemetry have stopped retrieval of information. Water quality information is also available in monthly water health cards available at Water Health Cards | Tenterfield Shire Council (nsw.gov.au) Staff Training Chemical Handling Course in Tenterfield and Fluoride course in Casino.

23. WATER SUPPLY

Monthly Operational Report - October 2022

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

Manager
& Waste

Water

October 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, completed this month in October including secure yield assessment.



ON TRACK

The Tenterfield Sustainable and Disaster Resilient Communities program, for the villages of Drake, Liston, Legume, and Torrington. The reticulation will predominantly service pumps for groundwater/river water holding tanks and standpipe delivery systems, including solar systems. The hydrogeologists engaged draft report pending August 2022. RFQ for drilling completed and under review in August 2022 report submitted to Council September 2022 and approved. Bore location inspections occurred in September with Hydrogeologists and Drillers, NRAR application for drilling Legume submitted September, completed applications for Liston Drake and Torrington in October 2022. Awaiting approval for Legume 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 of hydrants and valves will commence this financial year, Urbenville was postponed till next financial year.

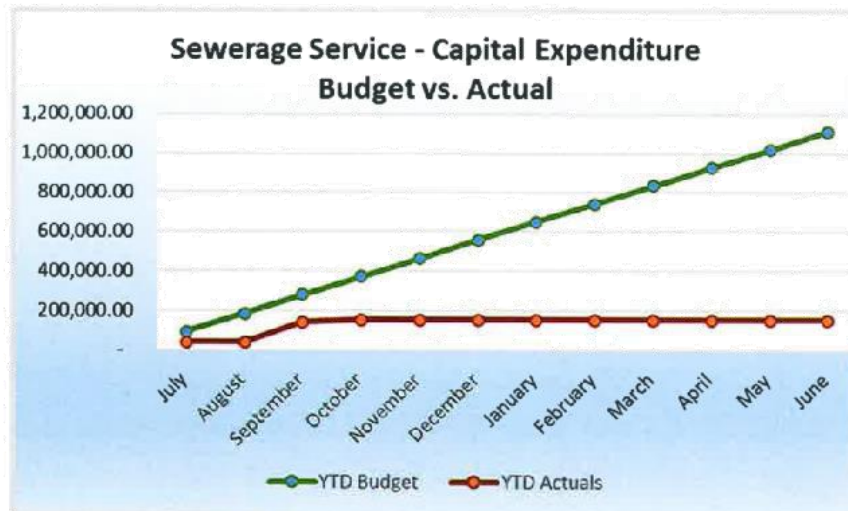
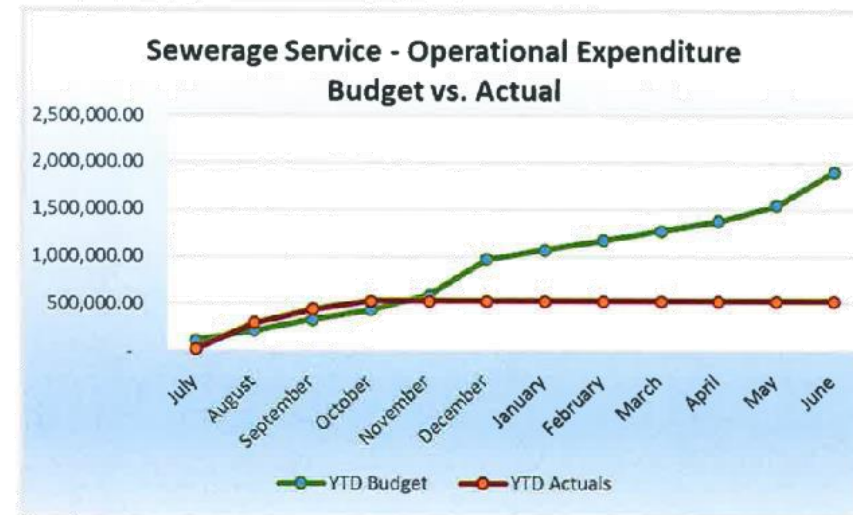
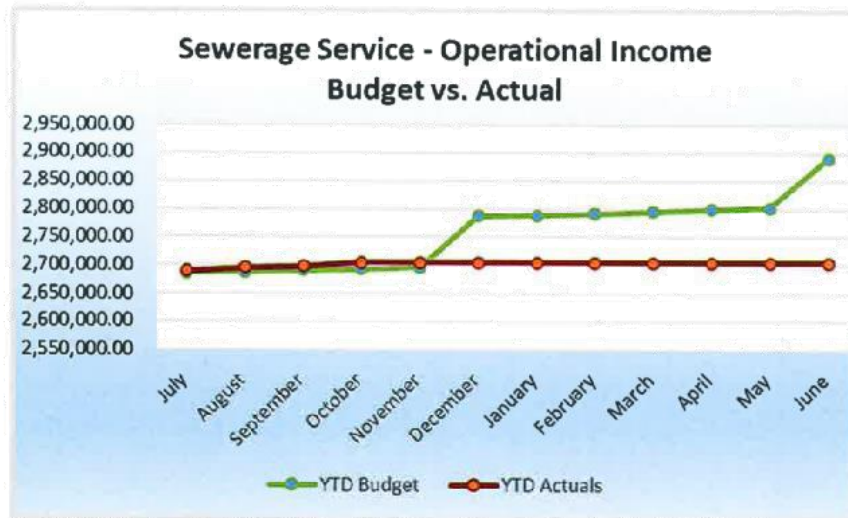
Cleaning of Sludge ponds at Urbenville Water Treatment plan is completed -July 2022, leak detected in pond, will require repair.

Amended Water Quality policy to include Dam Safety, and new Backflow prevention completed in August, report approved at Council's September meeting 2022. Report for Backflow prevention under community consultation, completion in October extended till November 2022 due to advertising delay.

Reservoir cleaning was completed this month September 2022, for East Street reservoir in Tenterfield and Urbenville, report provided. Additionally, assessment of Hospital Hill reservoir for potential repairs was also

completed, with report provided.

24. Sewerage Service




COA	22/23 Full Year Budget	22/23 YTD Actuals October	22/23 Percentage Spent
Sewerage Service	218,339	(2,023,139)	-926.60%
1. Operating Income	(2,889,930)	(2,704,708)	93.59%
2. Operating Expenditure	1,905,478	530,293	27.83%
3. Capital Income	(10,000)	(3,100)	31.00%
4. Capital Expenditure	1,112,200	154,376	13.88%
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	40,790	25.10%
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%
7872529. Sewer System Mapping Improvements	0	10,885	0.00%
7872813. Urbenville Sewer Pump Station Emergency Works - Replacement	0	102,701	0.00%
6. Liabilities	100,591	0	0.00%

24. SEWERAGE SERVICES

Monthly Operational Report - October 2022

Business Unit: Sewerage Services

Service Profile: Sewerage Services

Action	Responsibility	Progress Comment	Status
3.1.5.1 Maintain and operate the sewerage network, in line with the Asset Management Strategy.	Manager & Waste Water	<p>October 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 with final designs received in September, planning has commenced for construction with ordering of manholes, pipes and fittings.</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 November 2022. 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 postponed and recommenced in July continued through August 2022, some delays due to PS1.</p> <p>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. 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 spill in 2020. At the time of flooding show the area before works as a low depression area. There is no visual bund remaining on the property, this was fixed in 2020. This 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.</p> <p>Inspection for mains extension at Tenterfield section 67 occurred this month September 2022.</p>	

24. SEWERAGE SERVICES

Monthly Operational Report - October 2022

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 this financial year, Urbenville was postponed till next financial year.

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 (measured and orders pending) and cable trays scheduled.

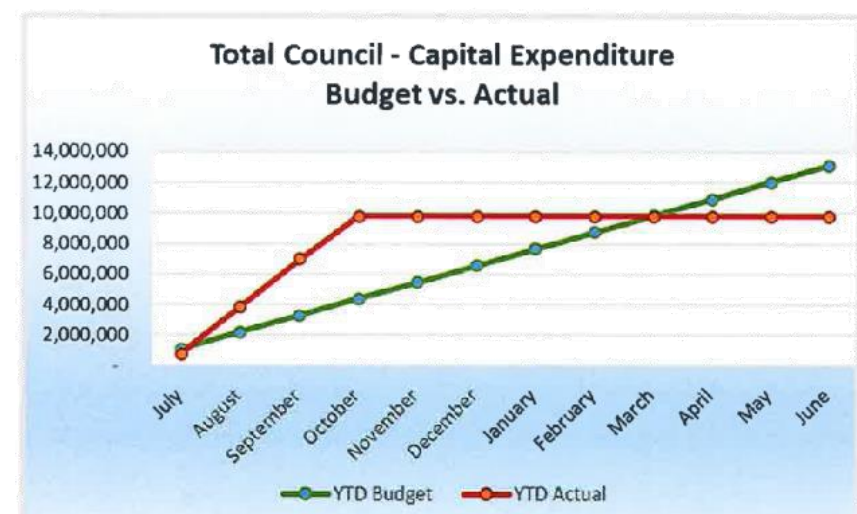
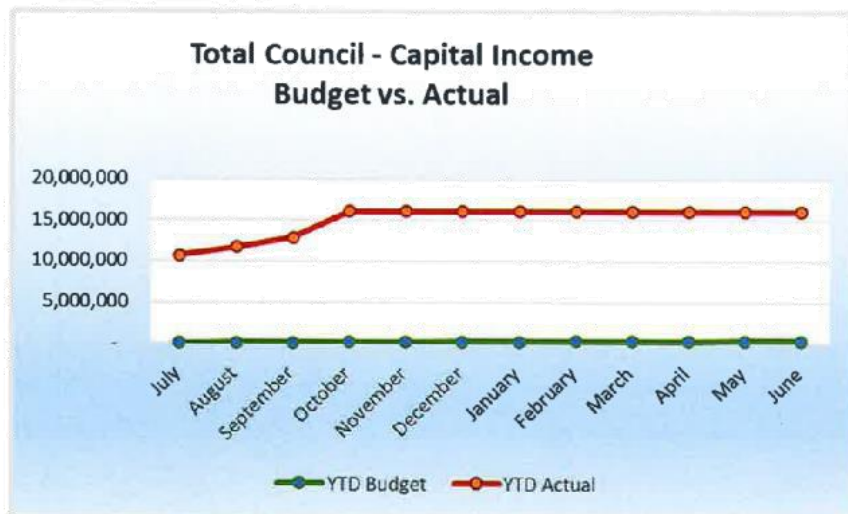
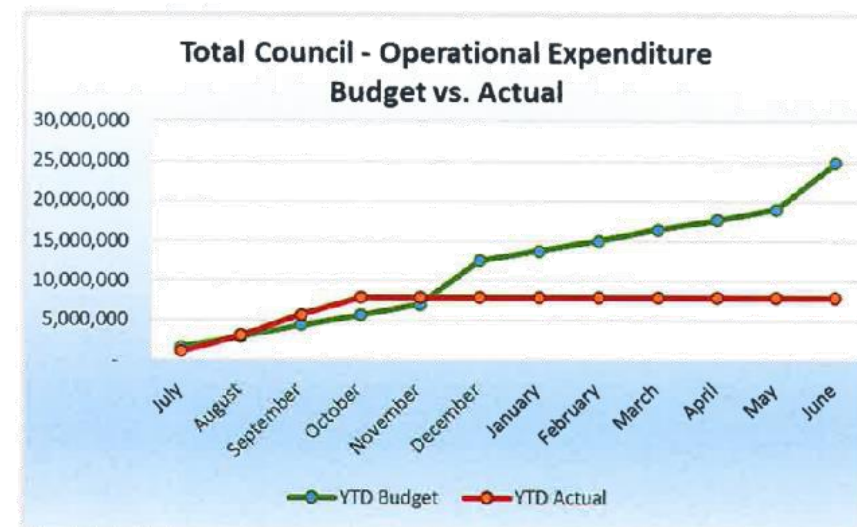
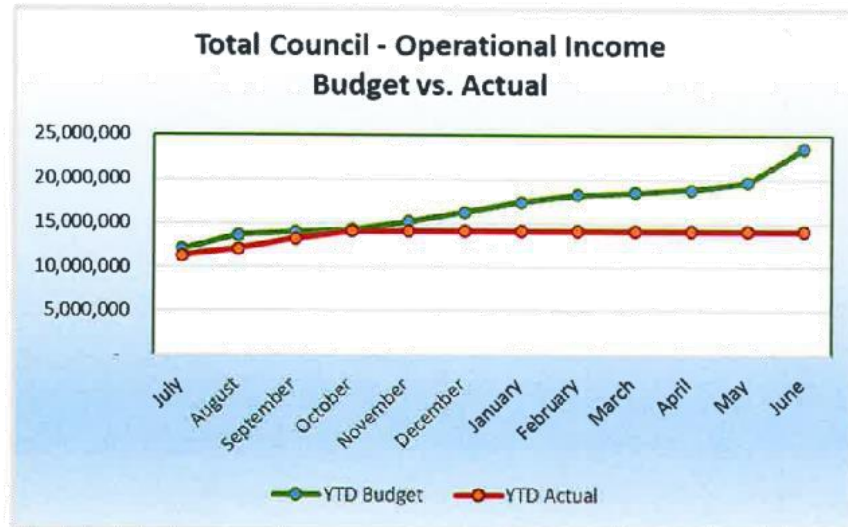
Our customer base is the public, other Council departments and contractors. Tenterfield
Sewer connections 0; Major pump station clearing 0; Blockages were reported and cleared at 3 locations; 2 broken main repair; with 2 mains visually checked with new CCTV. Large tree roots in Tenterfield and 0 major manhole repair, 0 broken main repairs and 0 section 67 private works jobs completed in this reporting period. Pump refurbishment 3 at STP July 2022, Major pumpstation maintenance 3.

Urbenville

Sewer connections 0; Major pump station clearing 0; Blockages were reported and cleared at 2 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) adjustment on counters undertaken, and 0 section 67 private works jobs completed, in this reporting period. STP switch repairs to decant process boards, new PLC's under investigation October 2022. Average time for response to sewer chokes remained at 20 minutes while the median response time is at 20 minutes.

Staff Training Fluoride Course in Casino and Chemical course Tenterfield September 2022.

TOTAL – Tenterfield Shire Council



COA	22/23 Full Year Budget	22/23 YTD Actuals October	22/23 Percentage Spent
Total - Tenterfield Shire Council	12,127,652	(13,039,271)	-107.52%
1. Operating Income	(23,614,887)	(14,127,925)	59.83%
2. Operating Expenditure	24,880,895	7,882,165	31.68%
3. Capital Income	(361,115)	(16,082,849)	4453.66%
4. Capital Expenditure	13,128,128	9,816,775	74.78%
6. Liabilities	1,136,465	369,164	32.48%
8. WDB of Asset Disposals	(3,041,834)	(896,600)	29.48%

Department:	Office of the Chief Executive
Submitted by:	Wes Hoffman, Manager HR Workforce Development & Safety
Reference:	ITEM GOV94/22
Subject:	HR WORKFORCE DEVELOPMENT & SAFETY - UPDATES OF POLICIES

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.

SUMMARY

The purpose of this report is to update the listed policies that align with HR Workforce Development & Safety

OFFICER'S RECOMMENDATION:

That Council:

Adopt the following policies:

- **Asbestos Policy**
- **Work Health & Safety Policy**
- **Workplace Rehabilitation and Return to Work Policy**
- **Succession Planning**
- **Conference/Seminar/Training/Expenses Policy**
- **Leave Policy**
- **Workforce Development Policy**
- **Recruitment & Selection Policy**
- **Salary System (Including Performance Review)**

BACKGROUND

Council policies are instruments that communicate decisions and directions for pursuing Council's specific goals. Regular reviews of Council policies are required, to maintain currency of these decisions and directions, and to ensure policies are delivering the outcomes desired from such policies.

REPORT:

These nine (9) policies have been reviewed and amended for accuracy, where required, for insertion into Council's current policy template and updated according to NSW government agency and legislative updates, being:

Asbestos Policy

This policy was previously amended and adopted by Council on 26 August 2020. The policy has been reviewed, with no major changes identified.

Our Governance No. 94 Cont...

Work Health & Safety Policy

This policy was previously amended and adopted by Council on 26 August 2020. The policy has been reviewed, with no major changes identified.

Workplace Rehabilitation and Return to Work Policy

This policy was previously amended and adopted by Council on 26 August 2020. The policy has been reviewed, with no major changes identified.

Succession Planning

This policy was previously amended and adopted by Council on 22 May 2019. The policy has been reviewed, with no major changes identified.

Conference/Seminar/Training/Expenses Policy

This policy was previously amended and adopted by Council on 26 August 2020. The policy has been reviewed, with no major changes identified.

Leave Policy

This policy was previously amended and adopted by Council on 22 May 2019. The policy has been reviewed, with no major changes identified.

Workforce Development Policy

This policy was previously amended and adopted by Council on 22 May 2019. The policy has been reviewed, with no major changes identified.

Recruitment & Selection Policy

This policy was previously amended and adopted by Council on 22 May 2019. The policy has been reviewed, with no major changes identified.

Salary System (Including Performance Review)

This policy was previously amended and adopted by Council on 22 May 2019. The policy has been reviewed, with no major changes identified.

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

The existing policies have been developed in accordance with the engagement process at their time of writing. Exhibition of the minor amendments and administrative corrections is not required.

2. Policy and Regulation

- As detailed in each policy.

3. Financial (Annual Budget & LTFP)

Nil.

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

Nil.

Our Governance No. 94 Cont...

6. Legal and Risk Management

Nil.

7. Performance Measures

Nil.

8. Project Management

Nil.

**Daryl Buckingham
Chief Executive**

Prepared by staff member:	Wes Hoffman, Manager HR Workforce Development & Safety	
Approved/Reviewed by Manager:	Daryl Buckingham, Chief Executive	
Department:	Office of the Chief Executive	
Attachments:	1 Asbestos Policy	4 Pages
	2 Workplace Health & Safety Policy	4 Pages
	3 Workplace Rehabilitation & Return to Work Policy	4 Pages
	4 Succession Planning Policy	4 Pages
	5 Conference Seminar Training Expenses Policy	4 Pages
	6 Leave Policy	4 Pages
	7 Workforce Development Policy	4 Pages
	8 Recruitment & Selection Policy	3 Pages
	9 Salary System Policy	12 Pages



ASBESTOS POLICY

Summary:

The purpose of this policy is to provide information to Council workers, the local community and wider public on Asbestos.

Policy Number	4.011
File Number	
Document version	V3.0
Adoption Date	26 August 2020
Approved By	Council
Endorsed By	Executive Management Team
Minute Number	169/20
Consultation Period	N/A
Review Due Date	August 2023 – 3 years
Department	Office of Chief Executive
Policy Custodian	Manager HR Workforce Development & Safety
Superseded Documents	N/A
Related Legislation	WHS Act WHS Regulation Model Asbestos Policy for NSW Councils
Delegations of Authority	Manager HR, Workforce Development & Safety

1. Overview

Local Government plays a critical role in reducing the risks posed by asbestos. Councils work together with the State Government and wider public to address the unfortunate legacy of asbestos in building materials and land contaminated with asbestos, as well as addressing naturally occurring asbestos.

2. Policy Principles

Tenterfield Shire Council acknowledges the serious health hazard of exposure to asbestos.

In Australia, asbestos was gradually phased out of building materials in the 1980s and the supply and installation of asbestos containing goods has been prohibited since 31 December 2003. Yet asbestos legacy materials still exist in many homes,

buildings and other assets and infrastructure. It is estimated that one in three Australian homes contains asbestos.

Where material containing asbestos is in a non-friable form (that is, cannot be crushed by hand into a powder), undisturbed and painted or otherwise sealed, it may remain safely in place. However, where asbestos containing material is broken, damaged, disturbed or mishandled, fibres can become loose and airborne posing a risk to health. Breathing in dust containing asbestos fibres can cause asbestosis, lung cancer and mesothelioma.

It is often difficult to identify the presence of asbestos by sight. Where a material cannot be identified or is suspected to be asbestos, it is best to assume that the material is asbestos and take appropriate precautions. Further information about asbestos and the health impacts of asbestos can be found in Council's Asbestos Procedure.

Council has an important dual role in minimising exposure to asbestos, as far as is reasonably practicable, for both:

- residents and the public within the Local Government Area (LGA);
- workers (employees and other persons) in council workplaces.

Council's legislative functions for minimising the risks from asbestos apply in various scenarios including:

- as a responsible employer;
- contaminated land management;
- council land, building and asset management;
- emergency response;
- land use planning (including development approvals and demolition);
- management of naturally occurring asbestos;
- regulation of activities (non-work sites);
- waste management and regulation.

3. Policy Objectives

Manage the risks associated with asbestos by:

- identifying asbestos and asbestos containing material at the workplace and recording this in an asbestos register;
- assessing the risk of exposure to airborne asbestos;
- eliminating or minimising the risks associated with asbestos by implementing control measures;
- Reviewing control measures to make sure they are effective.

4. Policy Statement

This policy aims to outline:

- the role of council and other organisations in managing asbestos
- council's relevant regulatory powers
- council's approach to dealing with naturally occurring asbestos, sites contaminated by asbestos and emergencies or incidents

- general advice for residents on renovating homes that may contain asbestos
- council's development approval process for developments that may involve asbestos and conditions of consent
- waste management and regulation procedures for asbestos waste in the LGA
- council's approach to managing asbestos containing materials in council workplaces
- sources of further information.

5. Scope

This policy applies to all of the Tenterfield Shire Council, Local Government Area (LGA) within council's jurisdiction.

The policy provides information for council workers, the local community and wider public.

The policy applies to friable, non-friable (bonded) and naturally occurring asbestos (where applicable) within the LGA and outlines council's commitment and responsibilities in relation to safely managing asbestos. For specific advice, individuals are encouraged to contact council or the appropriate organisation.

The policy does not provide detail on specific procedures. Practical guidance on how to manage risks associated with asbestos and asbestos containing material can be found in the:

- *Code of practice on how to manage and control asbestos in the workplace* (catalogue no. WC03560) published by SafeWork Australia.
- *Code of practice on how to safely remove asbestos* published by Safework Australia (catalogue no. WC03561) published by Safework Australia.

For information on Council's Asbestos Procedure contact Manager HR, Workforce Development & Safety on (02) 6736 6000.

6. Accountability, Roles & Responsibility

Elected Council

Councillors are responsible for adopting the policy, allocation of resources, providing high level oversight of the delivery of the organisation's asbestos management plan and maintaining accountability mechanisms to ensure that organisational resources are appropriately utilized to address the organisation's asbestos plans, registers and priorities.

Chief Executive, Executive and Management Teams

The **Chief Executive** has overall responsibility for developing an asbestos management plan, register and procedures and reporting on the status and effectiveness of asbestos management within Council.

Chief/Director and **Department Managers** are responsible for the day to day operational planning and implementation of this policy and associated plans and registers in the workplace under their control.

Management Oversight Group

Nil.

Individual Managers

The WHS & Risk Management Coordinator is responsible for the maintenance of this policy, asbestos management plan and register to ensure compliance with legislation and Council operational requirements and implementation procedures.

7. Definitions

Asbestos means:

The asbestiform varieties of mineral silicates belonging to the serpentine or amphibole groups of rock forming minerals including the following:

- actinolite asbestos
- grunerite (or amosite) asbestos (brown)
- anthophyllite asbestos
- chrysotile asbestos (white)
- crocidolite asbestos (blue)
- tremolite asbestos

Friable asbestos means material that:

- a. Is in a powder form or that can be crumbled, pulverised or reduced to a powder by hand pressure when dry;
- b. Contains asbestos.

Non-friable asbestos means:

Material containing asbestos that is not friable asbestos, including material containing asbestos fibres reinforced with a bonding compound.

8. Related Documents, Standards & Guidelines

To ensure **currency** and **compliance** with legislation and Council operational requirements and implementation procedures, Council approves the Chief Executive to maintain this policy, asbestos management plan and register without formal reporting to Council meetings, however, the Chief Executive is to advise Council of changes/updates in legislation through normal correspondence with Councillors.

Council disclaimer

This policy was formulated to be consistent with Council's legislative obligations and within the scope of Council's powers. This policy should be read in conjunction with relevant legislation, guidelines and codes of practice. In the case of any discrepancies, the most recent legislation should prevail.

This policy and related procedure is based upon the *Model Asbestos Policy for NSW Councils* developed by the Heads of Asbestos Coordination Authorities to promote a consistent Local Government approach to asbestos management across NSW.

This policy does not constitute legal advice. Legal advice should be sought in relation to particular circumstances and liability will not be accepted for losses incurred as a result of reliance on this policy.

9. Version Control & Change History

Version	Date	Modified by	Details
V1.0	24/03/14	Council	Adoption of Original Policy (Res No. 93/14)
V2.0	23/08/17	Council	Review/Amended (Res No. 168/17)
V3.0	26/08/20	Council	Review/Amended (Res No. 169/20)
V4.0			



WORK, HEALTH & SAFETY

Summary:

The purpose of this policy is to provide clear direction as to the principles underpinning Tenterfield Shire Council's commitment to ensuring a safe and healthy workplace for all employees, contractors, service providers/service partners, volunteers and visitors.

Policy Number	4.157
File Number	
Document version	V5.0
Adoption Date	26 August 2020
Approved By	Council
Endorsed By	Council
Minute Number	169/20
Consultation Period	N/A
Review Due Date	August 2023 – 3 years
Department	Office of Chief Executive
Policy Custodian	Manager HR, Workforce Development & Safety
Superseded Documents	N/A
Related Legislation	WHS Act WHS Regulation Workers Compensation Act Workers Compensation Regulation
Delegations of Authority	Manager HR, Workforce Development & Safety

1. Overview

Tenterfield Shire Council has a legal obligation to ensure the health, safety and welfare of all employees/volunteers whilst at work, including visitors and contractors. Council's obligation includes protecting people from the risk of injury to health or safety arising out of the activities of persons at work, by ensuring that appropriate frameworks are implemented that will provide for safe systems of work, risk assessment, hazard identification, elimination and control, dissemination of relevant and up to date information, instruction, training and responsible supervision. Council's Management will develop, implement and keep

under review and evaluation, in consultation and participation with Tenterfield Shire Council employees, the Health and Safety Program.

2. Policy Principles

The health and safety of all persons employed/volunteering at the Tenterfield Shire Council and those visiting Tenterfield Shire works sites and premises is considered to be of the utmost importance. Compliance with the Work Health and Safety Act, Regulations, Australian Standards, approved Codes of Practice and Policy is the responsibility of all staff. The promotion and maintenance of Health and Safety is primarily the responsibility of the PCBU (Persons Conducting Business or Undertaking) and senior management (officers).

In meeting our commitment Tenterfield Shire Council will also:

- Undertake to help our people achieve full recovery through prompt treatment and active rehabilitation programs following workplace illness and injury; and
- Allocate resources to meet the commitments of the policy.

3. Policy Objectives

The objectives of Tenterfield Shire Council's (TSC) Work, Health and Safety Policy are to:

- Create and maintain a safety culture whereby all workers are aware of, enact and champion the principles of work place health and safety.
- Ensure as far as reasonably practicable that the workplace is safe and hazard free.
- Ensure early reporting of accidents, incidents, near misses and hazards.
- Act proactively in relation to investigating, managing and controlling risks.
- Enable access for all workers to relevant workplace health and safety training/education.
- Encourage reporting of behaviours which breach TSC's Workplace Health and Safety Policy.
- Ensure there are processes in place as far as reasonably practicable to consult, co-operate and coordinate activities in regard to workplace health and safety.

4. Policy Statement

Tenterfield Shire Council is committed to providing a safe and healthy workplace through the management of and/or elimination of conditions/hazards that could result in personal injury or ill health. TSC will do all that is reasonably practicable to ensure safe and healthy work practices.

5. Scope

TSC considers that workplace health and safety is a joint responsibility between TSC, its employees and all other people deemed as workers as indicated in section 7 of the Work Health and Safety Act 2011.

6. Accountability, Roles & Responsibility

- The Chief Executive has overall organisational responsibility for meeting Council's Health and Safety obligations and responsibilities and is to support Chief Officer/Director and hold them accountable for their specific responsibilities.
- CHIEF OFFICER/DIRECTOR – (Officer) Each Chief Officer/Director is responsible for taking all practical measures to ensure that this policy and the WHS Management Plan is developed and effectively implemented in their areas of control and is to support supervisors and hold them accountable for their specific responsibilities.
- SUPERVISORS – (Officer depending on level of responsibility) Each Manager, Coordinator and Leading Hand is responsible for taking all practical measures to ensure:
 - A) That in the area of their control the WHS Management System is complied with, and employees are supervised and trained to meet their requirements under this Program;
 - B) That employees are consulted in issues which affect their health and safety and any concerns they may have are referred to management; and
 - C) Hold employees accountable for their specific responsibilities.

Elected Council

Have a duty to help provide the environment that ensures their Council complies with its own duties and obligations under the Act, including Council's primary duty to ensure, so far as reasonably practicable, the health and safety of workers and other persons.

Management Oversight Group

- CONTRACTORS AND SUB-CONTRACTORS – (Worker or could be PCBU) All Contractors and sub-contractors engaged to perform work on the organisation's premises or locations are required, as part of their contract, to comply with the health and safety policies, procedures and WHS Management Plan of the organisation and to observe directions on health and safety from designated officers of the organisation. Failure to comply or observe a direction will be considered a breach of the contract.

Individual Managers

- EMPLOYEES / VOLUNTEER – (Worker) All employees are required to co-operate with the WHS Policy and WHS Management System to ensure their own health and safety and the health and safety of others in the workplace.

7. Definitions

TSC	Tenterfield Shire Council
WHS	Work Health & Safety
PCBU	Person conducting Business or undertaking
Officer	A person who makes, or participates in making, decisions that affect the whole, or a substantial part, of the business as per section 9 of the Corporations Act 2001 of the Commonwealth (WHS Act 2011 – definitions)
WHS Management System	WHS management system is a guide that assists TSC to systematically achieve and maintain standards for managing safety and health. It brings together the policies and procedures required to effectively mitigate the risks associated with TSC's operations.

8. Related Documents, Standards & Guidelines

- WHS Act 2011
- WHS Regulation 2017
- Safe Work NSW Codes of Practice
- Workers Compensation Act 1987

9. Work Health and Safety Management System:

In order to implement the general provisions of this policy, a WHS Management System and procedures will be set up, continually updated and effectively carried out. The program will relate to all aspects of health and safety including;

- WHS training and education;
- Work design, workplace design and standard work methods;
- Changes to work methods and practice; including those associated with technological change;
- Emergency procedures and drills;
- Provision of WHS equipment, services and facilities;
- Workplace inspections and evaluations;
- Reporting and recording of incidents, accidents, injuries and illnesses;
- Provision of information to employees, contractors and sub-contractors;
- Hazard identification and Risk Assessment; and
- Risk elimination/minimisation.

This signed statement policy confirms our personal commitment to making Tenterfield Shire Council workplaces safe and healthy for all its workers.

This Policy Statement is to be displayed at all work locations and on the Tenterfield Shire Council Website.

Daryl Buckingham
Chief Executive

ACKNOWLEDGEMENT OF UNDERSTANDING

I have read, understand and acknowledge the need to comply with this Policy.

Name (Print)

____/____/____
Date

Signature

10. Version Control & Change History

Version	Date	Modified by	Details
V1.0	27/09/02	Council	Adoption of Original Policy (Res No. 683/02)
V2.0	22/08/12	Council	Review/Amended (Res No. 326/12)
V3.0	26/08/15	Council	Review/Amended (Res No. 268/15)
V4.0	23/08/17	Council	Review/Amended (Res No. 168/17)
V5.0	26/08/20	Council	Review/Amended (Res No. 169/20)
V6.0			



WORKPLACE REHABILITATION AND RETURN TO WORK

Summary:

The purpose of this policy is to provide clear direction in helping injured workers with their recovery and getting back to work. Legislation in this area provides for the safe and durable return to work of an injured worker as early as possible allowing for their injury.

Policy Number	4.183
File Number	
Document version	V5.0
Adoption Date	26 August 2020
Approved By	Council
Endorsed By	Council
Minute Number	169/20
Consultation Period	N/A
Review Due Date	July 2023 – 3 years
Department	Office of Chief Executive
Policy Custodian	Manager HR, Workforce Development & Safety
Superseded Documents	N/A
Related Legislation	Workers Compensation Act Workplace Injury Management and Workers Compensation Act Workers Compensation Regulation Information Privacy Act
Delegations of Authority	Manager HR, Workforce Development & Safety

1. Overview

Tenterfield Shire Council is committed to the rehabilitation of employees who are injured at work and to ensuring that such employees remain at work, or return to work as soon as possible, after they have sustained an injury. An "injury" means a personal injury arising out of, or in the course of, employment, including disease, physiological, psychological and or the aggravation, acceleration, exacerbation or deterioration of any disease where the Council was a contributing factor.

Tenterfield Shire Council has instituted the following procedure in consultation with staff. The procedure describes how rehabilitation and return to work is to be implemented in the workplace and documents the roles and responsibilities of all employees - including management.

Employees can call SafeWork on 13 10 50 for further information on the rights and obligations of the employer and employee.

2. Policy Principles

- To comply with Council's obligations under the Work Health and Safety Act 2011 to ensure a safe and healthy working environment and provide for our employees' welfare.
- Understand the requirements regarding identification, assessment, elimination or control of workplace risks to prevent injury and illness.
- To investigate workplace incidents in a spirit of 'no blame' as it is an important factor in the development of prevention programs with a focus on identifying safety management system deficiencies.
- Formal consultation procedures between Council and our workers which plays an important role in helping to provide a safe and healthy working environment. Council will consult with workers on issues concerning their health, safety and welfare at work.

3. Policy Objectives

The objectives of the Workplace Rehabilitation and Return to Work Policy is to demonstrate, Tenterfield Shire Council's commitment to providing an effective workplace-based rehabilitation system for our people.

4. Policy Statement

Council recognises the benefits and is committed to assisting injured workers to safely recover at work or make an early return to work that will facilitate rehabilitation. Council supports workers with a work-related injury by having a workplace injury management and return to work system in place. This includes immediate injury management support and the provision of suitable duties, in accordance with the provisions of the Injury Management and Return to Work Procedure which supports this policy and forms part of Council's Work Health and Safety Management System (WHSMS). All workers have a responsibility to comply with the requirements of this policy, supporting procedures the WHSMS and legislation. Council will provide meaningful suitable duties as soon as possible for all injured workers with the capacity to work, in accordance with medical advice.

5. Scope

Council is required by legislation to provide a safe and healthy working environment to prevent injury and illness to all employees, contractors and visitors while they are on Council premises or engaged in approved work for Council. The Workplace Return to Work Program applies to all Council employees including permanent, temporary and casual employees.

6. Accountability, Roles & Responsibility

Elected Council

Nil.

Chief Executive, Executive, Management Teams and Employees

Elected Council

Have a duty to help provide the environment that ensures their Council complies with its own duties and obligations under the Act, including Council's primary duty to ensure, so far as reasonably practicable, the health and safety of workers and other persons.

Roles and responsibilities

Specific duties and responsibilities have been assigned to:

1. Rehabilitation and Return to Work Coordinator;
2. Chief Executive, Chief/Director, Managers and Supervisors;
3. Injured employees;
4. Other employees.

1 Rehabilitation and Return to Work Coordinator

The rehabilitation and return to work coordinator plays a pivotal position in the successful return to work of injured employees. Tenterfield Shire Council has appointed an employee to this role. The rehabilitation and return to work coordinator will coordinate and monitor rehabilitation in the work place, working with injured employees, managers and/or supervisors, treating medical practitioners, medical experts and contracted vocational rehabilitation service providers.

Your coordinators are:

Janet Vassallo - can be contacted on 0429 123 665.

James Taylor – can be contacted on 0407 735 462.

1.1 The responsibilities of the rehabilitation and return to work coordinator are to:

- Assist injured employees to remain at work, or return to work as soon as possible, after they have sustained an injury;
- To assist the Council in the preparation and implementation of a rehabilitation and return to work plan for injured employees;
- Liaise with any persons involved in the rehabilitation, or the provision, of medical services to injured employees;
- Monitor the progress of an injured employee's capacity to return to work;
- Take steps to prevent the occurrence of secondary disabilities when workers return to work.

1.2 Initial action

Tenterfield Shire Council believes that rehabilitation commences immediately after the injury is sustained.

The supervisor (*manager*) and the rehabilitation and return to work coordinator should be notified (in person, by telephone or email) of all incidents or accidents as soon as possible - *preferably within 24 hours*.

On being notified of an incident or accident, the supervisor (*manager*) and rehabilitation and return to work coordinator will:

- Ensure that the employee's immediate needs are met (e.g, transport for treatment is organised, family members are notified etc.);
- Obtain as much relevant information regarding the injury as possible;
- In conjunction with the injured worker, complete an incident report as soon as possible - *preferably within 12 hours*;
- Inspect site of injury and remove any danger to other persons.

1.3 Follow-up action

The supervisor (*manager*) and/or rehabilitation and return to work coordinator will make considered contact with the injured employee within *12 hours* of the incident or accident occurring.

The rehabilitation and return to work coordinator will ensure that the injured employee:

1. Has their rights and responsibilities explained to them;
2. Is given a contact telephone number, a workers compensation *Claim form* and a medical authority to sign, allowing the treating doctor to release information;
3. Is given a copy of the SIRA (State Insurance Regulatory Authority) publication 'Injured at Work';
4. A copy of this procedure.

The rehabilitation and return to work coordinator will:

- Arrange a meeting with the injured employee, within an appropriate timeframe, to initiate discussion about the employee's rehabilitation and return to work;
- Maintain regular contact with the injured employee;
- Subject to the injured employee signing a medical authority, contact the treating medical practitioner to obtain medical guidelines for a return to work;
- Meet with the injured employee after the initial contact to:
 1. Clarify the employee's need for assistance to minimise the impact of the injury;
 2. Clarify medical guidelines/restrictions;

3. Establish if any other treating specialists or rehabilitation specialists are involved;
4. Provide duties within the guidelines/restrictions;
5. Establish a suitable employment schedule that documents the internal return to work plan.

- Assist in the preparation and implementation of a rehabilitation and return to work plan if the case manager requests that a contracted vocational rehabilitation service provider develops a rehabilitation and return to work plan.

2 Chief Executive, Chief Officer/Director, Managers and Supervisors

2.1 The responsibility of Manager's, Directors and Supervisors is to:

- Assist the rehabilitation and return to work coordinator and the contracted vocational rehabilitation service provider (if appointed) to identify alternative duties that are within the medical guidelines for an injured worker;
- Ensure the rehabilitation procedure is followed;
- Support and reassure the injured employee during their return to work;
- Ensure the injured employee adheres to the suitable employment schedule (or rehabilitation and return to work plan) and complies with medical restrictions;
- Manage co-workers' responses and ensure that the workplace is a supportive environment for the injured worker;
- Report any issues to the rehabilitation and return to work coordinator.

3 Injured employees

3.1 The responsibility of an injured employee is:

- To report a workplace incident, near miss or injury to the employer (including the rehabilitation and return to work coordinator) within 24 hours of the occurrence;
- To undertake appropriate treatment from a doctor of their choice;
- To actively participate in the rehabilitation process;
- To perform suitable duties and/or undertake suitable employment;
- To abide by agreed medical restrictions;
- To communicate any changes in medical restrictions to the employer;
- To provide an updated medical certificate to their employer.

3.2 Management recognises that each employee has the right to:

- Have a treating doctor/specialist of their choice and obtain a second opinion from a specialist;
- Be actively involved in all decisions and actions relating to their rehabilitation;
- Have a representative (a family member, union official, medical officer, or WHS representative) attend any meeting at which the employee's rehabilitation and return to work is being discussed;
- Seek independent advice before signing any documentation;
- Have personal and medical information kept confidential;
- The provision of a copy of the suitable employment schedule or a rehabilitation and return to work plan that takes proper account of the employee's individual needs;
- Have an interpreter at meetings and appointments if required.

4 Employers' rights and responsibilities

4.1 Tenterfield Shire Council has the responsibility to:

- Provide a safe working environment;
- Provide suitable employment in accordance with Section 58B of the Workers Rehabilitation and Compensation Act 1986 and be actively involved in an injured worker's rehabilitation;
- Comply with the requirements of an injured employee's rehabilitation and return to work plan;
- Keep in touch with an injured employee's case manager;
- Not dismiss a worker as a result of a work related injury within six months of becoming unfit for employment.

4.2 Tenterfield Shire Council has the right to:

- Actively participate in an injured worker's rehabilitation and return to work;
- Request that the injured worker's case manager reviews a claim if we believe that weekly payments should be stopped or reduced;
- Request that an injured worker attends an examination by a recognised medical expert;
- Be provided with copies of medical reports when requested in writing and ask for reports on an injured worker's medical progress and incapacity for work.

5 Other employees

Tenterfield Shire Council is committed to ensuring that all employees receive adequate training to ensure awareness and understanding of the Council's workplace rehabilitation procedures.

5.1 New staff training

New staff members will receive a copy of Council's workplace rehabilitation procedures and be introduced to the rehabilitation and return to work coordinator during their induction

5.2 Ongoing staff training

All employees will receive ongoing education in new workplace rehabilitation developments, be made aware of Council's procedures and will have the opportunity to provide feedback when procedures are reviewed.

Tenterfield Shire Council expects all employees to actively support the rehabilitation of an injured colleague during that colleague's rehabilitation process.

Management Oversight Group

Nil.

Individual Managers

Nil.

7. Definitions

Suitable Duties – Are work duties for which the worker is suited having regard to the following matters:

- the nature of the worker's incapacity and pre-injury employment;
- relevant medical information;
- the rehabilitation and return to work plan for the worker;
- the provisions of the employer's workplace rehabilitation policy and procedures;
- the worker's age, education, skills and work experience;
- if duties are available at an alternate location;
- any other relevant matters.

8. Related Documents, Standards & Guidelines

Workers Compensation Act
Workplace Injury Management and Workers Compensation Act
Workers Compensation Regulation
Information Privacy Act

9. Version Control & Change History

Version	Date	Modified by	Details
V1.0	26/03/08	Council	Adoption of Original Policy (Res No. 158/08)
V2.0	19/12/12	Council	Review/Amended (Res No. 540/12)
V3.0	27/08/14	Council	Review/Amended (Res No. 295/14)

V4.0	23/08/17	Council	Review/Amended (Res No. 168/17)
V5.0	26/08/20	Council	Review/Amended (Res No. 169/20)
V6.0			

Dispute resolution

All disagreements arising from the workplace rehabilitation of injured workers will be managed in accordance with the protocols outlined in the Council's Grievance and Dispute-Procedure and Equal Employment Opportunity Management Plan.

If a disagreement cannot be resolved, authorities such as SafeWork NSW can provide assistance in settling the issue and progressing return to work.

Approved by: _____

Position: _____

Signed: _____

Date: _____

ACKNOWLEDGEMENT OF UNDERSTANDING

I have read, understand and acknowledge the need to comply with this Policy.

Name (Print)

____/____/____
Date

Signature



SUCCESSION PLANNING

Summary:

The purpose of this policy is to provide a clear direction for succession planning for Tenterfield Shire Council.

Policy Number	4.196
File Number	N/A
Document version	V1.0
Adoption Date	22 May 2019
Approved By	Council
Endorsed By	Council
Minute Number	92/19
Consultation Period	N/A
Review Due Date	May 2021 – 2 years
Department	Office of Chief Executive
Policy Custodian	Manager HR, Workforce Development & Safety
Superseded Documents	Succession Planning – 168/17
Related Legislation	Local Government (State) Award Local Government Act
Delegations of Authority	Manager HR, Workforce Development & Safety

1. Overview

Introduction

It is good practice for Council to have a process for succession planning for staffing the organisation. Council's adopted Workforce Plan promotes such a process.

Succession planning is a process whereby Council ensures that employees are recruited and developed to fill each key role within the organisation. Through the succession planning process, Council aims to recruit superior employees, develop their knowledge, skills, and abilities, and prepare them for advancement into ever more challenging roles.

Actively pursuing succession planning ensures that employees are constantly developed to fill each needed role. As an organisation expands, loses key employees or provides promotional opportunities, succession planning aims to have employees on hand ready and waiting to apply to fill new roles.

Definition: *Succession planning is a process for identifying and developing internal people with the potential to fill key positions in an organisation. Succession planning increases the availability of experienced and capable employees that are prepared to assume these roles as they become available. Taken narrowly, "replacement planning" for key roles is the heart of succession planning.*

Succession Planning in Local Government

Councils in NSW operate under the *Local Government Act 1993* which includes Equal Employment Opportunities (EEO), and recruitment practices that need to be based on merit. Subsequently it is difficult for Councils to conduct Succession Planning in the way private companies can do (see definition in introduction) as this may constitute a breach of EEO.

However, succession planning in Local Government, and particular in small Local Governments, is useful in the implementation of the objectives and procedures of succession planning. The system can be used to ensure that critical positions have back-up from multi skilled staff that subsequently have a greater chance of winning the position when it becomes vacant. This would still be in line with EEO.

Achievable objectives are critical to establishing effective succession planning and multiskilling of staff in Council. As a small organisation, we are required to continually assess what strengths and capacity staff have in fulfilling their positions and to assess where multiskilling and assistance by individual staff members can occur within and across teams.

It has also been identified through Risk Management processes that retention of corporate knowledge is a risk. Therefore, it is critical for all functions of Council to have written Procedures so that, in the event a staff member with corporate knowledge leaves the organisation, the key procedures and knowledge are documented and available for successive staff.

2. Policy Objectives

Council's commitment to Succession Planning

The Chief Executive will oversee the implementation of this policy and review the organisational structure annually in line with the development of the Operational Plan and the review of the Workforce Plan.

3. Accountability, Roles & Responsibility

Each Chief/Manager, with their supervisors of staff, together with HR, Workforce Development & Safety, will identify and develop staff within their section in line with the objectives below:

- Identify those with the potential to assume greater responsibility in the organisation;
- Provide critical development experiences to those that can work across key roles within and across departments;
- Multi-skill and job rotate staff.

Organisational Knowledge and Systems:

- Identify corporate knowledge areas - and staff to produce written procedures for key functions or positions where corporate knowledge is critical. *For example, written procedure is available for uploading of information on Council's Website; written procedure is available for casual staff, or a staff member from another section of Council, needing to fill in at the Waste Transfer Station for a shift on short notice.*

Human Resources responsibilities are:

- Ensure Position Descriptions allow for multi skilling;
- Build a data base that can be used to make better staffing decisions for key jobs and for back up staff during periods of leave, vacancies or un-foreseen events;
- Provide advice and support to Managers and staff in identifying and implementing the objectives within this policy.

Additional objectives that are embedded in the succession process:

- Improve employee commitment and retention;
- Meet the career development expectations and training needs of existing employees within budgets annually through the performance review process.

Integrated Workforce Succession Planning

Council is continuously including the following strategies within its Human Resources framework that is driven through the Workforce Plan:

- Attraction and recruitment strategies that market and position Council as an 'Employer of Choice' (especially in regional locations).
- Succession planning for critical/hard to fill job roles and for officers nearing retirement.
- Knowledge management and multi skilling for mission critical/hard to fill job roles.
- Phased retirement for mission critical/hard to fill job roles.
- Traineeships and apprenticeships for opportunities of learning.
- Buddying, coaching and mentoring particularly for critical/hard to fill job roles.
- Job role redesign to include multi skilling.
- Reward, recognition and appreciation strategies.
- Retention strategies and leadership training for team leaders / coordinators / supervisors to enable them to confidently apply for leadership/management roles as they become available.
- Retention strategies and skills development training for younger employees.
- Communication and change management initiatives to improve communication channels and workplace culture.
- Work life balance initiatives around flexible work arrangements and suitable to the operational needs.
- Aim for Cultural diversity recruitment to reflect community profile.

- Training needs analysis (against a competency framework) to *facilitate skills matching and enable full utilisation of skills, development of learning and development plans.*

4. Related Documents, Standards & Guidelines

Nil.

5. Version Control & Change History

Version	Date	Modified by	Details
V1.0	22/05/19	Council	Adoption of Original Policy (Res No. 92/19)
V2.0			



CONFERENCE/SEMINAR/TRAINING EXPENSES

Summary:

The purpose of this policy is to provide clear direction on the payment for, or reimbursement of, conference, seminar and training expenses.

Policy Number	4.031
File Number	
Document version	V4.0
Adoption Date	26 August 2020
Approved By	Council
Endorsed By	Executive Management Team
Minute Number	169/20
Consultation Period	N/A
Review Due Date	August 2022 – 2 years
Department	Office of Chief Executive
Policy Custodian	Manager HR, Workforce Development & Safety
Superseded Documents	19 December 2012 536/12 24 June 2015 197/15
Related Legislation	Local Government (State) Award Councillor Expenses & Facilities Policy
Delegations of Authority	Manager HR, Workforce Development & Safety

1. Overview

Council encourages staff to participate in training and courses to improve their skills and knowledge that will assist them in effectively carrying out their roles. This includes attendance at relevant seminars and conferences, as approved by relevant Managers/Chief Officer/Director or the Chief Executive (General Manager).

2. Policy Statement

This Policy outlines those costs which Council will reimburse to employees when they are required to attend conferences, training, seminars and other work related functions outside the Tenterfield area. This Policy applies to all employees and expenses must be within the approved budget each year.

Due to the mutual benefit that training provides, it is considered reasonable that employees will not claim overtime or time in lieu for travelling to and from training. The same applies for time after training when over-night accommodation is provided.

3. Scope

Approvals:

Approval to attend conferences, seminars and training will be granted within the adopted budget and according to the training plan. Miscellaneous relevant training may also be approved provided funds are available. Approval will be conducted by recording the details on the appropriate form and have it signed by the relevant supervisor.

Staff Training – Payment of expenses

Registration Fees

Council will meet the cost of registration fees for staff that have been granted approval to attend conferences, seminars and training, including any conference dinner / entertainment that forms part of the registration, and other functions that are in line with training plans and/or Council's organisational goals.

Accommodation

Accommodation costs will be limited to a maximum of \$350.00 per night in Capital City locations and \$180.00 per night in other locations. Where accommodation is not available in a Capital City or other location for these threshold amounts, approval for accommodation to be paid for at a higher rate per night may be sought from the relevant Manager/Chief Officer/Director, the Chief Executive or the Mayor.

Council will book accommodation prior to attendance unless not possible. All bookings should consider best price value for Council, location to training/seminar/conference venue and access to transport.

Travel

All reasonable travel costs will be met by the Council. Where appropriate, travel will be provided by air (economy class). Depending upon the circumstances, it may be more appropriate for travel to be undertaken by car or train.

Travel by motor vehicle should be undertaken by council vehicle and only by prior approval by the Chief Executive for the use of private vehicle. If approval is granted, reimbursement will be on the basis of the current kilometre rate as set out in the Local Government (State) Award.

Costs of vehicle hire, parking station fees and or taxi fares which are reasonable incurred while attending conferences will be reimbursed by Council upon receipt.

Meals and beverages

Part-day: Meals will not be reimbursed for part-day training.

One (1) full day:

A limit of \$60.00 will apply for any one meal, or where more than one meal is involved, a daily limit of \$125.00 will apply.

More than one (1) day:

Wherever possible, the cost of meals is to be incorporated within the training and accommodation otherwise reimbursement of actual cost will be paid upon the production of receipts subject to a daily limit of \$125.00.
Council will not pay for Mini bar expenses.

Miscellaneous expenses for senior management

Miscellaneous expenses responsibly incurred by senior management may be paid for by Council. These may relate to expenses to facilitate travel/meals/beverages for meetings with Government Officials, consultants or contractors. Any such expenses must be approved by the Chief Executive and on production of receipts.

Reporting

Staff are required to provide a brief report to their respective Manager/Chief Officer/Director or the Chief Executive outlining the nature of the training, conference, and seminar attended. The Chief Executive will report to Council on Conferences attended that may be of interest to the Council.

Recording

All training and attendance at seminars/conferences shall be recorded and filed on the staff member's personnel file.

4. Accountability, Roles & Responsibility

Approval will be required by the relevant supervisor as follows:

- General staff by Section/Service Managers or Chief Officer/Director;
- Managers (where more than one (1) day is involved) by Chief Officers;
- Chief Officers (where more than two (2) days are involved) by the Chief Executive, and
- The Chief Executive (where more than two (2) days are involved) by the Mayor.

5. Related Documents, Standards & Guidelines

Local Government (State) Award
Councillor Expenses & Facilities Policy

6. Version Control & Change History

Version	Date	Modified by	Details
V1.0	19/12/12	Council	Adoption of Original Policy (Res No. 536/12)
V2.0	24/06/15	Council	Adoption of changes to Policy
V3.0	28/11/18	Council	Amendment to Policy (Res No. 269/18)
V4.0	26/08/20	Council	Review/Amended (Res No. 169/70)
V5.0			



LEAVE POLICY

Summary:

The purpose of this policy is to provide clear direction on the provisions of Leave entitlements to Council employees.

Policy Number	4.010
File Number	N/A
Document version	V1.0
Adoption Date	22 May 2019
Approved By	Council
Endorsed By	Council
Minute Number	92/19
Consultation Period	N/A
Review Due Date	May 2021 – 2 years
Department	Office of Chief Executive
Policy Custodian	Manager HR, Workforce Development & Safety
Superseded Documents	Annual Leave Policy
Related Legislation	Local Government Act Fair Work Act State & Federal Long Service Leave Acts Paid Parental Leave Act Local Government (State) Award
Delegations of Authority	Manager HR, Workforce Development & Safety

1. Overview

The Local Government (State) Award provides Council employees with entitlements of Four (4) weeks Annual Leave at their ordinary or pro rata rate of pay per annum. The Award also provides Emergency Services, Long Service Leave (in accordance with Legislation), Sick Leave, Carers Leave, Parental Leave, Adoption, Bereavement, Jury Service, Union training, Union Picnic Day and Special Leave.

It is recognised that taking annual leave and other forms of leave contributes to the general health and well-being of staff, enhances the productivity of the organisation, and allows staff to discharge community and family responsibilities. Council observes and also recognises the need to respond to circumstances arising

from floods or disasters and domestic violence. Work closedown requirements, cover the taking of Annual Leave during a Work Closedown period and/or RDO's, TOIL (Time Off In Lieu).

The fair and equitable management of leave entitlements contributes to the Financial Management of the organisation by limiting Council's future liabilities and to Risk Management.

2. Scope

The aim of the policy is to ensure that:

- Council and staff adhere to the terms and conditions of the Local Government (State) Award for the purpose of taking leave, as directed.
- Council and staff adhere to the requirements of the relevant legislation.
- Leave is provided to staff with special need arising from compassionate grounds such as bereavement and domestic violence.

2.1 Emergencies and other situations

In cases where employees require leave and they don't have an entitlement to annual leave or other leave they may make an application for leave without pay.

2.2 Family & Domestic Violence Leave

- A.** Council recognises that employees sometimes face situations of violence or abuse in their personal life that may affect their attendance or performance at work. Council is committed to providing support to staff that experience family and domestic violence.
- B.** Understanding the traumatic nature of family and domestic violence Council will support their employee if they have difficulties performing tasks at work. No adverse action will be taken against an employee if their attendance or performance at work suffers as a result of experiencing family and domestic violence. An employee will not be discriminated against or have adverse action taken against them because of their disclosure of, experience of, or perceived experience of family violence.
- C.** An employee, including a casual employee, experiencing family and domestic violence is entitled to ten (10) days per year of paid family and domestic violence leave for the purpose of:
 - a) Attending legal proceedings, counselling, appointments with a medical or legal practitioner;
 - b) Relocation or making other safety arrangements; or
 - c) Other activities associated with the experience of family and domestic violence.
- D.** In addition, an employee, including a casual employee, who provides support to a person experiencing family and domestic violence is entitled to access family and domestic violence leave for the purpose of:

- a) Accompanying that person to legal proceedings, counselling, appointments with a medical or legal practitioner;
- b) Assisting with relocation or other safety arrangements; or
- c) Other activities associated with the family and domestic violence including caring for children.

2.3 Notice and Evidentiary Requirements

- A.** The employee shall give his or her employer notice as soon as reasonably practicable of their request to take leave under this clause.
- B.** If required by the employer, the employee must provide evidence that would satisfy a reasonable person that the leave is for the purpose as set out in clause C(a). Such evidence may include a document issued by the police service, a court, a health professional, a family violence support service, a lawyer, a financial institution, an accountant or statutory declaration.
- C.** The employer must ensure that any personal information provided by the employee to the employer concerning an employee's experience of family and domestic violence is kept confidential. Information will not be kept on an employee's personnel file.

2.4 Individual Support

- A.** In order to provide support to an employee experiencing family and domestic violence and to provide a safe work environment to all employees, council will approve any reasonable request from an employee experiencing family and domestic violence for:
 - a) Changes to their span of hours or pattern or hours and/or shift patterns;
 - b) Job redesign or changes to duties;
 - c) Relocation to suitable employment within Council;
 - d) A change to their telephone number or email address to avoid harassing contact;
 - e) Any other appropriate measure including those available under existing provisions for family friendly and flexible work arrangements.
- B.** An employee that discloses to the nominated contact person or their supervisor that they are experiencing family and domestic violence will be offered:
 - a) Access to professionals trained specifically in family and domestic violence through the Employee Assistance Program (EAP) or Council's Health and Wellbeing program; and
 - b) A resource pack containing information in relation to external support agencies, referral services and other local employee support resources.

3. Parental Leave

All staff have the responsibility to comply with the provisions of the Local Government (State) Award with respect to Parental Leave, as well as the Fair Work Act, National Employment Standards and Paid Parental Leave Act.

4. Accountability, Roles & Responsibility

Responsibilities

All staff have a responsibility to comply with the provisions of the Local Government (State) Award, and other respective legislation.

- Aim to plan to take their leave entitlement each year.
- Apply for leave by providing Council with two weeks' notice for planned leave and recognise that leave is to be taken at a mutually convenient time as far as possible.
- RDO's are taken to address unplanned leave requirements before other leave is utilised.
- Long Service Leave is taken in compliance with Award provisions.
- Parental Leave is taken in compliance with Award and relevant legislative provisions.

5. Related Documents, Standards & Guidelines

Local Government Act

Fair Work Act

Paid Parental Leave Act

State & Federal Long Service Leave Acts

Local Government (State) Award

National Employment Standards

6. Version Control & Change History

Version	Date	Modified by	Details
V1.0	22/05/19	Council	Adoption of Original Policy (Res No. 92/19)
V2.0			



WORKFORCE DEVELOPMENT

Summary:

The purpose of this policy is to provide clear direction on Workforce Development initiatives and activities, which seek to increase and sustain efficiency and effectiveness to ensure delivery of strategic goals.

Policy Number	4.154
File Number	N/A
Document version	V1.0
Adoption Date	22 May 2019
Approved By	Council
Endorsed By	Council
Minute Number	92/19
Consultation Period	N/A
Review Due Date	May 2021 – 2 years
Department	Office of Chief Executive
Policy Custodian	Manager HR, Workforce Development & Safety
Superseded Documents	Organisational Development – 168/17
Related Legislation	Local Government (State) Award
Delegations of Authority	Manager HR, Workforce Development & Safety

1. Overview

Introduction

It is good practice for Council to have guidelines for the development of the Business Excellence Framework through Organisational/Workforce Development concepts and principles.

Actively pursuing Organisational/Workforce Development initiatives and activities will ensure that Council Officers are constantly and actively involved in seeking to increase and sustain efficiency and effectiveness gains in the business of delivering strategic goals.

2. Policy Statement

Workforce Development in Tenterfield Shire Council.

What is Workforce Development?

Whilst there is no single definition of workforce development, it is commonly known to be the practice of changing people and organisations, for positive growth.

In practice, workforce development can take on many forms, and typical workforce development activities can include some of the following:

- Team Building
- Organisational Assessments
- Career Development
- Training
- E-Learning
- Coaching
- Innovation
- Leadership Development
- Talent Management
- Change Management
- Succession Planning

Benefits

Workforce development helps all types of organisations by:

- Empowering leaders and individual employees;
- Creating a culture of continuous improvement and alignment around shared goals;
- Making change easier and faster;
- Putting the minds of all employees to work;
- Enhancing the quality and speed of decisions;
- Making conflict constructive instead of destructive;
- Giving leaders more control over results, by giving employees more control over how they do their jobs.

What does this mean for us?

We will implement workforce development initiatives and activities which seek to encourage increased staff performance and work-based productivity and which also align with and support the Mission, Vision and Corporate Values of the Tenterfield Shire Council.

3. Accountability, Roles & Responsibility

Key strategies in implementing our Operational Plan include focussing on workforce development initiatives which include:

- Staff development,
- Training in best practice,

- Team work,
- Continuous improvement,
- Business efficiencies, and
- An audit of work practices and systems.

We will need to use “self-reflection” to assess how we can do things better with what we have got (or with less) and identify new creative ways of achieving outcomes.

These initiatives and activities will also align with and support the Operational and Workforce Plans through the ongoing development of council staff through team building initiatives, structured training courses and self-reflection.

In order to move forward with our plans there are key factors which will need to be considered. Important amongst these factors to be considered is how we, as employees, work cooperatively together ensuring that there is mutual respect and harmony within work teams and between management and staff. The key principles for working together and for Council are outlined in the Code of Conduct.

The workforce development learning and development initiatives which we will embark on include:

- Identifying and mapping the valuable skills which staff already have;
- Identifying, documenting and planning learning and development programs for the skills required for staff going forward e.g., supervision training;
- Engaging skilled staff in delivering training or coaching and mentoring for others;
- Encouraging staff to seek further skills and knowledge for future placement or undertaking critical positions for back-up purposes in terms of Council’s Succession Planning Policy.

4. Accountability, Roles & Responsibility

The Chief Executive will oversee the implementation of this policy and review the policy annually in line with the development of the Operational Plan and the review of the Workforce Plan.

Workforce development initiatives and activities will encourage individual staff to engage enthusiastically in planning, problem solving and participating in work projects within their sphere of responsibility.

Workforce development initiatives and activities will seek to create and support an environment of trust.

Workforce development initiatives and activities will be based on the premise that each council staff member is an individual person with differing learning, work and life needs. Individuals make up teams where each individual contributes to the collective outcome of work activities.

Workforce development initiatives and activities will be coordinated and/or conducted by the Manager HR, Workforce Development & Safety and HR & Workforce Development Coordinator.

Workforce development initiatives and activities will be designed and conducted based on the operational requirements of Council and the development needs of staff members through open communication, consultation, the performance appraisal system and workplace change. Where necessary appropriate committee groups will be consulted and/or informed of progress.

Role clarification and competency development for council staff will be continuously reinforced in organisation development activities.

Workforce development initiatives and activities will be based on adult learning principles and action learning processes wherever possible.

Management will use existing staff communication forums and tools, such as tool box meetings and newsletters, as often as possible in communicating feedback on the progress of organisation development initiatives and activities.

Workforce development initiatives and activities will be developed to complement and support the introduction or review of Council's strategic planning documents.

Workforce development initiatives and activities which include indoor or outdoor training exercises will be conducted observing and complying with workplace health and safety guidelines and legislation.

5. Related Documents, Standards & Guidelines

Nil

6. Version Control & Change History

Version	Date	Modified by	Details
V1.0	22/05/19	Council	Adoption of Original Policy (Res No. 92/19)
V2.0			



RECRUITMENT & SELECTION POLICY

Summary:

The purpose of this policy is to provide clear direction on recruitment and selection, providing a high standard of leadership and integrity that meets organisational and community expectations, when conducting recruitment and selection processes.

Policy Number	4.193
File Number	N/A
Document version	V1.0
Adoption Date	22 May 2019
Approved By	Council
Endorsed By	Council
Minute Number	92/19
Consultation Period	N/A
Review Due Date	May 2021 – 2 years
Department	Office of Chief Executive
Policy Custodian	Manager HR, Workforce Development & Safety
Superseded Documents	23 August 2017 – 168/17
Related Legislation	Local Government Act Anti Discrimination Act The Commission for Children & Young People Act Australian Crime Commission Act Local Government (State) Award
Delegations of Authority	Manager HR, Workforce Development & Safety

1. Overview

Tenterfield Shire Council will provide high standards of leadership and integrity that meet organisational and community expectations, when conducting recruitment and selection processes.

Council will ensure that EEO processes are followed and that a consistent approach to recruitment and selection is carried out across all Departments.

Particular care will be taken to eliminate all unlawful direct and indirect discrimination on the grounds as set out in the *Anti Discrimination Act 1977*.

Recruitment and Selection processes will reflect current best practice as far as possible, and have due regard to appropriate candidate identification, pre-employment vetting, checking and clearance processes. Technology that enhances these processes will be used when available.

2. Policy Objective

To demonstrate a commitment to develop, implement and maintain attraction, recruitment, selection, and retention, policies and procedures that clearly define job requirements, management practices, are merit based, fair and open, and exhibit the characteristics of being an employer of choice.

3. Scope

Staff Recruitment

Throughout all stages of the recruitment process Tenterfield Shire Council will adhere to the following key principles of recruitment:

- Availability and use of clear, **performance** based **position descriptions**
- Ensure the recruitment process is **equitable**
- Ensure the recruitment process is **objective**
- Ensure the recruitment process is open to **scrutiny**
- Ensure application of the **Local Government Capability Framework**
- Ensure that the recruitment process is **accountable**
- Ensure **confidentiality** of applicants is maintained at all times.

To allow Council the flexibility to meet its needs and responsibilities to the people within the Shire of Tenterfield, Council will, at all times, throughout the recruitment process endeavour to apply:

Ethical practices that demonstrate:

- Integrity
- Impartiality
- Professional conduct
- Clear accountability
- Confidentiality
- Professionalism

Fair practices that:

- Are free from Discrimination
- Value diversity in the workplace
- Provide community access to Government employment
- Are transparent and provide a clear audit trail
- Are objective.

Tenterfield Shire Council will demonstrate their commitment to conducting merit based recruitments by showing evidence of recruitment processes that adhere to the principles of merit based selection by ensuring that decisions:

- Are based on position descriptions that are performance based;

- Result in recruiting the most suitably qualified person by making certain that everyone with an interest in the position has a reasonable chance to know of, and apply for position vacancies;
- Ensure that all applicants receive the same information about the position, the recruitment and selection process, through effective advertising;
- Ensure that all applicants are assessed against the same selection criteria;
- Demonstrate regard for Council's short and long term corporate objectives;
- Provide the wider community with open access and opportunity to apply for vacancies;
- Provide fair and equitable access to enable existing staff the opportunity for continued employment, and to access promotion which is merit based by supporting appropriate succession planning where possible. Provide effective and appropriate use of lateral transfer and broad banding within the salary scales;
- Establish a quality workforce that is capable of delivering timely and effective services to the people of the Shire of Tenterfield;
- Are made with due consideration to cost restraints but meet interview expenses appropriately;
- Are made by selection panels with the appropriate skills, expertise, training and understanding of integrity and equity issues;
- Ensure successful candidates are subjected to appropriate employment screening, including Working with Children checks, Referee checks and Security checks;
- Establish the basis for selected candidates to receive effective induction, probation and relocation assistance if necessary.

4. Related Documents, Standards & Guidelines

- Local Government Act
- Anti Discrimination Act
- The Commission for Children & Young People Act
- Australian Crime Commission Act
- Local Government (State) Award
- Code of Conduct
- The Local Government Capability Framework

5. Version Control & Change History

Version	Date	Modified by	Details
V1.0	22/5/19	Council	Adoption of Original Policy (Res No. 92/19)



SALARY SYSTEM (INCLUDING PERFORMANCE REVIEW)

Summary:

The purpose of this policy is to provide clear direction on Council's Salary System Structure and staff progression through Council Performance Review process.

Policy Number	4.190
File Number	N/A
Document version	V1.0
Adoption Date	22 May 2019
Approved By	Council
Endorsed By	Council
Minute Number	92/19
Consultation Period	N/A
Review Due Date	May 2021 – 2 years
Department	Office of Chief Executive
Policy Custodian	Manager HR, Workforce Development & Safety
Superseded Documents	Salary System – 168/17
Related Legislation	Local Government (State) Award Local Government Act
Delegations of Authority	Manager HR, Workforce Development & Safety

1. Overview – Policy Objectives:

The policy/objective behind the salary system, is to take into account the priorities and concerns of the four (4) key stakeholders being the Employees, Management, Local Government NSW and the Community. In adhering to this principle, the objectives of the salary system are to:

- Be fair and equitable.
- Be aimed at providing quality and timely delivery of customer services which are cost effective and market competitive.
- Provide opportunities for progression based on performance and the gaining and using skills identified and used by the organisation.
- Be based on the principles, Banding and Grading enunciated in the NSW State Local Government Award.
- Provide flexibility for management and staff to maximise workforce productivity and reward high performance.

- Be market competitive in order to attract and retain employees, while being within Council's capacity to pay.
- Be supported by a training plan designed to develop skills required by Council so as to provide career path opportunities for Employees.
- Be consistent in rewards providing a fair level of job security for employees.
- Provide for individual recognition and rewards.
- Provide for employee participation and consultation.
- Be easy to understand and be communicated to all staff.

2. Scope

Consultation

Council as a party to the Award, which requires employee participation and consultation on salary systems, is committed to securing the benefits of structural efficiency through the establishment of these processes.

Based on principles also enunciated in the Award, Council has established a staff consultative committee to provide a forum for consultation between Council and its employees. Where practicable the committee will positively co-operate in the implementation of restructuring, ensuring the efficiency and productivity of the Council, and will participate in developing systems that provide employees with access to career opportunities and more fulfilling and varied work.

The size and composition of the staff consultative committee shall be agreed to by the Chief Executive, HR Management and the local union representatives as set out in the Committee's Constitution. Members of the staff consultative committee are required to undergo appropriate training and education to ensure effective participation in the consultative committee. The functions of the consultative committee shall be in line with the current award provisions.

Contributions to Structural Efficiency and the provision of an effective salary system will be achieved by the selection, funding and implementation, by Council, of an appropriate Job Evaluation and salary/Pay management system, comparable to other systems used by Local Government instrumentalities.

3. Accountability, Roles & Responsibility

The Pay System

3.1 Introduction

The Local Government (State) Award establishes the entry level rate of pay for each of the levels within the Award. The Tenterfield Shire Council Salary Structure has:

- Identified twenty five grades which are used to provide the entry level rates of pay for individual jobs;
- Been designed to conform with established bands and levels prescribed by the Award to provide for a simple hierarchy of entry levels which are easily understood and administered;
- Developed entry level rates of pay based on current market rates for similar size Councils;

- Developed performance steps which are based on increasing competencies and skills levels required by the job within each grade;
- Salary increments differentiated by skills and competencies will be outlined in the Tenterfield Shire Council Pay Rate Schedules, review and progression rules and Guidelines for Skills and Performance Appraisals.

In summary, the salary structure currently has 25 grades and 5 steps within each grade.

3.2 Appointment and Placement of New Employees

In accordance with the Local Government Act, the Chief Executive approves the appointment of staff. Generally new Employees will be appointed between the minimum entry level and step 3 of the grade range depending on the skills and experience of the applicant. Appointment beyond this point will require the approval of the Chief Executive. New Employees will be appointed with a probationary period of three (3) months, with an initial assessment after 6-8 weeks. Where an extended period of training is required, this probationary period will be determined appropriately, e.g., 6 to 12 months.

After the three (3) months or appropriate probationary period, the employee will be assessed to establish whether they have achieved the competency level for the position to which they have initially been appointed. Where the individual does not prove to be competent, the Council will consider one or more of the following:

- Extension of the probation period;
- Further training;
- Termination.

3.3 Market Forces

If a vacant position is identified where the salary for that grade is found to be insufficient to attract appropriate applicants for the position, then the relevant Chief or relevant Manager, after consultation with the Manager HR and Workforce Development, should submit a recommendation to the Chief Executive advising of the appropriate salary required for the position as determined by market forces. The recommendation should include a survey of current salaries being paid at other Councils of similar size and justification for establishing a higher salary due to current market trends and critical need for an appointment.

Decisions in this regard (to apply market forces) will be provided to the Consultative Committee for information.

3.4 Principles for Salary and Wages Review

The following principles shall govern the administration of the skills and performance based salary structure:

- The process for the assessment of individual performance and skills will be as objective as possible, equitable and free from any bias and discrimination;
- The process of pay review will be objective and equitable and easily understood by staff; where appropriate Grades will be broad banded i.e. two consecutive grades joined together, to recognise and reward skill acquisition

- at a higher level within the grading system e.g. a Plant Operator Grade 5 (Roller) gains an HR Licence and can operate a Water Cart Grade 6.
- The pay structure will recognise and reward performance and those skills which are held and used by staff in the workplace at Tenterfield Shire Council;
 - The pay structure will provide for internal equity consistent with the structure established by the job evaluation process;
 - Movement within the salary steps will be based on the acquisition of skills and competency in the application of these skills, in addition to performance;
 - Skills development will be based on the needs of the Council, the job to be performed and the competency of the jobholder.

3.5 Assessment Criteria

Positions will be assessed using the E-Comp Job Evaluation System V.20 for determining the band and level as described in the Award at the entry level only. E-Comp is one of the main Job Evaluation systems used by NSW Councils. Periodically HR, Workforce Development & Safety will benchmark the results produced with salaries and wages paid by similar Councils to cross validate evaluation outcomes and determine reasons for any differentials.

The Managers and Supervisors will be required to assess staff against the competency levels developed to determine the current level of competency and skill for the employee. Recommendations for competency level placement assessed by a Manager or Supervisor will then be submitted firstly to the appropriate departmental Chief, then through HR, Workforce Development & Safety for final determination by the Chief Executive.

Assessment Criteria are detailed in the procedures for all staff titled *Guidelines for Skills and Performance Appraisals*.

3.6 Skill Performance Based Salary Progression

Progression through the salary system shall be based on the acquisition and use of skills except where skills based progression is not reasonably available to the position. Where skills based progression is not reasonably available to the position the provisions outlined in Section 3.7 shall apply.

The identified skill requirements together with the physical capability, qualification and licence requirements for positions are defined in the position's Skills Assessment Record.

Formal Skills Assessments, also having regard to, but not replaced by the Local Government Capability Framework, shall be completed annually during the last two quarters of the Financial Year (please refer to Appendix A for assessment process).

Increases in salary/wage as a consequence of the annual assessments shall be effective from the first pay period commencing on or after 1 April following the assessments. For assessments completed in the final quarter any increase arising from these will be handled retrospectively in back pay.

Progression through the salary levels within a Grade shall be annual and subject to the satisfactory acquisition and use of skills, as evidenced by the annual assessment. The performance component shall be in line with the job/Operational Plan KPIs for the position during the preceding 12 months and in line with Council's Operational Plan.

3.7 Performance Based Salary Progression

Where skills based progression is not reasonably available within the salary range for the position, employees shall have access to progression based on the achievement of meaningful and relevant performance objectives and the Local Government Capability Framework.

Work plans (performance plans) for the next 12 months will be developed jointly at the annual review by the responsible supervisor and employee in line with the Monthly Operational Report.

The following methods will be adopted for establishing individual work plans:

Managers – the development of work plans based on the key accountabilities in the position description, and ongoing or planned activities which relate to the achievement of key performance indicators in the Operational Plan (MOR).

Individual Employees – the development of work plans based on the key accountabilities, in the position description, as they contribute to ongoing or planned activities as per Council's Operational Plan (MOR).

The development of individual work plans will involve:

- Reviewing the goals in the Operational Plan and position objectives;
- Joint development between the supervisor and the position incumbent (agreement) of the performance objectives and the specific related actions to be achieved, as recorded in the (Monthly) Operational Plan;
- Joint development between the supervisor and the position incumbent (agreement) on the performance measures and targets;

The work plans developed should be relevant and contain realistic and achievable performance objectives and measures.

Performance based salary progression will be dependent on the outcome of the following assessments:

- Consistent application of the job specific and common skills required to carry out the key accountabilities in the job description; and
- Achievement of the performance objectives, actions and measures as outlined in the agreed work plan.
- Completion of the objectives within the (Monthly) Operational Plan

3.8 Circumstances where Salary Progression may be Withheld

Salary progression may be withheld, in accordance with the provisions of the Award, where any of the following circumstances are identified during the assessment year and/or at the time of assessment:

- The outcomes of the agreed Work Plan and/or the Operational Plan have not been achieved; or
- Where, by mutual agreement between the employee and management, it is determined that the employee is not required to participate in the development and acquisition of skills and qualifications as identified in the Work Plan developed as a result of annual assessment; or
- Unjustified non-participation in organised training; or
- Refusal to actively participate in the maintenance, development and acquisition of skills and qualifications as identified in the Training Plan developed as a result of annual assessment; or
- Where it is justified on grounds of discipline and/or performance which is being managed and documented through formal processes; or
- Where the agreed standards for performance objectives as outlined in the work plan have not been achieved.
- Where an employee may not be able to progress, the Training Plan developed at the annual assessment should explore opportunities to develop specific specialisations or higher level skills and qualifications applicable to the employee's area of work in an attempt to overcome the barriers of future salary progression.
- Where progression on the acquisition, application, maintenance and development of skills is no longer available, further progression will be based on the achievement of meaningful and relevant performance objectives relating to the position. Refer Section 3.7.
- The Chief Executive in consultation with the relevant Chief and/or HR, Workforce Development & Safety, may authorise additional progression where circumstances warrant it.

4. Rules for Progression

- 4.1. Staff are entitled to be assessed for progression annually each financial year within the performance steps appropriate to the job classification provided they are able to demonstrate achievement of goals through performance and that they possess and are using the relevant competencies/skills at the prescribed level in the day to day course of their work with Council. There are five steps in each Grade, and progression is, if approved, is movement up "one step at a time". Only in exceptional circumstances will progression at a greater rate be approved and only with Review by HR and approval by the Chief Executive.
- 4.2. Where staff are required to perform higher duties from time to time, the staff member will be paid at entry level of the higher grade position, or if that is less than the current salary the next step up from the employees' current salary, of the acting higher grade position. The person acting in higher grades must have their higher duties allowance approved in writing by the respective departmental Manager **and** Manager HR, Workforce Development & Safety.
- 4.3. In some circumstances, generally at more senior levels, it may be more equitable to agree a flat weekly higher duties allowance. The rate should be

determined in consultation with HR, Workforce Development & Safety and at more senior levels with the approval of the Chief Executive.

5. Training

In order to enable staff to gain higher level competencies, Council will provide suitable training, including compliance, licensing and regulatory training, which shall ensure that all staff have equitable access to any necessary competency based training both on and off the job.

A training plan will be developed annually in line with, and as a result of, the Skills Performance Reviews/Appraisals. The training should include corporate training, skills development and/or professional development, where such training and development will facilitate achievement of existing and future Council operations.

Council's training plan and budget will also be developed and implemented in accordance with the requirements of the Local Government (State) Award.

6. Position Evaluation

Applications to alter or establish a Band or Level in which a position is currently placed may be tabled for discussion at the Consultative Committee where:

- All reasonable efforts to fill a position externally through advertisements have failed to attract a suitable applicant; and
- There is evidence to establish that the failure to attract suitable applicants for the position is the result of an inadequate level of remuneration; or
- A position is created as either a wholly new position or a redesign of an existing position.
- Where a position has been identified as being graded higher than appropriate for the skills and experience required for that position.

The E-Comp Job Evaluation System shall be used to determine the appropriate Band and Level for all new positions and for positions which have been redesigned.

7. Other Matters

Performance Based Payment Bonus

Council recognises the need to be able to reward staff for increased productivity and outstanding performance.

Performance based bonus payments, are a separate management issue with sensitive, including contractual, characteristics, and are therefore not currently included in this policy.

Pay Increases Arising From Enterprise Agreements

Salary and wage increases resulting from implementation of an Enterprise Agreement are not included in this policy.

Salary System Review

In order that the salary system continues to align with the needs of Council's Employees and the Community's expectations the system shall be reviewed at any time or at least every three (3) years.

8. Related Documents, Standards & Guidelines

Annexure A: *Guidelines for Skills and Performance Review/ Appraisal*

9. Version Control & Change History

Version	Date	Modified by	Details
V1.0	22/05/19	Council	Adoption of Original Policy (Res No. 92/19)

GUIDELINES FOR SKILLS and PERFORMANCE REVIEW/APPRAISAL
ANNEXURE A to Policy Statement No. 4.190

1. Scope

These guidelines have been developed to meet Council's responsibilities under Clause 7 "Salary System" of the Local Government (State) Award which requires the employer to assess the skill competency of employees "at least annually or when they are required to use skills that would entitle them to progress in the salary system".

2. Appraisers and Assessors

Staff will be assessed and appraised by their immediate supervisor and all assessments will then be reviewed by the Manager (where applicable). Training in Assessment techniques (at Certificate IV level) will be provided to assessors.

The relevant departmental Manager or Chief, based on reporting relationships, will further review the assessment and sign off on all assessments, with final approval resting with the Chief Executive. Approvals will be based on a summary Report developed and provided by HR, Workforce Development & Safety.

3. Frequency of Assessments

A Formal Competency Assessment will be conducted every twelve (12) months, generally between 1 January and 31 March, or in some cases 30 June, of each year, before the commencement of the new financial year.

3.1 Eligibility

All employees are to be included in the assessment/appraisal process, except:

- Permanent staff with less than six (6) months service;
- Employees acting in higher grade positions for over six (6) months of the assessment year;
- Trainees;
- Casual staff who are only called on less than 10 full days per year and/or have been employed by council for less than six (6) months.

4 Pay Progression

4.1 Annual Competency Assessment

Employees who are assessed as eligible for progression, following an annual assessment as part of the formal competency assessment, will be moved to the next identified step, where available, in the first full pay period on or after 1 April in the year of the assessment. If the employee is already on Skill Step 5 i.e., top of Grade, no move will be possible, unless Broad Banding has been identified and included in the Position Description for the role. Employees on final Top of Grade Skill Steps generally only receive progression/reward through annual Award adjustments (cost of living increases).

4.2 Employees on Higher Grade Pay

Staff acting in higher grade positions, shall receive the salary paid at the entry step for the grade that the staff member is acting in. If the current salary step of the staff member is attracting a higher salary than the entry step on the higher grade position, the staff member shall be paid the step above their current salary or at a skill step that is above the entry step (Skill Step 1) so that they get higher remuneration when acting in a higher grade position.

In some circumstances, generally at more senior levels, it may be more equitable to agree a flat weekly higher duties allowance. The rate should be determined in consultation with HR, Workforce Development & Safety and at more senior levels with the approval of the Chief Executive.

4.3 Competency (Skills Performance Based Salary Progression) System

- Employees must demonstrate they are fully competent in all areas of the identified competencies, including the organisational competencies of Customer Service, Team work and Work Health and Safety, to enable progression through each competency step. This includes competencies placed at a lower level than their current salary, unless an employee can produce evidence that clearly illustrates that the competency has no applicability to the position being assessed.
- The Local Government Capability Framework, as included in the review form, can assist with, but not replace, determination of levels of competency. The Framework highlights the capabilities that employees need to demonstrate publically, and in their day to day work, to achieve effective outcomes.
- In the case of a physical inability to perform a task, a medical report should be produced as evidence; however, Council may need to seek a second medical or specialist opinion, if necessary.

4.4 Performance Based System

The following methods will be used for establishing individual results to be achieved:

Managers – the development of work plans based on Operational Plan Objectives, Programs and KPIs as well as the key accountabilities in their position description. The Local Government Capability Framework will also be used to rate performance in each of the capability areas which include the **Personal Attributes**, such as managing self, resilience, integrity and accountability, **Relationships** – communication, engage, community and customer Focus, collaboration and negotiation, **Results** – plan, prioritise, problem solving, innovation and delivery and **Resources** – finance, assets, technology and information, procurement and contracts.

Individual Employees – the development of work plans based on the key accountabilities in their position description, as well as their contribution to ongoing or planned activities in Council's Operational Plan, as recorded in the Monthly Operational Report.

Performance based salary progression will be dependent on the outcome of the following assessments:

- Consistent application of the job specific and common skills required to carry out the key accountabilities in the job description; and
- Achievement of the performance objectives, actions and measures as outlined in the Operational Plan.
- Assessed competence in the organisational competencies of Customer Service, Team work and Work Health and Safety and the Capability Framework.

5. Documentation

- Prior to a competency assessment, the employee shall be provided with a copy of the current Annual Performance Review and Agreement and competency assessment criteria.
- The Manager HR, Workforce Development & Safety and the Supervisor shall hold a copy of the Agreement and the most recent competency assessment criteria for each employee.

6. New or Amended Competency Review

The direct supervisor, in consultation with the job holder and the Departmental Chief or Manager shall review the competency assessment criteria to make certain they are relevant to the position, current, fair and equitable.

The Chief/Manager will confirm that the criteria to enable competency progression is:

- Consistent with competency criteria of other employees completing similar tasks.
- Consistent with the duties required of the employee under the organisational structure.
- Consistent with the Strategic Management Plan and the relevant section of the Operational Plan.

After the new or amended competency assessment has been completed, a copy shall be provided to the employee.

7. Appeals Process

All appeals concerning the competency assessments shall either be dealt with in accordance with the Local Government (State) Award Grievance and Dispute Procedures or through discussion of the outcomes with appropriate management levels.

Council's grievance and dispute procedure adheres to the terms and conditions as set out in the Local Government (State) Award. This includes having a fair and equitable process agreeable to all parties and for Council to reach a timely and fair decision.

The Grievance Procedure is as follows:

1. The employee will provide a letter of notification (or Completed Grievance Form) to their direct supervisor detailing the nature of the grievance/dispute and the remedy sought.
2. Within two (2) days of receipt of the letter of notification/Form a meeting will be conducted between the employee(s) and their direct supervisor.
3. If no satisfactory resolution is reached the matter may be referred to the Departmental Chief or Chief Executive for further discussion that will include all relevant parties, including a HR representative.
4. If a solution is still not found, the Chief Executive shall provide a written response, which should include the reasons for not implementing any proposed remedy put forward in Stage 1.
5. Where a matter remains unresolved it may be referred to the employee's union delegate or representative, and by the Chief Executive or other authorised officer to the Association (Local Government NSW) for further discussion between parties.

Department:	Office of the Chief Corporate Officer
Submitted by:	Erika Bursford, Manager Customer Service, Governance & Records
Reference:	ITEM GOV95/22
Subject:	TENTERFIELD SHIRE COUNCIL ANNUAL REPORT 2021/2022

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 for Council to receive the Annual Report, inclusive of the Audited Annual Financial Statements, for the financial year ending 30 June 2022.

OFFICER'S RECOMMENDATION:

That Council receive and adopt the Annual Report for 2021/2022.

BACKGROUND

Council must prepare an Annual Report in accordance with the *Local Government Act 1993*, Section 428.

- (1) *Within 5 months after the end of each year, a Council must prepare a report (its "Annual Report") for that year reporting as to its achievements in implementing its Delivery Program and the effectiveness of the principal activities undertaken in achieving the objectives at which those principal activities are directed.*
- (2) *The Annual Report in the year in which an Ordinary Election of Councillors is to be held must also report as to the Council's achievements in implementing the Community Strategic Plan over the previous four years.*
- (3) *An Annual Report must be prepared in accordance with the guidelines under Section 406.*
- (4) *An Annual Report must contain the following:*
 - (a) *a copy of the Council's Audited Financial Reports prepared in accordance with the Local Government Code of Accounting Practice and Financial Reporting published by the Department, as in force from time to time,*
 - (b) *such other information or material as the regulations or the guidelines under section 406 may require.*
- (5) *A copy of the Council's Annual Report must be posted on the Council's website and provided to the Minister and such other persons and bodies as the Regulations*

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may require. A copy of a Council's Annual Report may be provided to the Minister by notifying the Minister of the appropriate URL link to access the Report on the Council's website.

REPORT:

In accordance with the Act, Council staff have contributed to the development of the Annual Report and the Audited Financial Statements.

The Annual Report consists of several sections commencing with the Mayor's and Chief Executive Officer's messages, followed by statistics about the Shire, our achievements over the year against the Community Strategic Plan directions, and statutory reporting items. The Annual Report also includes the audited financial statements for the 2021/2022 financial year, as required under the Act.

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

Council meets its commitment to inform, consult and involve by annually reporting on its Annual Report and Audited Financial Statements via its open Ordinary Meeting.

2. Policy and Regulation

- NSW Local Government Act 1993;
- NSW Local Government (General) Regulation 2005.

3. Financial (Annual Budget & LTFP)

Nil.

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

The Annual Report is a statutory requirement. Failure to lodge the Report would result in a significant risk to Council of being non-compliant under the Local Government Act 1993.

7. Performance Measures

Nil.

8. Project Management

Nil.

Kylie Smith
Chief Corporate Officer

Our Governance No. 95 Cont...

Prepared by staff member:	Erika Bursford, Manager Customer Service, Governance & Records; Roy Jones, Manager Finance & Technology		
Approved/Reviewed by Manager:	Kylie Smith, Chief Corporate Officer		
Department:	Office of the Chief Corporate Officer		
Attachments: All three (3) Attachments are located in a separate booklet.	1	Annual Report 2021 - 2022	67 Pages
	2	Appendix 1 - Achievements in Implementing the Delivery Program and Operational Plan Monthly Operational Reports as at 30 June 2022	
	3	Appendix 2 - Financial Statements for the year ended 30 June 2022	118 Pages

Department:	Office of the Chief Corporate Officer
Submitted by:	Roy Jones, Manager Finance & Technology
Reference:	ITEM GOV97/22
Subject:	FINANCE & ACCOUNTS - PERIOD ENDED 31 OCTOBER 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 Council operates in an effective and financially sustainable manner to deliver affordable services.
CSP Delivery Program	Ensure that financial sustainability and the community's capacity to pay inform adopted community service levels.

UMMARY

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 October 2022.

BACKGROUND

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

REPORT:

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

(a) Reconciliation of Accounts

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

Cash Book Balances on this date were as follows:-

General (Consolidated)	\$ 27,278,846.15	Credit
General Trust	\$ 382,340.85	Credit

(b) Summary of Investments

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

Concealed Water Leakage Concession Policy Update

For the month of October 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 22 applications for 603 Certificates in October 2022.

In the calendar year to date, there have been 284 applications compared to 397 applications for the same period last year.

Cash and Investments – Detailed Analysis of External Restrictions

RESTRICTED CASH ANALYSIS	AS AT 31 OCTOBER 2022	AS AT 30 JUNE 2022
TOTAL CASH & INVESTMENTS	\$33,661,187	\$37,107,638
EXTERNALLY RESTRICTED CASH	\$ 29,405,980	\$31,625,799
<i>INCLUDED IN GRANT RELATED (EXCL DEVELOPER CONTRIBUTIONS)</i>	\$ 11,650,280	\$14,401,703
GRANT-RELATED - GENERAL (EXCL DEVELOPER CONTRIBUTIONS AND RFS RESERVES)	\$10,516,874	\$13,785,826
GRANT-RELATED - WATER (EXCL DEVELOPER CONTRIBUTIONS)	\$634,238	\$615,877
GRANT-RELATED - SEWER (EXCL DEVELOPER CONTRIBUTIONS)	-	-
GRANT-RELATED - WASTE (EXCL DEVELOPER CONTRIBUTIONS)	\$499,168	-
GRANT-RELATED - STORMWATER (EXCL DEVELOPER CONTRIBUTIONS)	-	-
BRUXNER WAY WIDENING	-	-
<i>INCLUDED IN DEVELOPER CONTRIBUTIONS</i>	\$ 523,771	\$467,232
DEVELOPER CONTRIBUTIONS - GENERAL	\$392,686	\$347,608
DEVELOPER CONTRIBUTIONS - WATER	\$40,281	\$37,565
DEVELOPER CONTRIBUTIONS - SEWER	\$44,555	\$41,455
DEVELOPER CONTRIBUTIONS - WASTE	\$41,873	\$36,595
DEVELOPER CONTRIBUTIONS - STORMWATER	\$4,376	\$4,009
<i>INCLUDED IN RFS RESERVES</i>	\$55,031	\$92,098
RFS RESERVES	\$55,031	\$92,098

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<i>INCLUDED IN CASH AT BANK AND INVESTMENT LEFTOVERS (AFTER EXCL GRANT RELATED, DC AND RFS ABOVE)</i>	\$17,176,898	\$16,664,766
WATER	\$1,442,782	\$2,180,603
SEWER	\$6,210,278	\$5,703,375
WASTE	\$8,172,800	\$7,372,548
STORMWATER	\$968,697	\$1,025,899
TRUST FUND	\$382,341	\$382,341
INTERNAL RESTRICTIONS		
PLANT AND VEHICLE REPLACEMENT	-	-
EMPLOYEES LEAVE ENTITLEMENTS	-	-
SPECIAL PROJECTS	-	-
UNRESTRICTED FUNDS	\$4,255,207	\$5,481,839

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.

Our Governance No. 97 Cont...

Kylie Smith
Chief Corporate Officer

Prepared by staff member:	Roy Jones, Manager Finance & Technology	
Approved/Reviewed by Manager:	Kylie Smith, Chief Corporate Officer	
Department:	Office of the Chief Corporate Officer	
Attachments:	1 Investment Report - 31 October 2022	1 Page

TENTERFIELD SHIRE COUNCIL - SUMMARY OF INVESTMENTS 31 OCTOBER 2022

Financial Institution	Issuer Rating	Investment Term	Maturity Date	Interest Rate	Amount	Percentage Exposure
NAB	AA-	120 Days	24/Jan/23	3.71%	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	23/Dec/22	3.53%	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/Jan/23	3.45%	1,500,000.00	25.00%
<u>TOTAL WESTPAC INVESTMENTS</u>					<u>1,500,000.00</u>	<u>25.00%</u>
INVESTMENTS TOTAL					6,000,000.00	100.00%

Summary

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

Responsible Accounting Officer

By:

R.Jones

* Except as highlighted in the associated Council Report.

Department:	Office of the Chief Corporate Officer
Submitted by:	Roy Jones, Manager Finance & Technology
Reference:	ITEM GOV96/22
Subject:	CAPITAL EXPENDITURE REPORT AS AT 31 OCTOBER 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	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 October 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. The Quarterly Budget Review will be presented in November 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

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, Manager Finance & Technology	
Approved/Reviewed by Manager:	Kylie Smith, Chief Corporate Officer	
Department:	Office of the Chief Corporate Officer	
Attachments:	1 October 2022 Capital Expenditure Report	3 Pages

Tenterfield Shire Council
Capital Expenditure Report as at 31 October 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	55,081	48.54%	
Economic Growth and Tourism					
4235004. PSLP - Tenterfield Youth Precinct & Mountain Bike Trailhead	General Fund - Grant	0	50,081	0.00%	\$1,714,593 Budget to be carried forward from 2021/22 in QBR 1.
5400509. RTBR - Art Installations Tenterfield Creek	General Fund - Grant	0	5,000	0.00%	\$5,000 Budget to be carried forward from 2021/22 in QBR 1. Project expenditure now completed
Total Economic Growth and Tourism		0	55,081	0.00%	
Library Services					
5000524. Local Priority Grant 2022/23	General Fund - Grant	19,329	0	0.00%	Budget to be increased to \$24,900 in QBR 1 as per State Library funding allocation.
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%	Budget to be removed in QBR 1.
Total Theatre & Museum Complex		94,141	0	0.00%	
Office of the Chief Corporate Officer		580,000	308,944	53.27%	
Buildings & Amenities					
4200501. Admin Building -- Refurbishment	General Fund	0	16,365	0.00%	\$49,524 Budget to be carried forward from 2021/22 in QBR 1
4200508. Admin Building - Roof Replacement	General Fund	300,000	0	0.00%	
4205500. Housing - Repaint Exteriors (SRV)	General Fund	30,000	0	0.00%	
4230512. SCCF4-0948 Improvements to Sunnyside Hall	General Fund - Grant	0	110,493	0.00%	\$138,116 Budget to be carried forward from 2021/22 in QBR 1
4235000. Tenterfield Memorial Hall Sporting Complex - SCCF-1023	General Fund	0	12,402	0.00%	\$64,667 Budget to be carried forward from 2021/22 in QBR 1. Fire system installation almost complete.
4235001. Memorial Hall Internal Acoustic, Ventilation & Insulation Treatments	General Fund - Grant	0	30,744	0.00%	\$97,019 Budget to be carried forward from 2021/22 in QBR 1
Total Buildings & Amenities		330,000	170,003	51.52%	
Environmental Management					
4235501. Covid-19 Council Pound Grant Expenditure	General Fund - Grant	0	160	0.00%	\$688 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	18,660	12.44%	
Total Finance & Technology		225,000	18,660	8.29%	
Parks, Gardens and Open Space					
4605514. PSLP - Jennings Playground Precinct	General Fund - Grant	0	113,420	0.00%	\$216,909 Budget to be carried forward from 2021/22 in QBR 1. Playground, exercise area and covered BBQ have been installed with shade cover. Carpark to be completed.
Total Parks, Gardens and Open Space		0	113,420	0.00%	
Swimming Complex					
4600512. Swimming Pool - Equipment Renewal	General Fund	25,000	6,701	26.80%	
Total Swimming Complex		25,000	6,701	26.80%	
Office of the Chief Operating Officer		9,392,824	8,556,151	91.09%	
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	898,750	22.79%	
6210501. Public Works Plant - WDV of Asset Disposals	General Fund	(3,041,834)	(896,600)	29.48%	
Total Plant, Fleet & Equipment		902,423	2,150	0.24%	
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	40,790	25.10%	
7872519. Tenterfield Network Renewal	Sewer Fund	193,800	0	0.00%	Infrastructure ordered, initial smoke testing completed, additional 2 smoke testing scheduled
7872524. Tenterfield STP - 3 Bay Shed for Storage	Sewer Fund	50,000	0	0.00%	Investigations re-commenced
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%	
7872529. Sewer System Mapping Improvements	Sewer Fund	0	10,885	0.00%	\$20,000 Budget to be added in QBR 1. Project planned for 21/22 but did not commence. Commenced GPS verification of manholes.
7872813. Urbenville Sewer Pump Station Emergency Works - Replacement	Sewer Fund	0	102,701	0.00%	\$102,701 Budget to be added in QBR 1. Project began in 21/22, carry-forward unspent budget of \$69,876 insufficient to complete works due to cost increases.
Total Sewerage Service		1,112,200	154,376	13.88%	

*Report Contains Filters

Capital Projects	Funding Source	22/23 Original Budget \$	22/23 YTD Actuals \$	22/23 Percentage Spent %	Comments
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	32,026	48.52%	\$2,000 increase to Budget to be added in QBR 1 due to funding increase
6215510. Regional Roads Block Grant - Reseals Program	General Fund - Grant	553,668	64,081	11.57%	\$29,000 increase to Budget to be added in QBR 1 due to funding increase
6215531. Special Grant Mt Lindesay Road (RMS/Fed)	General Fund - Grant	0	2,889,429	0.00%	\$5,323,347 Budget to be carried forward from 2021/22 in QBR 1. Works underway on Stages 3, 4 & 5.
6215544. BLERF - 0737 - Improve Mt Lindesay Road	General Fund - Grant	0	1,214,954	0.00%	\$5,297,708 Budget to be carried forward from 2021/22 in QBR 1
6215550. Footpaths Capital Works	General Fund	0	1,337	0.00%	\$15,000 Budget to be carried forward from 2021/22 in QBR 1
6215552. Roads to Recovery 2019-24	General Fund - Grant	1,044,335	12,420	1.19%	
6215568. FLR200241 - Kildare Road (Tenterfield Tourist Route 9)	General Fund - Grant	0	687,457	0.00%	\$2,666,325 Budget to be carried forward from 2021/22 in QBR 1
6215570. DRFA AGRN960 EPAR Bruxner Way - Bridge 7325 Dumaesq River Overflow Channel	General Fund - Grant	0	57,072	0.00%	Disaster Recovery works - consultants provided concept design and reconstruction estimate for approval by Transport for NSW & Resilience NSW for bridge replacement/extension. Budget addition is pending advice from funding bodies.
6215572. FLR300126 - Tooloom Road West Rehabilitation	General Fund - Grant	0	58,917	0.00%	\$2,970,024 Budget to be carried forward from 2021/22 in QBR 1. Preliminary drainage works commenced June 22.
6215575. ROSI - Sunnyside Platform Road Upgrade	General Fund - Grant	0	960,143	0.00%	\$1,752,075 Budget to be carried forward from 2021/22 in QBR 1
6215576. BSBR000641 - Drake Village Revitalisation	General Fund - Grant	0	67	0.00%	\$2,900,300 Budget to be carried forward from 2021/22 in QBR 1
6215579. Local Roads & Community Infrastructure Program - Round 3	General Fund - Grant	0	34,553	0.00%	\$2,088,670 New grant - budget to be added in QBR 1. Pavement preparation commenced for Washpool Lane, Leeches Gully Rd and Robinsons Lane.
6215580. Repair Program 2022/23	General Fund - Grant	565,572	65,594	11.60%	
6220271. Bridges Renewal Program - Deepwater River Bridge Renewal	50% Grant Funded	0	13,000	0.00%	\$13,000 Budget to be carried forward from 2021/22 in QBR 1. Works completed.
6220272. Bridges Renewal Program - Kangaroo Creek Bridge Replacement	50% Grant Funded	0	277,931	0.00%	\$1,100,574 Budget to be carried forward from 2021/22 in QBR 1. Construction commenced June 22.
6220274. Bridges Renewal Program - Unknown Creek Bridge (67203) Replacement, Paddy's Flat Rd	General Fund - Grant	0	53,949	0.00%	\$722,414 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	226,306	0.00%	\$532,955 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	3,601	0.00%	\$644,907 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	155,021	0.00%	\$306,867 Budget to be carried forward from 2021/22 in QBR 1
6220501. Road Renewal - Gravel Roads	General Fund	651,519	75,947	11.66%	
6220503. Gravel Resheets	General Fund	332,452	3,934	1.18%	\$300,000 Budget to be carried forward from 2021/22 in QBR 1 (loan funds to be spent)
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%	
6240512. Streets as Shared Spaces - SASS00027 Linking People and Place	General Fund - Grant	0	76,102	0.00%	\$500,000 New grant - budget to be added in QBR 1
Total Transport Network		4,142,596	6,964,491	168.12%	
Waste Management					
7080500. 240L Wheelie Bins	Waste Fund	2,101	0	0.00%	
7080503. Industrial Bins	Waste Fund	6,304	3,522	55.86%	\$10,000 increase to Budget to be added in QBR 1 - JJ Richards & Glen Innes Waste no longer servicing the Shire, so more council bins required
7080554. Boonoo Boonoo - Landfill Cover	Waste Fund	10,000	0	0.00%	Alternative cover deployed and operational
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%	\$2,000 Budget to be added in QBR 1. Project began in 21/22, final costs to complete works. Roller door installation pending for Tenterfield
7080560. EPA Bushfire Recovery Program for Council Landfills	Waste Fund - Grant	0	31,303	0.00%	\$685,209 Budget to be carried forward from 2021/22 in QBR 1
7080561. Boonoo Boonoo Landfill - Environmental Improvements	Grant balance \$3,320, Waste Fund \$8,700	0	8,946	0.00%	\$12,020 Budget to be carried forward from 2021/22 in QBR 1
7080564. Boonoo Boonoo - Develop Stage 5	Waste Fund	2,500,000	48,284	1.93%	\$69,752 Budget to be carried forward from 2021/22 in QBR 1. 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	183	0.00%	\$2,000 Budget to be carried forward from 2021/22 in QBR 1. Fencing to be completed
7080811. Tenterfield WTS Groundwater Bores	Waste Fund	0	1,754	0.00%	\$119,879 Budget to be carried forward from 2021/22 in QBR 1
Total Waste Management		2,568,405	94,171	3.67%	

*Report Contains Filters

Capital Projects	Funding Source	22/23 Original Budget \$	22/23 YTD Actuals \$	22/23 Percentage Spent %	Comments
Water Supply					
7484505. Tenterfield Mains Replacement	Water Fund	282,900	91,956	32.50%	Infrastructure ordered for work to new WTP
7484506. Tenterfield Meter Replacement	Water Fund	22,600	398	1.76%	Ongoing
7484522. Tenterfield Water Treatment Plant Construction	Water Fund Grants - State \$7 million, Federal \$2.645 million	0	960,391	0.00%	\$7,614,384 Budget to be carried forward from 2021/22 in QBR 1
7484533. Water Network Mapping Improvements	Water Fund	0	10,885	0.00%	\$20,000 Budget to be added in QBR 1. Project planned for 21/22 but did not commence. Commenced GPS mapping valves and hydrants.
7484538. BLERF 0377 - Tenterfield Villages Emergency Water Program	Water Fund - Grant \$960,000; Council contribution \$20,000	0	170,969	0.00%	\$970,153 Budget to be carried forward from 2021/22 in QBR 1
7484540. Bulk Water Metering Grant	Water Fund - Grant \$36,844; Council contribution \$12,281	0	3,810	0.00%	\$49,125 New grant - budget to be added in QBR 1
7484541. New Grid Urbenville Water Supply Project	Water Fund - Grant \$1,458,000; Council contribution \$100,000	0	1,611	0.00%	\$1,558,000 New grant - budget to be added in QBR 1
7484542. Tenterfield Apex Park Bore - Relining	Water Fund	0	39,193	0.00%	\$39,193 Budget to be added in QBR 1. Completed
7484811. Urbenville Water Treatment Plant Upgrade	Water Fund	0	46,050	0.00%	\$50,000 Budget to be added in QBR 1. Project began in 21/22, carry-forward unspent budget of \$6,521 insufficient to complete works due to cost increases.
7484901. Jennings Mains Replacement	Water Fund	11,500	0	0.00%	
7484950. Legume Catchment - Water Supply Options Study	Water Fund	0	15,700	0.00%	\$20,000 Budget to be added in QBR 1. Options to provide bore water underway
Total Water Supply	Water Fund	317,000	1,340,963	423.02%	
Grand Total		10,086,294	8,920,175	88.44%	

*Report Contains Filters

Department:	Office of the Chief Corporate Officer
Submitted by:	Roy Jones, Manager Finance & Technology
Reference:	ITEM GOV98/22
Subject:	REVIEW OF INVESTMENT POLICY

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 Council operates in an effective and financially sustainable manner to deliver affordable services.
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 Council to review and adopt the Investment Policy.

OFFICER'S RECOMMENDATION:

That Council adopts the Investment Policy as attached.

BACKGROUND

Council is required to review its Investment Policy each year. The Investment Policy was last revised by Council at the June 2020 Ordinary Council Meeting and is due for review.

It is up to Council to set the Framework for investing Council monies that it considers appropriate in terms of risk management.

REPORT:

The aim of the Investment Policy continues to be to ensure that all surplus funds are prudently invested, obtaining the best possible interest rates, whilst ensuring the least possible risk by taking into consideration the institution's credit rating.

The proposed Investment Policy incorporates best practice principals based on guidelines for investing as per Office of Local Government, inclusion of definitions application to the context of Tenterfield Shire Council, some practical issues with the current policy resulting in minor amendments.

Counterparty Credit Framework

This limits the exposure to an individual institution based on the credit rating of that institution such that exposure to any one institution is limited, as detailed in the table below: -

S&P Long Term Rating	S&P Short Term Rating	Direct Investment Maximum %
AAA to AA-	A-1+	60%* (was 50%)
A to A-	A-1	35%
BBB+ to BBB	A-2	15%
BB+ to D	-	5%
Government*		100%

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***Recognising that at times due to timing issues this may increase to 100% for brief periods.**

Australian financial and banking sector has seen a higher than previous years of interest rates rises over the past six months, and this has led to banking institutions providing competitive and comparatively higher interest on return of Council funds.

The above change recognises that if Council only has investments with two financial institutions in the A-1+ rating, a 50% maximum can't be achieved to invest all the funds available.

The addition of an asterixis note recognised the reality that sometimes due to timing of investment maturity funds directly invested in one institution may exceed this percentage for brief periods of time.

COUNCIL IMPLICATIONS:

1. Community Engagement / Communication (per engagement strategy)

There are no Community Engagement implications as a result of this report.

2. Policy and Regulation

This Investment Policy replaces previous versions of the said Policy.

3. Financial (Annual Budget & LTFP)

Council receipt of interest income will be higher than previous years and this may result in adjustments to be made in the LTFP for FY2023-2024.

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

There are no legal implications as a result of this report. Investment risk is managed via the framework included in the Investment Policy.

7. Performance Measures

Nil.

8. Project Management

Nil.

Kylie Smith
Chief Corporate Officer

Prepared by staff member:	Roy Jones, Manager Finance & Technology
Approved/Reviewed by Manager:	Kylie Smith, Chief Corporate Officer
Department:	Office of the Chief Corporate Officer
Attachments:	1 Investment Policy 10 Pages



INVESTMENT POLICY

Summary:

This Policy incorporates the provisions of Section 625 of the Local Government Act 1993, the Local Government Regulations, the Investment Policy Guidelines and the current Ministerial investment Order at 11 February 2021 provide a framework for the safe investment of Council's surplus.

Policy Number	1.091
File Number	
Document version	V14.0
Adoption Date	23 November 2022
Approved By	Council
Endorsed By	Chief Executive Officer
Minute Number	XXX/22
Consultation Period	N/A
Review Due Date	June 2022 – 1 year
Department	Office of Chief Corporate
Policy Custodian	Manager Finance and Technology
Superseded Documents	Policy Adopted 18 May 2016 Revised 28 June 2017 Revised 23 August 2017 Revised 2018 Revised 2019 Revised 2020 Revised 2022
Related Legislation	Local Government Act 1993 Local Government Regulations Investment Policy Guidelines Ministerial Investment Order
Delegations of Authority	Chief Corporate Officer & Manager Finance & Technology

1. Preamble

This policy incorporates the provisions of Section 625 of the Local Government Act 1993, the Local Government Regulations, the Investment Policy Guidelines and the current Ministerial Investment Order at 11 February 2011.

2. Definitions

- Authorised Deposit-taking Institutions (ADIs) are corporations authorised under the Bank Act 1959 (Cwth) to take deposits from customers. ADI's include banks, building societies and credit unions all of which are regulated by the Australian Prudential Regulation Authority.
- Bank Bill Swap Rate is the compilation and average rate of market rates supplied by domestic banks relating to multiple maturities of bank bills.
- Bloomberg Ausbond Bank Bill Index (the) is an index comprised of 13 synthetic instruments defined by rates interpolated from the RBA 24-hour cash rate and the one and three month Bank Bill Swap Rates.
- Bill of Exchange (a) is an unconditional order in writing, addressed by one person to another, signed by the person giving it, requiring the person to whom it is addressed to pay on demand, or at a fixed or determinable future time, a sum certain in money to or to the order of a specified person, or to bearer.
- Credit Risk is the risk of loss to an investor due to the failure of the institution/entity with which an investment is held to pay the interest and/or repay the principal of an investment.
- Debenture (a) is a debt security usually secured by a fixed or floating charge over an underlying asset or pool of assets. Debentures are normally issued by companies in return for medium and long term investment funds.
- Floating Rate Notes are securities that (in Australia) pay a coupon normally priced at a fixed margin above the Bank Bill Swap Rate.
- Interest Rate Risk is the risk that the fair value or future cash flows of an investment will fluctuate because of changes in market interest rates.
- Investment Portfolio is the total pool of all of the council's investments.
- Liquidity Risk is the risk that Council runs out of cash, is unable to redeem the investments at a fair price within a timely period, and thereby incurs additional costs- either due to its own liquidity management or through changes in the liquidity profile of an investment.
- Market Risk is the risk that the fair value or future cash flow of an investment will fluctuate due to changes in market prices.
- Maturity Risk is the risk relating to the length of term to maturity of the investment. The larger the term, the greater the length of exposure and risk to market volatilities.
- Preservation of Capital refers to an investment strategy with the primary goal of preventing losses in an investment portfolio's total value.

- Prudent person standard is a legal standard restricting the investing and managing of a client's account to what a prudent person seeking reasonable income and preservation of capital might exercise for his or her own investment.
- Responsible Accounting Officer (RAO) of Council means a member of the staff of the council designated by the Chief Executive, or if no such member has been designated, the Chief Executive. (LGRR, clause 196)
- TCorp means NSW Treasury Corporation
- Term Deposits (or Deposits) are non-tradeable investments offered by ADIs with varying maturity dates (normally from one month to 60 months) and a rate set at the outset. Interest is normally payable upon maturity or if the term is longer than 12 months, annually from the investment date. Penalties apply if the funds are withdrawn before maturity and a notice period of 31 days is usually required.

3. Policy Statement

An investment policy is a governing document that guides the investment process. It should communicate the Council's:

- investment philosophy;
- overall risk policy
- identify the roles for those involved in the investment process; and
- detail the requirements for compliance with the policy's goals and procedures.

Interest on investments represents a significant contribution to the total income of Council and it is essential that Council has clear policy guidelines as to how funds can be invested. While the Local Government Act 1993 – Order (relating to investments by Councils) is quite explicit as to the types of institutions with which Council can invest, there are nevertheless variations in the financial ratings of these institutions and the types of investments that can be purchased, which are not explained. This policy aims to clearly state the institutions with which Council can invest, the maximum proportion of funds that may be placed with individual organisations, and the types of investments entered into.

This policy ensures that Council and its representatives exercise care, diligence and skill that a prudent person would exercise in investing Council's funds in seeking to first minimize the risk or loss or liquidity constraints, and secondly receive the appropriate return.

Council officers that are involved in selecting, reviewing and/or monitoring investment products should use this policy to ensure they understand the parameters, risks and expectations that Councils are required to consider when making an investment.

4. Scope

This policy applies to investment monies built up through:

- General unrestricted reserves created through rate income and other revenue sources exceeding (re)current expenditure, sale of properties and other assets;
- Restricted reserves that accrue through contributions under Section 94 of the Environmental Planning and Assessment Act 1979;
- Internally restricted reserves;
- Restricted reserves accruing through special purpose grants; donations etc.;
- Loan proceeds drawn down awaiting expenditure; and
- Timing differences within the year between rate receipts and applications

5. Objectives

The purpose of this policy is to provide a framework for the optimum investment of Tenterfield Shire Council's funds at the most favorable rate of interest available to it at the time to maximize returns whilst having due consideration of risk tolerance, liquidity and security for its investments.

While exercising the power to invest, consideration is to be given to the preservation of capital, liquidity, and the return on investment.

- Preservation of capital is the principal objective of the investment portfolio. Investments are to be placed in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters. In setting these limits Council is determining the general level of risk that is acceptable for public monies managed for the Tenterfield Shire Council community.
- Investments should be allocated to ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring the risk of significant costs due to the unanticipated sale of an investment.
- Investments are expected to achieve a market average rate of return in line with the Council's risk tolerance.

6. Legislative Requirements

Council's power to invest is derived from Section 625 of the Local Government Act 1993, as amended by the Statute Law (Miscellaneous Provisions) Act 2000, which limits investments to only those that the Minister approves.

The Local Government Act 1993 section 625 (2) states that:

"Money may be invested only in a form of investment notified by order of the Minister published in the Gazette."

All investments are to comply with the following:

- Local Government Act 1993 - Section 412 and 625;
- Local Government Act 1993 - Investment Order (of the Minister) - in accordance with the most recently published Order;
- The Trustee Amendment (Discretionary Investments) Act 1997 - Sections 14A(2), 14C(1) and (2);
- Local Government (General) Regulation 2005 - Regulation 212;
- Local Government Code of Accounting Practice and Financial Reporting;
- Office of Local Government Investment Policy Guidelines - May 2010;
- Australian Accounting Standards.

7. Delegation of Authority

Authority for the implementation of the Investment Policy is delegated by Council to the Chief Executive Officer in accordance with the Local Government Act 1993.

The Chief Executive Office may in turn delegate the day to day management of Council's investment to the Responsible Accounting Officer or senior staff, subject to regular review. The Responsible Accounting Officer is the Manager Finance and Technology.

Delegated staff will have the appropriate level of skills to undertake the investment functions of Council.

Council Officer's delegated authority to manage Council's investments shall be recorded, and they shall be required to acknowledge they have received a copy of this policy and understand their obligations in this role.

8. Prudent Person Standard

The investment will be managed with the care, diligence and skill that a prudent person would exercise. As trustees of public monies, officers are to manage Council's investment portfolios to safeguard the portfolio in accordance with the spirit of the Investment Policy.

Whenever an investment deposit is proposed, the Council Officer shall obtain not less than Three (3) quotations from authorised institutions.

9. Ethics and Conflict of Interest

Council officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This policy requires officers to disclose any conflict of interest to the Chief Executive Officer.

Independent advisors are also required to declare that they have no actual or perceived conflicts of interest.

10. Approved Investments

The Ministerial Investment Order allows for the following as approved investments:

- Commonwealth / State / Territory Government security i.e. bonds;
- Interest bearing deposits issued by an authorised Deposit-taking Institution (ADI)
- Bills of exchange, (<200 days duration), guaranteed by and Authorised Deposit taking Institution (ADI);
- Debentures issued by NSW Local Government;
- Deposits with NSW Treasury and/or investments in TCorp's Hour Glass Investment Facility; and,
- Investments grandfathered under the previous Ministerial Investment Order.

11. Prohibited Investments

This Investment Policy prohibits, but is not limited to, any investment carried out for speculative purposes including:

- Any investment product that is not included in the Ministerial Investment Order and the "Approved Investments" listing outlined above;
- Principal only investments or securities that provide potentially nil or negative cash flow; and
- Standalone securities issued that have underlying futures, options, forwards contracts and swaps of any kind.

This policy also prohibits the use of leveraging (borrowing to invest) an investment, but to clarify, does not exclude loans for other purposes (such as loans under the Local Infrastructure Renewal Scheme) being invested prior to the expenditure of those funds for their intended purpose.

12. Investment Advisor

If an investment advisor is engaged s/he must be approved by Council and licensed by the Australia Securities and Investment Commission. The advisor must be an independent person who has no actual or potential conflicts of interest in relation to investment products being recommended. The investment advisor may recommend the most appropriate product within the terms and conditions of the investment Policy.

The independent advisor is required to provide written confirmation that s/he does not have any actual or potential conflicts of interest in relation to the investments s/he is recommending or reviewing, including that s/he is not receiving any commissions or benefits in relation to the investments being recommended or reviewed.

13. Risk Management Guidelines

Investments obtained are to be considered in light of the following key criteria:-

- Credit Risk – the risk that an institution/entity Council has invested in fails to pay the interest and or repay the principle of an investment;
- Preservation of Capital – the requirement for preventing losses in an investment portfolio's total value;
- Diversification of Financial Institutions – the requirement to place investments in a broad range of institutions so as not to be over exposed to a particular organisation within the investment market;
- Market Risk – the risk that the fair value or future cash flows of an investment will fluctuate due to changes in market prices;
- Liquidity Risk – the risk an investor is unable to redeem the investment at a fair price within a timely period; and
- Maturity Risk – the risk relating to the length of term to maturity of the investment. The larger the term, the greater the length of exposure and risk to market volatilities.

14. Credit and Maturity Limits

Investments obtained must comply with key criteria as indicated below relating to:

- a) Portfolio Credit Framework: limit overall credit exposure to the portfolio;
- b) Counterparty Credit Framework: limit exposure to individual counterparties/institutions;
- c) Term of Maturity Framework: limits based upon maturity of securities;
- d) Protection of Principal: Investments entered into must be structured to minimise risk of loss of principal;
- e) Grant Funding Conditions: conditions relating to grant funding available to invest must be complied with;
- f) Trust funds are excluded from this Policy as they must be kept in a separate bank account.

A) Overall Portfolio Limits

The following credit framework limits the percentage of the portfolio exposed to any particular credit rating category:-

S&P Long Term Rating	S&P Short Term Rating	Direct Investment Maximum %
AAA to AA-	A-1+	100%
A to A-	A-1	45%
BBB+ to BBB-	A-2	25%
BB+ to D	-	10%
Government*		100%

B) Counterparty Credit Framework

This limits the exposure to an individual institution based on the credit rating of that institution such that exposure to any one institution is limited, as detailed in the table below:-

S&P Long Term Rating	S&P Short Term Rating	Direct Investment Maximum %
AAA to AA-	A-1+	60%* (was 50%)
A to A-	A-1	35%
BBB+ to BBB	A-2	15%
BB+ to D	-	5%
Government*		100%

*Recognising that at times due to timing issues this may increase to 100% for brief periods.

For the purpose of determining the "Direct Investment Maximum %", an investment in an approved institution which operates as a division of a parent institution, shall be treated as being an investment in the parent institution.

C) Term to Maturity Framework

The investment portfolio is to be invested within the following maturity constraints:

Overall Portfolio Term to Maturity Limits	
Portfolio % < 1 year	100% maximum 60% minimum
Portfolio % > 1 year < 5 years	40%
Individual Investment Maturity Limits	
ADI	Five (5) years
Non ADI	Three (3) years

*An exception to the above limits applies to funds placed with either the Australian Federal Government or the NSW State Government or their respective Treasury Functions. 100% of Council's monies can be placed with these institutions. In the event that an entity is unrated by S&P but rated by Moody's or Fitch, the S&P equivalent to that rating is to be utilised into the above framework. The short term credit rating will apply in the case of discrepancies between the short and long term rating.

15. Benchmarking

Performance benchmarks are to be provided for comparative purposes only. The benchmark is not an investment return target. The rate of return on Council's investments will be dependent on Council's risk tolerance.

The Term Deposit rate for the average 90-day rate of the five (5) largest banks identified in the Bloomberg Ausbond Bank Bill Index is considered appropriate for the purpose of benchmarking Council's investments.

16. Reporting and Reviewing of Investments

Documentary evidence must be held for each investment and details thereof maintained in an Investment Register.

Certificates must be obtained from the financial institutions confirming the amounts of investments held on Council's behalf as at 30 June each year and reconciled to the Investment Register.

All investments are to be appropriately recorded in Council's financial records and reconciled at least on a monthly basis.

A monthly report will be provided to Council. The report will detail the investment portfolio in terms of performance, percentage exposure of total portfolio, maturity date and changes in market value. Any material deterioration in Council's investment portfolio is to be reported to Council at the next available Ordinary Council Meeting.

Any breaches of the Policy will also be included in the first investment report following the discovery of any breach.

This Investment Policy will be reviewed at least once a year or as required in the event of legislative changes. The Investment Policy may also be changed as a result of other amendments that are to the advantage of Council and in the spirit of this policy. Any amendment to the Investment Policy must be by way of Council resolution.

17. Accountability, Roles & Responsibility

Elected Council

- Provide strategic direction and stewardship;
- Consider legislative requirements and good governance when setting policies and strategies;
- Adopt an Investment Policy annually.

Chief Executive, Executive and Management Teams

- Implement the policy and oversee the compliance of Council investments with the policy;
- Keeping abreast of legislative amendments and review and make recommendations for variations to the policy as required.

Individual Managers

- Manager Finance and Technology to ensure adherence to this Policy and report any breaches;
- Officers' delegated authority to manage Council's investments shall be recorded and required to acknowledge they have received a copy of this policy and understand their obligations in this role.

18. Related Documents, Standards & Guidelines

All investments are to comply with the following:-

- *Local Government Act 1993;*
- *Local Government (General) Regulation 2005;*
- *Ministerial Investment Order;*
- *Local Government Code of Accounting Practice and Financial Reporting;*
- Australian Accounting Standards; and
- Division of Local Government Circulars.

19. Version Control & Change History

Version	Date	Modified by	Details
V1.0	27/04/00	Council	Adoption of Original Policy (Res No. 334/00)
V2.0	28/11/07	Council	Revised (Res No. 690/07)
V3.0	22/10/08	Council	Revised (Res No. 236/08)
V4.0	22/09/10	Council	Revised (Res No. 680/10)
V5.0	26/10/11	Council	Revised (Res No. 509/11)
V6.0	24/10/12	Council	Revised (Res No. 427/12)
V7.0	23/10/13	Council	Revised (Res No. 385/13)
V8.0	21/05/14	Council	Revised (Res No. 159/14)
V9.0	20/05/15	Council	Revised (Res No. 137/15)
V9.1	18/05/16	Council	Revised (Res No. 120/16)
V10.0	28/06/17	Council	Revised (Res No. 105/17)
V11.0	23/05/18	Council	Revised (Res No. 97/18)
V12.0	22/05/19	Council	Revised (Res No. 121/19)
V13.0	24/06/20	Council	Revised (Res No. 108/20)
V14.0	23/11/22	Council	Revised (Res XX/22)

Department:	Office of the Chief Executive
Submitted by:	Elizabeth Melling, Executive Assistant & Media
Reference:	ITEM RES11/22
Subject:	COUNCIL RESOLUTION REGISTER - OCTOBER 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 October 2022.

Daryl Buckingham
Chief Executive

Prepared by staff member:	Elizabeth Melling, Executive Assistant & Media
Approved/Reviewed by Manager:	Daryl Buckingham, Chief Executive
Department:	Office of the Chief Executive
Attachments:	1 Resolution Register - October 2022
	21 Pages

OUTSTANDING ACTIONS REPORT				
Division: Committee: Officer:			Printed: Tuesday, 15 November 2022 4:44:55 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. (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 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>(Gary Verri/Bronwyn Petrie)</p> <p><u>Motion Carried</u></p>				

OUTSTANDING ACTIONS REPORT		Printed: Tuesday, 15 November 2022 4:44:55 PM
Division:		Date From:
Committee:		Date To:
Officer:		

Meeting	Date	Officer	Title	Target
Notes 06 Jun 2022 10:01am Coonan, Neville A request has been sent to BackTrack requesting an update on their review of the licence. 10 May 2022 9:47am Coonan, Neville Backtrack has been issued with a draft licence. They have provided a copy to their legal advisors to review and then come back to Council with amendments if required. 03 Mar 2022 1:02pm Coonan, Neville BackTrack have obtained the DA. More information has been requested by Planning to issue a construction certificate. Jennings and Kneipp have prepared a draft licence agreement to be provided to BackTrack to review prior to finalisation. 03 Feb 2022 1:35pm Coonan, Neville Backtrack and RFS have completed the MOU. Backtrack have lodged the DA. More info has been requested to support the DA. Licence to be issued upon the DA being approved. 02 Dec 2021 2:19pm Fitzpatrick, Christie 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: <ol style="list-style-type: none"> (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. <p style="text-align: right;">(Greg Sauer/Gary Verri)</p>			
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Notes 12 Oct 2022 3:26pm Counsell, David Meeting has been held with land surveyor to complete survey work now that fencing is complete and finalise acquisition plan preparation. 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.				
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OUTSTANDING ACTIONS REPORT

Division:
 Committee:
 Officer:

Printed: Tuesday, 15 November
 2022 4:44:55 PM
 Date From:
 Date To:

Meeting	Date	Officer	Title	Target
<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>7.5.21 Surveyors are back on site continuing with field work.</p> <p>7.6.21 Land surveyors are preparing plans for proposed acquisition.</p> <p>14.10.21 Land surveyors have been delayed by wet weather to complete the field work to peg acquisition boundaries.</p> <p>10.11.21 Ongoing process with surveyors to prepare survey plans.</p>				

Meeting	Date	Officer	Title	Target
Council 18/12/2019	18/12/2019	Keneally, Fiona	ROAD NAMING	1/01/2020
286/19	<p>Resolved that Council start the process of renaming of:</p> <ul style="list-style-type: none"> Seven Mile Lane / Herding Yard Creek Road; Old Maryland Lane/ Catarins Road, Maryland; Cullendore Road; and Red Ridge Road. <p>(Gary Verri/Brian Murray)</p>			

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 imprinted from Resolution Register

17.2.20 Initial road status investigations being carried out.

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

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

10.5.21 Pending submissions of Road Asset Management Plan.

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

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

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

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

Meeting	Date	Officer	Title	Target
Council 22/07/2020	22/07/2020	Pryor, James	Tenterfield Common Easement and Lot Compulsory Acquisition	27/07/2020
133/20	<p>Resolved that Council:</p>			

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Division:		
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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)
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Notes 02 Nov 2022 9:38am Coonan, Neville No action taken 20 Sep 2022 8:33am Coonan, Neville No action taken to date 02 Dec 2021 1:24pm Fitzpatrick, Christie Data imported from Resolution Register: 11.9.20 Letter forwarded to NPWS dated 3 September 2020, awaiting response. 12.2.21 Phone meeting held NPWS & EO 14.12.20 further details to be discussed through CE & Manager EDCE 12.3.21 Meeting held with Acting CE, DI, EO & Manager EDCE. EO to provide response to NPWS. 19.4.21 NPWS has confirmed that gazettal documents have been withdrawn from the Ministers Office. Meeting to be arranged between TSC and NPWS. 10.5.21 Making arrangements for NPWS to attend June 2021 Councillor Workshop. 10.6.21 Councillor workshop with NPWS 10.06.21 18.8.21 NPWS looking at all paper roads through NP. Will prioritise Maryland NP. TSC to pay for survey. 14.10.21 Estimate of survey costs and any other expenses being arranged for consideration.

Meeting	Date	Officer	Title	Target
Council 23/09/2020	23/09/2020	Marchant, Gillian	Mingoola Waste Transfer Station Site - Compulsory Acquisition	7/10/2020

187/20	Resolved that Council: <ol style="list-style-type: none"> (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)
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Division:		Date From:
Committee:		Date To:
Officer:		

Meeting	Date	Officer	Title	Target
Notes 17 Oct 2022 4:36pm Marchant, Gillian Negotiations ongoing 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.				

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. <div>(Bob Rogan/Greg Sauer)</div>			
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 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: (1) Supports the gifting of the Band Hall to the Leechs Gully Progress Association subject to the association being responsible for: (a) Ensuring the Band Hall can fit on the property by conducting an identification survey;			

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Division:		Date From:
Committee:		Date To:
Officer:		

Meeting	Date	Officer	Title	Target
			<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> <p>(John Macnish/Bronwyn Petrie)</p>	

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 Leechs Gully Progress Association for continued use of the hall if relocation takes place.

4.5.21 Survey to be completed and relocation quotes are being sought by Progress Association

11.6.21 Nothing further to report.

19.7.21 Committee to meet and review Constitution.

13.8.21 Ongoing waiting for Progress Assoc to become an incorporated body.

8.10.21 Meeting to be organised with Progress Association and TSC

11.11.21 Meeting held on site to discuss the actions required to expedite the relocation of the Hall to 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	<p>Resolved that Council:</p> <p>(1) Proceed with the compulsory acquisition of the land described as part of Lot 7301 DP 1145839 for the purpose of dedicating a road in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991;</p> <p>(2) Make an application to the Minister and the Governor for approval to acquire part of Lot 7301 DP 1145839 by compulsory process under section 177 (2)(b) of the Roads Act 1993.</p> <p>(Greg Sauer/Bronwyn Petrie)</p>			
<p>Notes</p> <p>15 Nov 2022 4:12pm Melling, Elizabeth Staff member currently on extended leave until January 2023</p> <p>14 Feb 2022 2:58pm Gibbins, Jessica Collating documents for the new application to send to OLG</p> <p>02 Dec 2021 1:54pm Fitzpatrick, Christie</p>				

OUTSTANDING ACTIONS REPORT		Printed: Tuesday, 15 November 2022 4:44:55 PM
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Committee:		Date To:
Officer:		

Meeting	Date	Officer	Title	Target
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. (Brian Murray/Michael Petrie)			
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Notes 14 Feb 2022 12:07pm Counsell, David Further advice on responsibilities being resolved with planning authorities and further report to be presented to Council in March 2022. 02 Dec 2021 1:56pm Fitzpatrick, Christie Data imported from Resolution Register: 7.5.21 Matter referred to cross department meeting for discussion with Council's Planning and Building Departments for further action. 7.6.21 Council report from April has been discussed at cross department meeting and assessment of the extent of properties and impacts is being investigated. 19.7.21-18.10.21 Council Report to be prepared by Engineering with input from Planning Dept.				
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Meeting	Date	Officer	Title	Target
Council 23/02/2022	23/02/2022	Gibbins, Jessica	ACQUISITION OF PART OF PRIVATE LAND REQUIRED FOR ROAD WIDENING PURPOSES - BRUXNER WAY, TENTERFIELD	9/03/2022

45/22	Resolved that Council proceed with the recommendations as contained within this report to finalise this matter regarding acquisition of land for road realignment purposes for Bruxner Way, Tenterfield. (John Macnish/Kim Rhodes) Motion Carried			
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Notes 15 Nov 2022 4:13pm Melling, Elizabeth Staff member responsible on extended leave until January 2023 14 Apr 2022 12:09pm Gibbins, Jessica Correspondence sent to applicable land owners.				
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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.			
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OUTSTANDING ACTIONS REPORT				
Division: Committee: Officer:			Printed: Tuesday, 15 November 2022 4:44:55 PM Date From: Date To:	

Meeting	Date	Officer	Title	Target
	(3)	Advertise the approval with proposed installation 1 month after advertising as required by the Roads Regulation 2008.		
		(Giana Saccon/Tom Peters)		
		<u>Motion Carried</u>		
Notes 15 Nov 2022 4:13pm Melling, Elizabeth Staff member currently on extended leave until January 2023				

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
<u>145/22</u>	<u>Resolved</u> that Council: <div>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; and 2) Note that the recommendation is made mindful of the Customer Satisfaction Survey showing the preference for "Your Local News" printed brochure. (Peter Petty/Geoff Nye)</div> <u>Motion Carried</u> <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> <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> <i>Against the Motion were Crs G Saccon and PP Petty Total (2).</i>			
Notes 15 Nov 2022 4:36pm Melling, Elizabeth Report prepared for November 2022 regarding Facebook page trial. 19 Oct 2022 12:44pm Melling, Elizabeth Three month trial report to November Ordinary Council meeting 12 Aug 2022 4:11pm Melling, Elizabeth Facebook page created 2.8.2022 and live. Three month trial ends end of Oct 2022.				

Meeting	Date	Officer	Title	Target
Council 27/07/2022	27/07/2022	Counsell, David	AM White Drive reserve dedication	10/08/2022
<u>148/22</u>	<u>Resolved</u> 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. <div>(Tim Bonner/Peter Petty)</div> <u>Motion Carried</u>			
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.				

<p align="center">OUTSTANDING ACTIONS REPORT</p> <p>Division: Committee: Officer:</p>		<p>Printed: Tuesday, 15 November 2022 4:44:55 PM Date From: Date To:</p>
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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> <ol style="list-style-type: none"> Receive and note the report; and 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>AMENDMENT 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 align="right">(Peter Murphy/Kim Rhodes)</p> <p><u>Amendment Lost</u></p> <p><u>Resolved</u> that Council:</p> <ol style="list-style-type: none"> Receive and note the report; and 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 align="right">(Greg Sauer/Peter Petty)</p> <p><u>Motion Carried</u></p>			
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<p>Notes 19 Oct 2022 12:42pm Melling, Elizabeth Advertising tender - expression of interest 20 Sep 2022 11:30am Melling, Elizabeth No further action until Bruce Mills returns from leave.</p>				
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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	<p><u>OFFICER'S RECOMMENDATION:</u></p> <p>That Council delegate authority the Chief Executive to:</p> <ol style="list-style-type: none"> Leave the current lessee in occupation on a month to month basis at the same rent or; Commence negotiations for a new commercial lease over the property with the existing tenant at a market rent or; Commence negotiations for a new commercial lease over the property with the existing tenant at a concessional rent or; Investigate putting the property to the market for lease or; 			
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OUTSTANDING ACTIONS REPORT				
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<p>5. Investigate the sale of the property with vacant possession or subject to a lease at a market rent.</p> <p>AMENDMENT</p> <p>That Council delegate authority to the Chief Executive to:</p> <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>(Peter Petty/Greg Sauer)</p> <p>Amendment Carried</p> <p>Resolved that Council delegate authority the Chief Executive to:</p> <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>(Peter Petty/Greg Sauer)</p> <p>Motion Carried</p>				
<p>Notes</p> <p>02 Nov 2022 9:42am Coonan, Neville A letter has been sent to the tenant advising them of the resolution.</p> <p>20 Sep 2022 8:35am Coonan, Neville The tenant will be provided with a letter notifying them of the Council resolution. Market rent assessments will be organised towards the end of the 6 month period.</p>				

Meeting	Date	Officer	Title	Target
Council 28/09/2022	28/09/2022	Keneally, Fiona	CROWN LANDS PLAN OF MANAGEMENT RESERVE R22044	12/10/2022
197/22, 198/22	<p>SUMMARY</p> <p>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.</p> <p>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.</p> <p>PROCEDURAL MOTION</p> <p>Resolved that the Officer's Recommendation be put to the vote.</p> <p>(Greg Sauer/Peter Petty)</p> <p>Motion Carried</p> <p>Resolved that Council:</p>			

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Officer:		

Meeting	Date	Officer	Title	Target
	(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.		
		(Peter Petty/Greg Sauer)		
		<u>Motion Carried</u>		
Notes				

Meeting	Date	Officer	Title	Target
Council 28/09/2022	28/09/2022	Counsell, David	ACQUISITION OF LAND REQUIRED FOR ROAD WIDENING PURPOSES - SUNNYSIDE PLATFORM ROAD	12/10/2022
200/2	Resolved 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.			
	(Peter Petty/Tom Peters)			
	Motion Carried			
Notes				
12 Oct 2022 3:31pm Counsell, David				
Preliminary meeting held with registered surveyor to assist in acquisition process				

Meeting	Date	Officer	Title	Target
Council 28/09/2022	28/09/2022	Counsell, David	ACQUISITION OF LAND REQUIRED FOR ROAD REALIGNMENT PURPOSES ON PADDYS FLAT ROAD NORTH	12/10/2022
<u>201/22</u>	<u>Resolved</u> 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.			
	(Peter Petty/Tom Peters)			
	<u>Motion Carried</u>			
Notes				
12 Oct 2022 3:33pm Counsell, David				
Meeting held with registered surveyor to assist in realignment acquisition process.				

Meeting	Date	Officer	Title	Target
Council 28/09/2022	28/09/2022	Counsell, David	ACQUISITION OF LAND REQUIRED FOR ROAD WIDENING PURPOSES - MT LINDESAY ROAD BLER PROJECT	12/10/2022
202/22, 203/22	Resolved that Council:			

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Meeting	Date	Officer	Title	Target
			<p>(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</p> <p>(2) Delegate the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners.</p> <p>(Peter Petty/Tom Peters)</p> <p>Motion Carried</p> <p>Resolved that Council:</p> <p>(1) Agree to the acquisition of land along Kildare Road for road aligning purposes; and</p> <p>(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.</p> <p>(Peter Petty/Tom Peters)</p> <p>Motion Carried</p>	
Notes 02 Nov 2022 9:44am Counsell, David Field survey works have commenced for the acquisition. 12 Oct 2022 3:35pm Counsell, David Preliminary meeting held with registered surveyor to assist in road widening acquisition with survey and plan preparation.				

Meeting	Date	Officer	Title	Target
Council 28/09/2022	28/09/2022	Counsell, David	ACQUISITION OF LAND REQUIRED FOR ROAD ALIGNING PURPOSES ALONG KILDARE ROAD	12/10/2022
<u>202/22, 203/22</u>			<p>Resolved that Council:</p> <p>(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</p> <p>(2) Delegate the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners.</p> <p>(Peter Petty/Tom Peters)</p> <p>Motion Carried</p> <p>Resolved that Council:</p> <p>(1) Agree to the acquisition of land along Kildare Road for road aligning purposes; and</p> <p>(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.</p>	

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Meeting	Date	Officer	Title	Target
				(Peter Petty/Tom Peters)
Motion Carried				
Notes 12 Oct 2022 3:36pm Counsell, David Preliminary meeting held with registered surveyor to commence road reserve alignment process.				

Meeting	Date	Officer	Title	Target
Council 28/09/2022	28/09/2022	Marchant, Gillian	ADOPTION & UPDATE TO POLICIES INCLUDING ADOPTION OF CONTAMINATED RECYCLING BIN POLICY AND BACKFLOW PREVENTION POLICY & UPDATE TO WATER QUALITY & SAFETY POLICY	12/10/2022
204/22	<p>Resolved that Council:</p> <p>(1) Adopts the new Backflow Prevention Policy;</p> <p>(2) Adopts the new Contaminated Recycling Bin Policy, and</p> <p>(3) Adopts the updated Water quality and Safety Policy.</p> <p>(Kim Rhodes/Geoff Nye)</p> <p>Motion Carried</p>			
<p>Notes</p> <p>11 Nov 2022 2:18pm Marchant, Gillian</p> <p>Note delay in advertising extended till end of November 2022</p> <p>17 Oct 2022 4:39pm Marchant, Gillian</p> <p>Policies added to website and hardcopies available for new policies, for community consultation concluding in October</p>				

Meeting	Date	Officer	Title	Target
Council 28/09/2022	28/09/2022	Counsell, David	UPPER ROCKY RIVER ROAD PUBLIC GATE ADJUSTMENTS	12/10/2022
202/22	Resolved that Council: <div><div>(1) Agree to the replacement of existing gates with cattle grids on the northern and southern boundary of Lot 50 DP 820213; and</div><div>(2) Agree to the installation of a further cattle grid internally within Lot 50 DP 820213.</div></div> <div>(Peter Petty/Geoff Nye)</div> Motion Carried			
Notes 02 Nov 2022 9:39am Counsell, David Consent has now been issued to the applicant. 12 Oct 2022 3:30pm Counsell, David Letter of consent is being arranged to the applicant				

Meeting	Date	Officer	Title	Target
Council 28/09/2022	28/09/2022	Mills, Bruce	SALE OF 780 SUGARBAG ROAD, DRAKE.	12/10/2022

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Officer:		

Meeting	Date	Officer	Title	Target
206/22	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.			
Notes 19 Oct 2022 12:35pm Melling, Elizabeth Sale Contract signed				

Meeting	Date	Officer	Title	Target
Council 28/09/2022	28/09/2022	Coonan, Neville	OPTIONS TO MANAGE 142 MANNERS STREET, TENTERFIELD.	12/10/2022
207/22	OFFICER'S RECOMMENDATION: That Council delegate authority to the Chief Executive to: 1. Leave the current lessee in occupation of 'The Property' on a month to month basis at the same rent or; 2. Commence negotiations for new commercial agreement(s) over 'The Property' with the existing tenant at market rents or; 3. Commence negotiations for new commercial agreement(s) over 'The Property' with the existing tenant at a concessional annual payment or rent or; 4. Investigate putting 'The Property' to the market for lease or; 5. Investigate the sale of 142 Manners Street with vacant possession or subject to a lease at a market rent.			
Notes 02 Nov 2022 9:48am Coonan, Neville No action required at this time. 19 Oct 2022 1:13pm Condric, Jodie Letter has been sent to the current lessee				

Meeting	Date	Officer	Title	Target
Council 28/09/2022	28/09/2022	Keneally, Fiona	RFT 08-21/22 DESIGN AND CONSTRUCT TENDER TENTERFIELD YOUTH PRECINCT AND MOUNTAIN BIKE TRAILHEAD PROGRESS	12/10/2022
209/22	OFFICER'S RECOMMENDATION: That Council: (1) Receive and note Collaborative Construction Professionals' tender withdrawal from RFT 08-21/22; and			

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Meeting	Date	Officer	Title	Target
			<p>(2) Note that market testing has been undertaken to ensure fairness, accountability and transparency and that substantial time has been consumed in tendering procedures and undertakings; and</p> <p>(3) Procure the project works in accordance with Local Government (General) Regulation 2021-178(3)(e) and (f) as detailed in the report; and</p> <p>(4) Delegate the Chief Executive authority to negotiate and award subcontract packages of work to deliver the Youth Precinct and Mountain Bike Trailhead project within the approved budgeted funding allocations.</p>	
Notes 15 Nov 2022 4:20pm Melling, Elizabeth Negotiating for part/s completion of original tender.				

Meeting	Date	Officer	Title	Target
Council 28/09/2022	28/09/2022	Coonan, Neville	LEASING OF COUNCIL OWNED PROPERTY	12/10/2022
210/22	Resolved that Council: (1) Delegate authority to the Chief Executive to enter into a new License over part of Lot 1 Section 37 DP 758959 which allows BackTrack to erect permanent structures on the land; and (2) Authorises the License to be signed under the Seal of Council by the Mayor and Chief Executive. <div>(Kim Rhodes/Geoff Nye)</div> Motion Carried			
Notes 02 Nov 2022 9:49am Coonan, Neville The licence agreeemnt is with the CE and Mayor to sign.				

Meeting	Date	Officer	Title	Target
Council 28/09/2022	28/09/2022	Keneally, Fiona	Sale of Surplus Plant Items	12/10/2022
211/22	<p>Resolved that Council:</p> <p>(1) Delegate the Chief Executive the authority to arrange for sale of the surplus items of plant identified in the report by public auction with a reserve price to be set by the Chief Executive.</p> <p>(Greg Sauer/Geoff Nye)</p> <p>Motion Carried</p>			
Notes				

Meeting	Date	Officer	Title	Target
Council 28/09/2022	28/09/2022	Coonan, Neville	Commence negotiations with the current occupier of Reserve R83670 with the intent of entering into a long term lease.	12/10/2022
212/22	OFFICER'S RECOMMENDATION:			

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Meeting	Date	Officer	Title	Target
			That Council:	
			(1) Ratify the Letter of Support (Attachment A) to current occupier to apply for a grant to revitalise the clubhouse by extending the kiosk function area and construct amenities, noting that any additional asset cost will be on Councils Asset Register until a Lease is effected;	
			(2) Prepare and have approved a Plan of Management (PoM) for the Reserve (Reserve R83670 - Lot 599 DP 704008) in consultation with the occupiers, and	
			(3) Provide 'in principle' approval for the Chief Executive to commence negotiations for a long-term Lease over the Reserve. The 'in principle' approval is provided subject to the satisfactory resolution of community consultation processes, necessary Crown Land approvals, satisfactory site analysis, Lease negotiation and development approval process.	

Notes

19 Oct 2022 1:09pm Condric, Jodie

Letter of Support was sent and POM and lease are still being investigated

Meeting	Date	Officer	Title	Target
Council 26/10/2022	26/10/2022	Mathers, Lee	Arts, Culture and Library Services - Updates of Policies	9/12/2022
<u>220/22</u>	Resolved that Council:			
	(1) Adopt the following policies:			
	<ul style="list-style-type: none">Library Services PolicySchool of Arts Theatre/Cinema Front of House Policy – with the inclusion at Item 3.1 "Smoking & Vaping"School of Arts – Use for Weddings and other Activities Policy			
	(2) Adopt the following policy, pending a 28-day public exhibition period for community comment:			
	<ul style="list-style-type: none">Public Art Policy			
	(Kim Rhodes/Peter Petty)			
	<u>Motion Carried</u>			
Notes				

Meeting	Date	Officer	Title	Target
Council 26/10/2022	26/10/2022	Melling, Elizabeth	CIVIC OFFICE - UPDATE OF POLICIES	9/11/2022
221/22	Resolved that Council:			
	(1) Adopt the following policies: -			
	<ul style="list-style-type: none"> Updated Aboriginal Recognition of Protocol Policy 1.013- after referring the Policy to the Aboriginal Advisory Committee regarding the inclusion of the Ngoorabul and Githabul people to Council's "Acknowledgment of Country". Updated Australia Day Awards & Citizenship Ceremonies Policy 1.016; Updated Community Donations/Contributions Policy 1.031; Updated Councillor Expenses and Facilities Policy 1.160; 			
	(2) Adopt the following policy, pending 28-day public exhibition period for community comment.			
	<ul style="list-style-type: none"> Councillors Access to Information and Interaction with Staff Policy 			

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Meeting	Date	Officer	Title	Target
				(Greg Sauer/Peter Petty)
Motion Carried				
Notes 15 Nov 2022 4:28pm Melling, Elizabeth Councillors Access to Information and Interaction with Staff Policy placed on website for public comment 28 day period.				

Meeting	Date	Officer	Title	Target
Council 26/10/2022	26/10/2022	Bursford, Erika	CUSTOMER SERVICE, GOVERNANCE & RECORDS - UPDATES OF POLICIES	9/11/2022
<u>222/22</u>	<u>Resolved</u> that Council <div><div>(1)</div><div>adopt the following policies:<ul style="list-style-type: none">Complaints and Unreasonable Conduct PolicyDisclosures by Councillors and Designated PersonsExclusion for Disruptive or Abusive Citizens and Customers PolicyFlying of Flags PolicyFraud and Corruption Prevention Policy</div><div>(2)</div><div>adopt the following policy, pending a 14-day public exhibition period for community comment:<ul style="list-style-type: none">Customer Service Policy</div></div> <div>(Kim Rhodes/Peter Petty)</div> <u>Motion Carried</u>			
Notes 15 Nov 2022 3:33pm Melling, Elizabeth Customer Service Policy was placed on Website for Public Comment Period - 14 days				

Meeting	Date	Officer	Title	Target
Council 26/10/2022	26/10/2022	Melling, Elizabeth	2022 - REVIEW OF VARIATION OF WARD BOUNDARIES	9/11/2022
227/22	Resolved that pursuant to s.211(2) of the <i>Local Government Act 1993</i> (NSW) that Council advises: <div><div>(1)</div><div>The Electoral Commission of its elector numbers being greater than 10% in variance in the month of April and September 2022; and</div><div>(2)</div><div>That it is Council’s intention to monitor the number of electors of each ward until April 2023, when Census 2021 data is fully integrated at the Electoral Commission NSW; and</div><div>(3)</div><div>Should, in April 2023, the elector numbers still be greater than a 10% variation it is then Council’s intention to change the existing Ward Boundaries for the Local Government election to be held in September 2024.</div></div> <div>(Kim Rhodes/Greg Sauer)</div> Motion Carried			
Notes 15 Nov 2022 4:30pm Melling, Elizabeth				

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Division: Committee: Officer:			Printed: Tuesday, 15 November 2022 4:44:55 PM Date From: Date To:	
Meeting	Date	Officer	Title	Target
	Resolved that Council: (1) Receive and note the report of the Tenterfield Shire Council Local Traffic Committee meeting of 1 September 2022; (2) Adopt the recommendations from General Business Items 1 and 2:- a) WYLIE CREEK ROAD – HORSE RIDING SIGN REQUEST Not install additional horse warning signage and continue to prepare a signage policy with a focus on regulatory and core traffic safety signage across the network; and b) KILLARNEY STATE SCHOOL - That Council offer no objection to the event and crossing of roads as per the application received from the Killarney State School for a 2022 Trail Bike Ride, subject to Police and Council approval. (3) Correspondence be forwarded to Transport for NSW and Essential Energy requesting that they expedite the "Lighting request/design in Rouse St, Tenterfield" as a matter of serious community concern. <div>(Kim Rhodes/Greg Sauer)</div> Motion Carried			
Notes				

Meeting	Date	Officer	Title	Target
Council 26/10/2022	26/10/2022	Mills, Bruce	SALE OF SURPLUS LAND - BENDALL'S	9/11/2022
<u>245/22</u>	Resolved that Council: <div><div>(1) Authorise the Chief Executive to Sell Bendall's (Lot 2 DP 1037068) via public auction; and</div><div>(2) Seek quotations from Agents to List, advertise and manage the auction.</div></div> <div>(Kim Rhodes/Geoff Nye)</div> <u>Motion Carried</u> <i>Upon being put to the meeting, the motion was declared carried. The record of the vote was sought be Cr Giana Saccon and supported by the Chairperson.</i> <i>Against the Motion was Councillors Giana Saccon and Tom Peters.</i>			
Notes 15 Nov 2022 4:38pm Melling, Elizabeth Staff have emailed and spoken to ALL local real estate agents, advising Council's decision and asked for quotes to sell "Bendall's". Four agents have responded. Staff will discuss proposals with Chief Executive when he returns to work and decide on which agent will be given the sale. Monday 7 Nov 2022				