

Monthly Operational Report

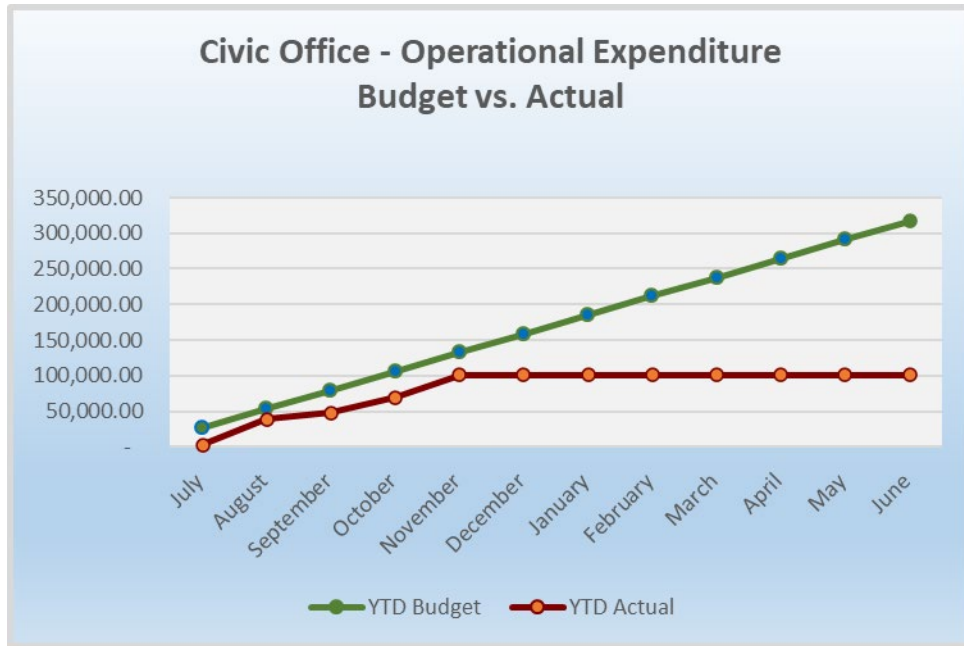
Tenterfield Shire Council November 2022

Council Meeting 21 December 2022






TENTERFIELD




1. Civic Office



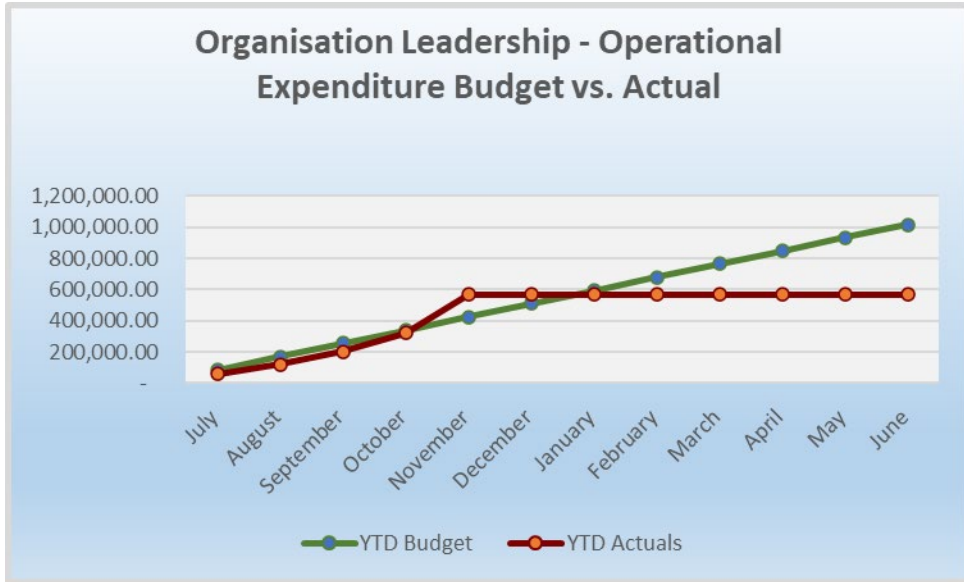
COA	22/23 Review 1 Budget	22/23 YTD Actuals November	22/23 Percentage Spent
Civic Office	329,401	112,777	34.24%
1. Operating Income	11,993	11,921	99.40%
2. Operating Expenditure	317,408	100,857	31.78%

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	November - 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	November 2022 - Ongoing nothing further to report	 No TARGET
5.1.1.10 Advocate to hand back Bruxner Way and Mt Lindesay Road to State Government.	Chief Executive	November - Waiting for result of State election, recent discussions with the Minister suggest its doubtful there will be any movement in this space until then	 No TARGET





Action	Responsibility	Progress Comment	Status
5.1.1.11 Manage communication, media and information channels.	Manager Economic Development & Special Projects	<p>Facebook</p> <p>Council's Facebook page will now continue beyond its initial three-month trial as a permanent and regular communication tool. Page views for the past month have been very good, with the reach (views) more than doubling on the previous month to 8697.</p> <p>The three most viewed posts were: CH7 BETTER HOMES & GARDENS IN TENTERFIELD 7639 TENTERFIELD FEATURES ACROSS 90 PAGES IN LIFESTYLE MAG 1632 CHRISTMAS LATE NIGHT SHOPPING 795</p> <p>Clearly Tenterfield and the Shire is home to lots of very keen gardeners. The post advising CH7 Better Homes & Gardens would be filming at Glenrock Gardens, the Bungalow & Ivy Leaf Chapel and around town during the first week in December scoring a remarkable reach of 7639. Not bad for a Shire with a total population of 6800.</p>	 No TARGET
5.1.1.12 Deliver councillor services.	Chief Executive	<p>November- 2022</p> <p>Ward Boundary Update: Council Area Statistics Variation between B Ward (High) and E Ward (Low). October 2022 - 15.95% November 2022 - 16.12% Monitoring till April 2023</p>	 No TARGET
5.2.2.1 Advocate for health services throughout the Region and ensure future government planning aligns with community needs.	Chief Executive	<p>November - 2022 ongoing nothing further to report, one might expect movement if there is a change of government at the 2023 state election</p>	 No TARGET

2. Organisation Leadership

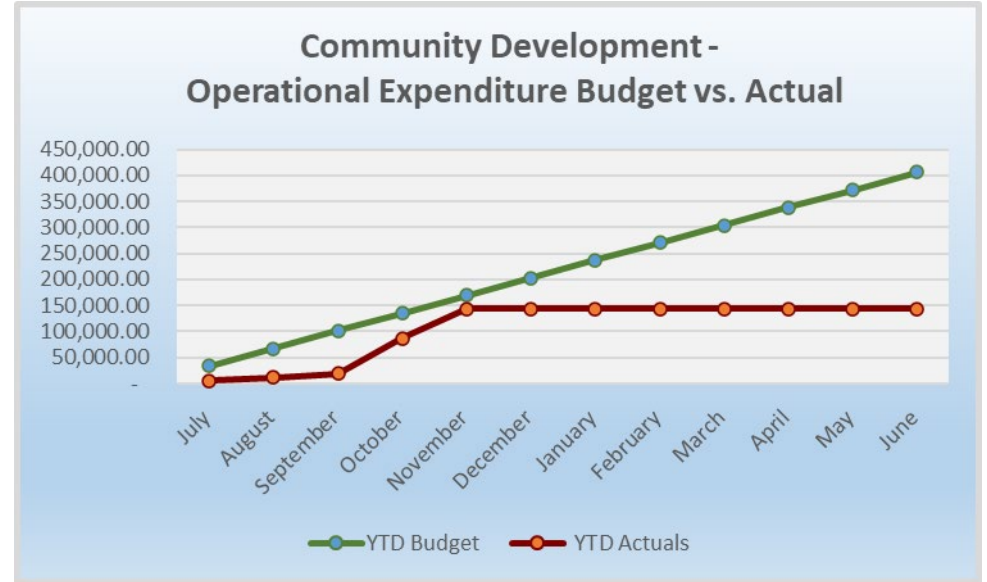
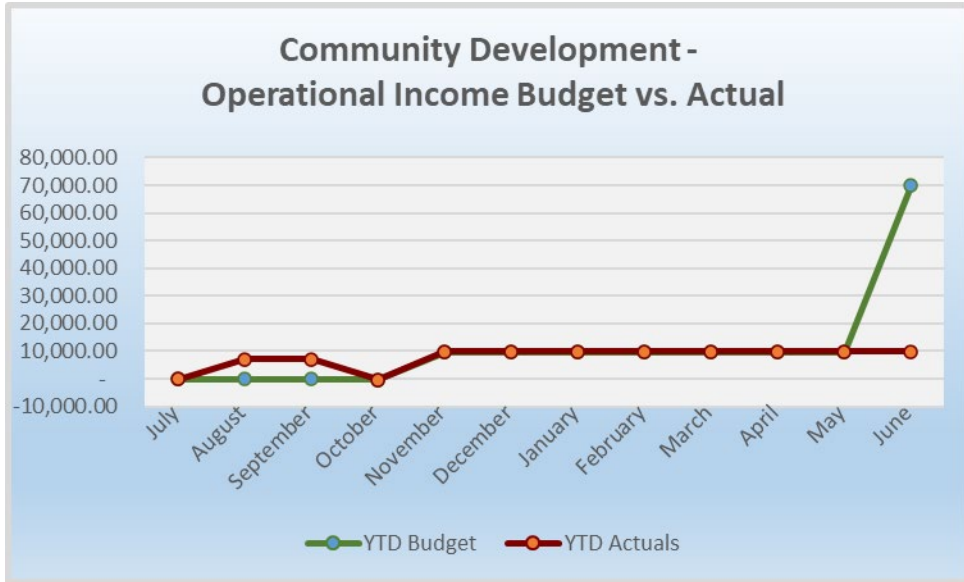


COA	22/23 Review 1 Budget	22/23 YTD Actuals November	22/23 Percentage Spent
Organisation Leadership	1,018,194	567,390	55.73%
2. Operating Expenditure	1,018,194	567,390	55.73%

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	November 2022- ongoing nothing further at this stage	 NEEDS WORK
5.1.2.5 Apply for a Special Rate Variation.	Chief Executive	November -2022- We received the independent report from the OLG , it clearly shows that the facts and supports councils position in terms of councils performance against other councils in the group, highlights include that council has the third lowest rates, and is one of the lowest in terms of staff numbers to service ratepayers, it also shows that councils own source revenue is problematic, and again one of the lowest in our grouping it is recommended reading. We also completed the final draft application for IPART the application will have been lodged by the time this is published.	 ON TRACK
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.	 ON TRACK
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>As advised in an email to Councillors, concern over staff safety and to ensure no staff member had to work alone, particularly on Saturdays in the run-up to and over the Christmas break when the main Council office is closed, the decision was made to run Visitor Information services from the School of Arts from Saturday 3 December to the end of the first week in January and for the week days between Christmas and New Year, 28 December to 2 January inclusive. Signs will be placed at the Visitors' Information Centre advising tourists to go to the SoA where toilets are also available.</p> <p>November visitors to Visitor Information Centre = 848 (100% increase on November 2021 – due to COVID closures; November typically a quieter month) November visitors to Visit Tenterfield website = 3,137 (17% increase on November 2021) 46% of visitors from New South Wales, 39% from Queensland and 4% from Victoria. Tenterfield Visitor Information Centre has a 4.5 star review on Google (154 reviews) & 4.5 star review on TripAdvisor (109 reviews).</p>	 NEEDS WORK

3. Community Development



COA	22/23 Review 1 Budget	22/23 YTD Actuals November	22/23 Percentage Spent
Community Development	336,171	133,548	39.73%
1. Operating Income	(69,949)	(9,757)	13.95%
2. Operating Expenditure	406,120	143,305	35.29%

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

Manager Arts,
Culture and
Library Services

During the November reporting period communications involved presenting community information via two issues of 'Tenterfield In Touch' on 7 and 21 November. Key information provided in these issues included details on a range of community organised events such as The Liston Hall Committee, workshop in how to write grants and tenders, and learning about Uluru Statement - Indigenous Voice to Parliament. 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 has finished 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. This has been handover to HR for integration with recruitment and training and development procedures.

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.



No TARGET

1.1.1.2 Provide opportunities for the community to participate in decision making via Council Committees.



Manager Arts,
Culture and Library
Services


During the November reporting period the following committee meetings provided opportunity for community to contribute to Council activities:

- Saleyards Advisory Committee – Tuesday 1 November
- Tourism Advisory Committee – Wednesday 2 November
- Aboriginal Advisory Committee – Wednesday 2 November
- Disability Inclusion & Access Advisory Committee – Wednesday 9 November
- Heritage Advisory Committee – Friday 18 November
- Liquor Accord Committee – Tuesday 22 November

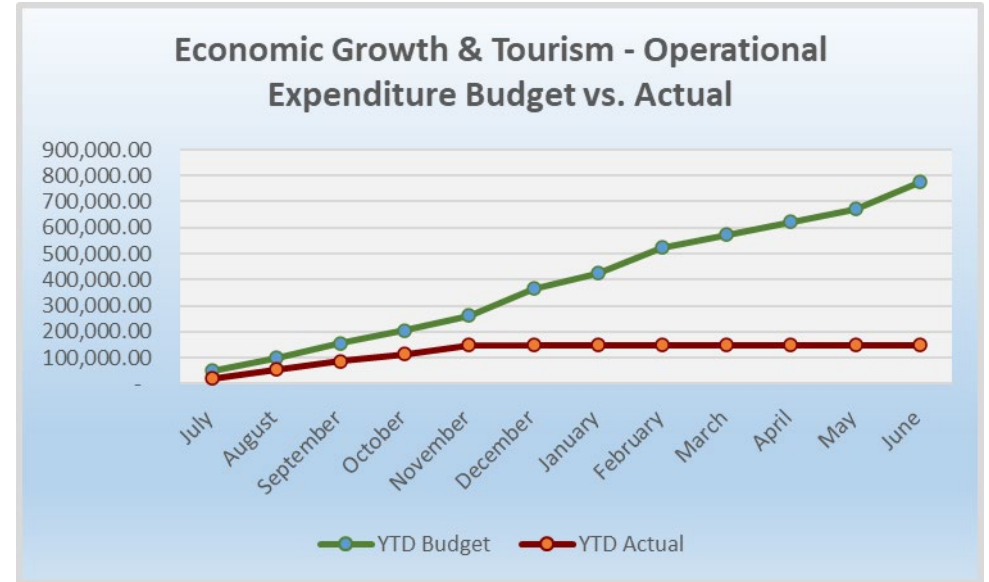
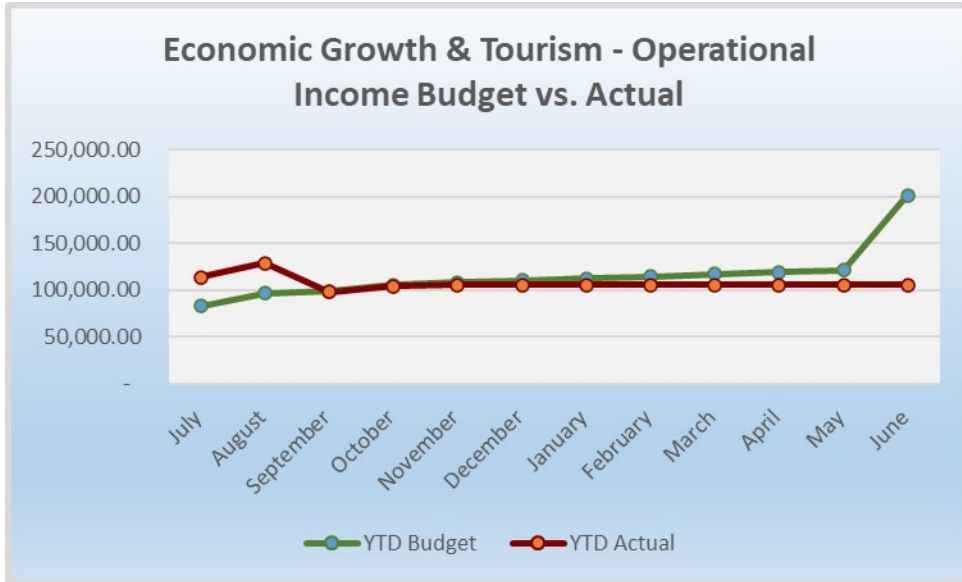


No TARGET

Action	Responsibility	Progress Comment	Status
<p>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).</p>	<p>Manager Arts, Culture and Library Services</p>	<p>During the November reporting period a draft Reconciliation Action Plan was finalised. Manager of Human Resources and CEO are currently reviewing the final 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.</p>	 No TARGET
<p>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.</p>	<p>Manager Arts, Culture and Library Services</p>	<p>During the November reporting period the Community Advisor provided support to the Drake progress Association and Women's Shed with a grant application with Foundation for Regional Renewal for \$15K for the acquisition of a Trailer to support distribution of food, water for residents and their livestock in times of emergencies and/or disaster.</p> <p>During the November reporting period the additional community events funded through the Reconnecting Regional NSW Communities Events funding being auspiced by Council totalled of \$62K. (as previously reported: 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 during November include:</p> <ul style="list-style-type: none"> • Eat Street Tenterfield = \$24,000 • Bavarian Multicultural Music Festival & Markets = \$20,000 • Oracles of the Bush = \$10,000 • Tenterfield Christmas Fair = \$4,000 • Drake Village Community Monthly Markets = \$3,680 <p>A range of community events, opportunities and activities were promoted through the Tenterfield in Touch Newsletter distributed to 520+ subscribers.</p>	 No TARGET


Action	Responsibility	Progress Comment	Status
1.2.3.1 Deliver and report to the OLG on the Council's Disability Inclusion Action Plan.	Manager Arts, Culture and Library Services	In accordance with the Disability Inclusion Action Plan, an annual report on the outcomes against the actions of the plan should be submitted to the Minister for Families, Communities and Disability Services. The Disability Council NSW assists the Minister to review the plans and provides advice on their success. During the November reporting period Tenterfield Shire Council's annual report was submitted in-line with NSW Government Disability Inclusion Action Planning. Accessibility related events, news and services were promoted through Tenterfield in Touch digital news channels.	 NO TARGET

4. Economic Growth and Tourism



COA	22/23 Review 1 Budget	22/23 YTD Actuals November	22/23 Percentage Spent
Economic Growth and Tourism	729,657	(912,070)	-125.00%
1. Operating Income	(201,337)	(105,047)	52.17%
2. Operating Expenditure	774,017	148,772	19.22%
3. Capital Income	(1,819,223)	(1,018,973)	56.01%
4. Capital Expenditure	1,969,169	59,994	3.05%
4235004. PSLP - Tenterfield Youth Precinct & Mountain Bike Trailhead	1,714,593	54,994	3.21%
5400509. RTBR - Art Installations Tenterfield Creek	5,000	5,000	100.00%
5400510. LF027 Tenterfield Dam Recreational Precinct - Stage 1 Fishing Platform	249,576	0	0.00%
6. Liabilities	7,031	3,184	45.28%

4. ECONOMIC GROWTH & TOURISM

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>Airstrip sale tender</p> <p>Manager has advised tenderers for the airstrip that the tender has closed; their tenders have been received and Council will review tenders at its December ordinary meeting of 21 December.</p> <p>Sale of "Bendall's"</p> <p>Manager has negotiated sale contract for auction of "Bendall's" – Lot 2 DP 1037068 New England Highway, Tenterfield - through local real estate agent Jack Thomas of Nutrien Harcourts. The auction will be held early next year on a date to be determined. Preparations for sale have included surveying of the pump station site adjacent to the highway and lodging of the subdivision so Council retains ownership of the pump station land.</p> <p>Northern Border Trail Sign project</p> <p>Progress has been made on the Northern Border Trail Sign project with engineering approving the locations for the direction and interpretive signs – so the sign-maker can get on with the job of production and installing the signs along the Northern Border Trail – a key project for the Legume Progress Association and local tourism businesses.</p> <p>TCTIB AGM</p> <p>Manager attended the Tenterfield Chamber of Tourism, Industry and Business (TCTIB) Annual General Meeting at the Golf Club, on the evening of Tue, 15 Nov, followed by IT instructional session/pep talk "Get Discovered – Stay Discovered" session presented by Hugh McKellar. TCTIB president Kristen Lovett was re-elected to head the Chamber whose accounts show a sound financial position.</p> <p>Northern Rail Defenders' Forum</p> <p>Manager worked with group to set Monday, 12 December for Northern Rail Defenders' Forum public meeting in Tenterfield – at the Bowling Club – to gauge Council's and the community's support for re-opening rail lines – north and south, with a focus on re-opening the line to Wallangarra to allow historic steam trains to travel to Tenterfield. The group is led by retired Professor Siri Gamage who has gained considerable support for the Forum's plans, particularly around Armidale, Guyra and Glen Innes. The group also held a meeting on 12 December at Wallangarra for the same purpose. Information on the limited public transport options (bus to train to Sydney/ Brisbane) for Tenterfield residents has been provided to Prof Gamage.</p>	 No TARGET



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

Manager
Economic
Development &
Special Projects

Monday, 14 Nov 2022

Staff attended the launch of the Regional Lifestyle Magazine with 90-page Tenterfield Feature at Glenrock Gardens. The event was upbeat. Local business owners heard from publisher Elizabeth Tickle that advertising support for the magazine from Tenterfield businesses had been the strongest in magazine's 10-year history. Coverage of Tenterfield Shire, its businesses, communities and characters including superb images from local photographers. Tenterfield (Sullivans) Newsagency owner Trish Parker said they had sold more than 500 magazines (at the time of writing 1/12/22). She said to tell Council the promotion was "money well spent".

Tenterfield Hospital Isolation Ward

Staff have met with Dr Ian Unsworth and John Brown at The Prince Albert Memorial Hospital Isolation Ward, established during the Spanish Flu Pandemic, and now restored and open to the public. Dr Unsworth and a small (5 other) volunteers would like to be "more included" in TSC tourism promotion and activities. To be included in group tourism events. They suggest being included in bus/group history tours – which would include the School of Arts, Railway Museum, Centenary Cottage, Tenterfield Saddler and the Isolation Ward. The Isolation Ward is listed on the Tenterfield True visitor information website. They have also asked for more presence in terms of brochure/info sheet at the VIC – will be done. Update the history trail information sheet for VIC and include pic and blurb of the Isolation Ward.

Other staff activity:

Attended New England High Country monthly meeting regarding upcoming campaigns and ongoing projects

NEHC1000 (1000km bike ride across the New England) is finished and waiting for it to be accepted by bikepacking.com. Cycling information to be uploaded to the New England High Country Website.

GRANTS: Reconnecting Regional NSW Events Fund –

Follow up with community organisations regarding acquittal information, branding material, grant agreements and invoices.

Numerous marketing material for events has been sent off for branding approval (NSW Government)

Social Media Campaign

Campaign kick-off meeting with We Are Explorers – digital agency running the campaign, for both Tenterfield and New England High Country campaigns. They will send a writer & photographer to the region in Feb/Mar 2023 to do a roadtrip around the region. They will produce branded editorial/blog post, social media posts, a social media reel and banner ads on their website for the New England High Country. Campaign extension for Tenterfield will occur at the same time, including additional editorial, social media posts and social media reel, focused on Tenterfield.

- o Attended Destination Network Country & Outback Northern LGA catchup.

- o Attended Tourism Advisory Committee Meeting

- o Met with tourism officers along border region to discuss potential of joint tourism campaign. Consensus was that group is happy to look at production of a map covering the area, however it is too different an area for a specific marketing campaign/touring route. Group happy to discuss additional cross border opportunities.

- o Met with Isolation Ward Committee to offer ideas for open days, online presence etc.

Australia Tourism Data Warehouse (ATDW)

- o Uploaded multiple eateries and restaurants to the ATDW, to ensure they show on the New England High Country and Visit New South Wales websites.

- o 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.

- o Social Media Stats – November 2022: Facebook Reach: 22,201 from 19 Facebook posts.

Facebook Page Likes: 6,836 (+12 new) Instagram Reach: 2,491 from 15 Instagram posts & 5 stories

Instagram Followers: 2,864 (+13 new)

5.2.3.1 Support future proposals for improved telecommunications infrastructure.

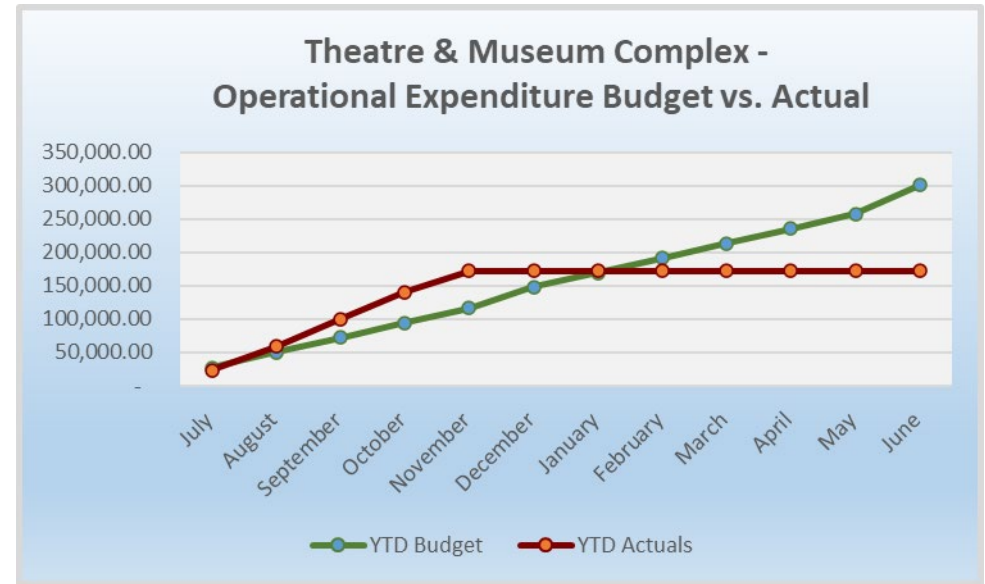
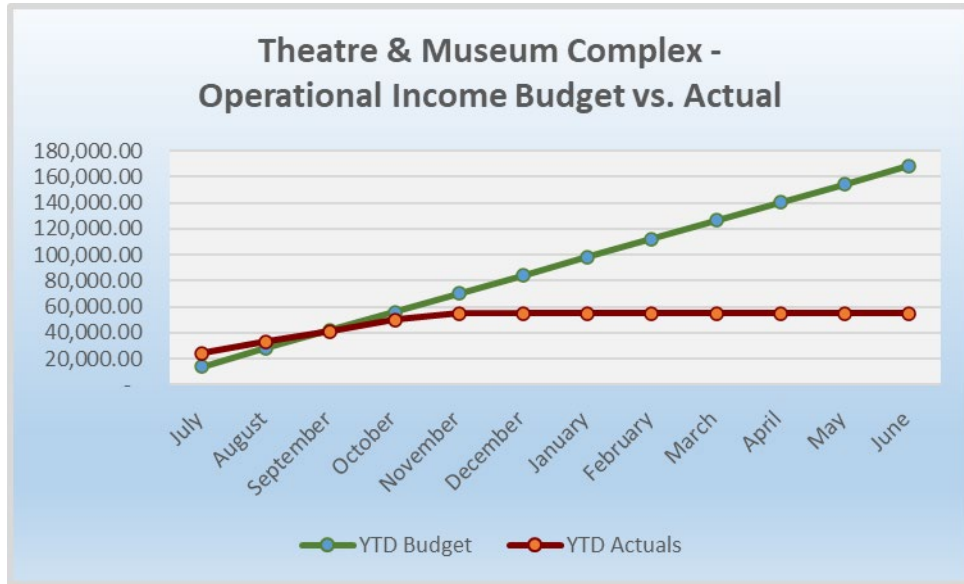
Manager
Economic
Development &
Special Projects

Nil to report in this area.

Although given the on-going problems with the office phones and problems last month with the phone line at the Visitors' Information Centre, here's hoping Telstra can send a technical expert to the Main Office to fix the ongoing problems with phones once and for all.






5. Theatre and Museum Complex

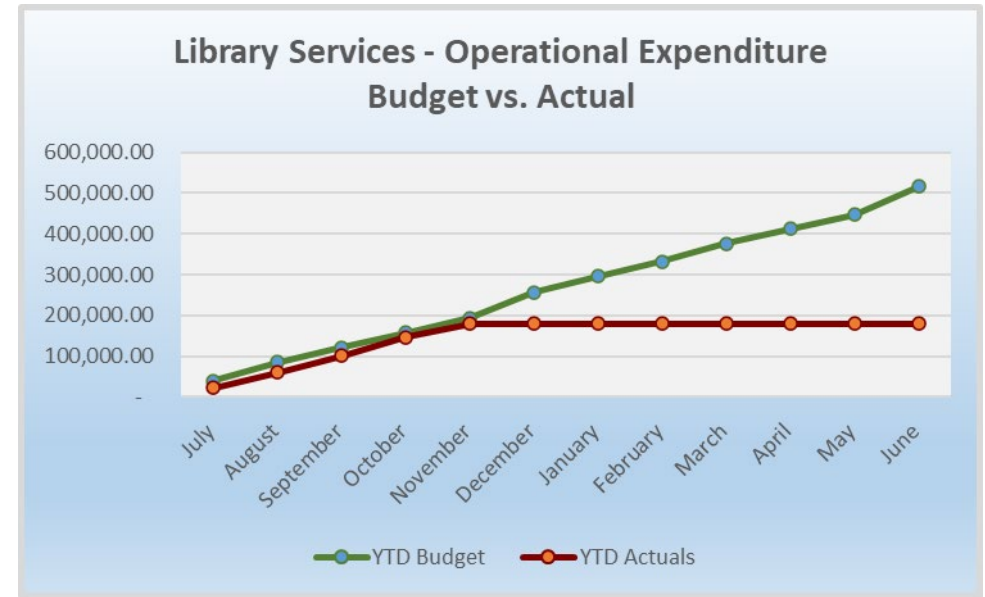
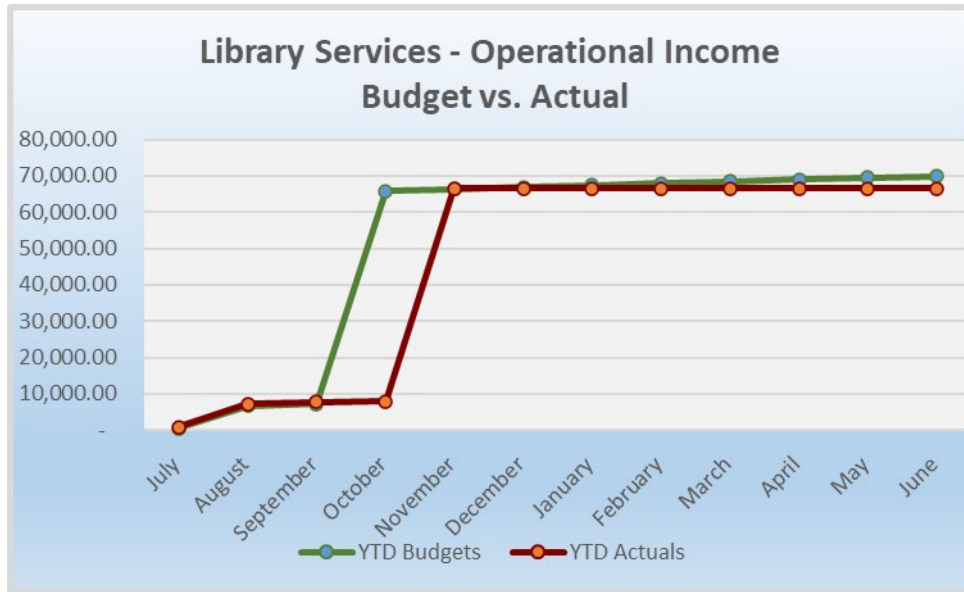


COA	22/23 Review 1 Budget	22/23 YTD Actuals November	22/23 Percentage Spent
Theatre & Museum Complex	132,336	117,224	88.58%
1. Operating Income	(168,316)	(54,999)	32.68%
2. Operating Expenditure	300,652	172,223	57.28%

5. THEATRE & MUSEUM



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 November reporting period School of Arts Theatre program held 22 screenings attracting a total audience of 139 with most popular movie title Railway Children in program with total admission of 48. During November one live show "Women Like Us" was held with a box office sell-out of 150 ticket sales. A community information session event held by Granite Border Landcare about Regenerative Agriculture also attracted full-house attendance of 150.	 No TARGET
1.1.3.5 Manage and operate the Sir Henry Parkes Memorial School of Arts (Cinema, Theatre, and Museum) in partnership with the National Trust of Australia.	Manager Arts, Culture and Library Services	<p>During the November reporting period total number of visitors for museum reached up to 145 visitors and a Christmas Party dinner function in banquet hall with 40 guests. During this period the staff training mock tour sessions continued with each staff member presenting a tour and sharing ideas for a more interesting presentation for future tours. Maintenance of house and gallery lights in museum completed during this reporting period.</p> <p>Scripting and development of a venue information message for the Cinema is still in production.</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	During the November reporting period staff provided ongoing support to the SOA Volunteer program for front-of-house operations. The new volunteer position description, application, handbook and onboarding procedure including a revised WHS induction documents were approved by HR. Volunteer Call-out for SoA commenced and the website updated.	 No TARGET

6. Library Services

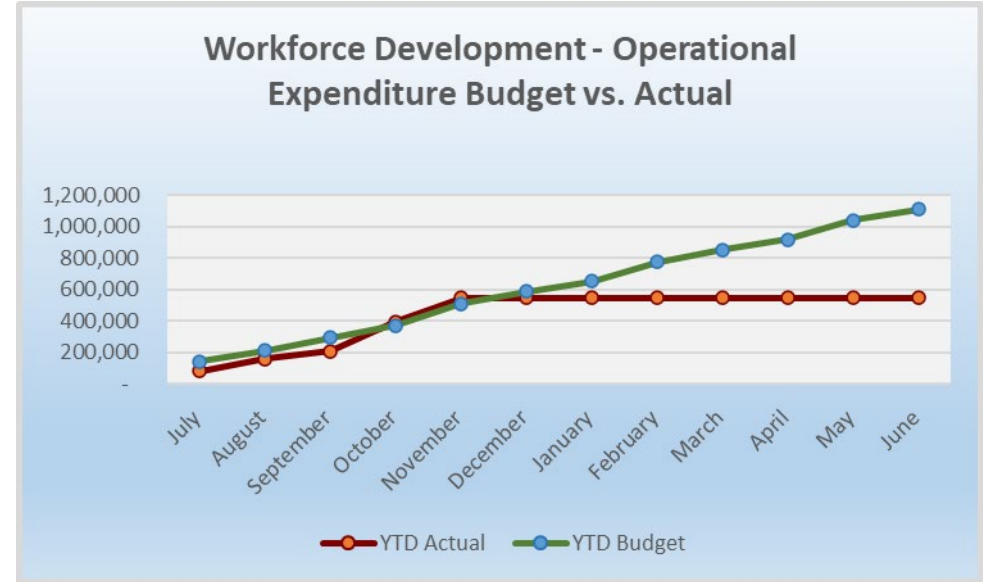
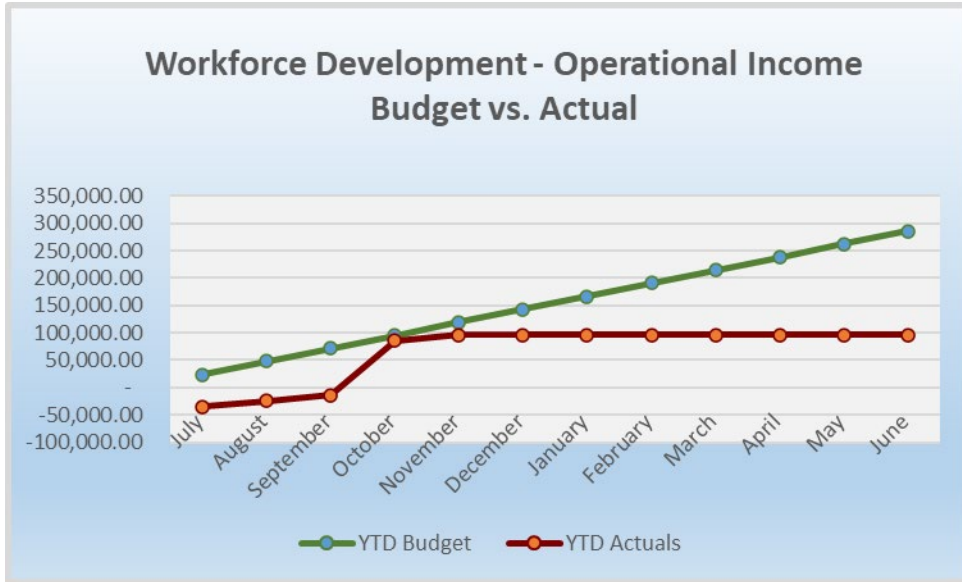


COA	22/23 Review 1 Budget	22/23 YTD Actuals November	22/23 Percentage Spent
Library Services	496,106	(105,118)	-21.19%
1. Operating Income	(69,931)	(66,527)	95.13%
2. Operating Expenditure	516,531	180,243	34.89%
3. Capital Income	(221,786)	(221,786)	100.00%
4. Capital Expenditure	264,292	0	0.00%
5000515. Local Priority Grant 2019/20	3,848	0	0.00%
5000520. Local Priority Grant 2020/21	19,329	0	0.00%
5000522. Local Priority Grant 2021/22	19,329	0	0.00%
5000523. Public Library Infrastructure Grant - Refurbishment of the Tenterfield Library	196,886	0	0.00%
5000524. Local Priority Grant 2022/23	24,900	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 November reporting period the Library provided services to 1,314 members and visitors including 197 users accessing the Library Public Computers and members borrowing 1,631 items. Activities included weekly Storytime sessions with 33 children, parents and grandparents attending. The home Library service delivered 43 items to 14 borrowers.</p> <p>The Library weeding project is ongoing with substantial work completed, remainder of project will be completed prior to close of the 2022 calendar year. Village progress associations will be informed on completion of the project to ascertain if they require further items for their collection needs.</p> <p>The Library held 5 Tech Savvy for Seniors workshops with 25 participants attending. Further workshops are scheduled for the remainder of the calendar year and next year.</p> <p>Equipment and resources were ordered for the Self-service Library Resource Hubs at Urbenville and Drake. Tentative install on site is scheduled for mid-December.</p>	 No TARGET
1.1.3.3 Manage all corporate art, artefacts, honour boards and memorabilia (including audit and security).	Manager Arts, Culture and Library Services	<p>During the November reporting period the Manager Arts Culture and Library Services identified a Community Heritage Grant through the NSW Government, applicable for a Collection Digitisation Project. A grant was submitted first week of December and if successful will fund the establishment of the e-Hive Catalogue system and training and development of staff and volunteers of the SHPMSoA. Invitations have been extended to the other Volunteer Museums to participate in the project for digitising their collections also – Tenterfield Historical Society has confirmed interest in participating in the program.</p> <p>Initial meeting with Harry Bolton was held with the Museum Advisor to commence identifying the individual miscellaneous collection items inventory – further detail to be provided by Harry Bolton to finalise identification of the items to assist completing this task.</p>	 No TARGET



7. Workforce Development



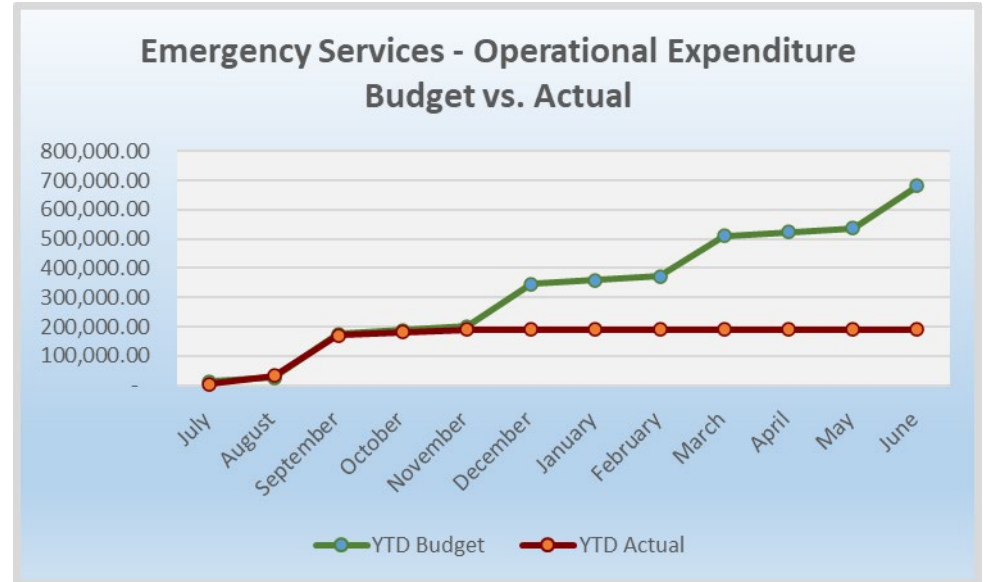
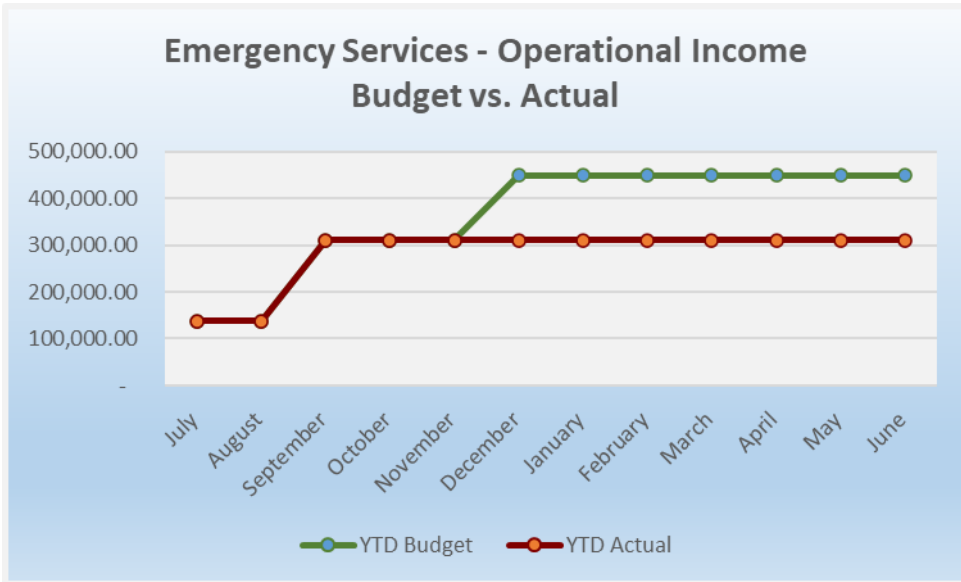
COA	22/23 Review 1 Budget	22/23 YTD Actuals November	22/23 Percentage Spent
Workforce Development	824,133	449,821	54.58%
1. Operating Income	(285,567)	(96,441)	33.77%
2. Operating Expenditure	1,109,700	546,262	49.23%

7. WORKFORCE DEVELOPMENT

Business Unit: Workforce Development			
Service Profile: Workforce Development			
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 continues. For November, the structural review has led to one (1) internal advertisement, one (1) formal redundancy, one (1) redeployment and one (1) secondment. The United Services Union continues to be consulted and informed of the organisational changes. Casual staff are still being managed in an effort to assist with the current service delivery expectations.</p> <p>Current Full Time Equivalent (FTE) - 106 (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 - 16 (Note, casuals are 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
5.1.1.5 Facilitate worker health and wellbeing consultation communication, and participation processes.	Manager HR & Workforce Development	<p>Ten (10) WHS toolbox talks were conducted in November, this included Fleet, Parks & Gardens, Works, Water & Sewerage. Drug & Alcohol tests conducted 74 all yielding negative results.</p> <p>3 minor incidents occurred during this month, (no injuries). 154 days since the last lost time injury.</p> <p>WHS Workplace audits conducted 5, and WHS inspections conducted 28.</p> <p>Council's employee assistance program continues with ongoing onsite counselling sessions being provided monthly.</p>	 ON TRACK
5.1.1.6 Develop, manage and deliver Employer the skills targeted training plans.	Manager HR & Workforce Development	<p>Certificate IV in civil construction supervision ongoing.</p> <p>Certificate III in civil construction plant operations ongoing.</p> <p>Leadership program ongoing.</p> <p>Combined Traffic Control & Implement Traffic Control Plans.</p> <p>Commenced enrolment for Diploma in Facilities Management and Arts & Cultural Administration.</p> <p>Note the HR training budget was reduced by \$40k in November in an effort to help reduce the financial deficit.</p>	 ON TRACK


Action	Responsibility	Progress Comment	Status
5.1.1.7 Develop, manage and deliver Employer of Choice recruitment and retention services.	Manager HR & Workforce Development	Annual Management performance reviews continue through November with most completed. 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 99% 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	Councils risk register continues to be monitored, reviewed and updated.	 ON TRACK

8. Emergency Services

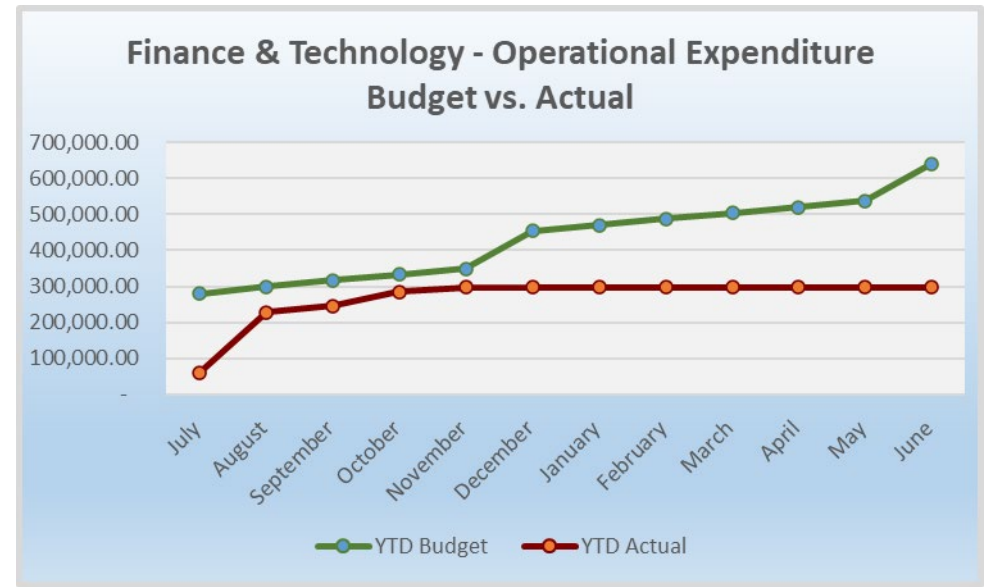
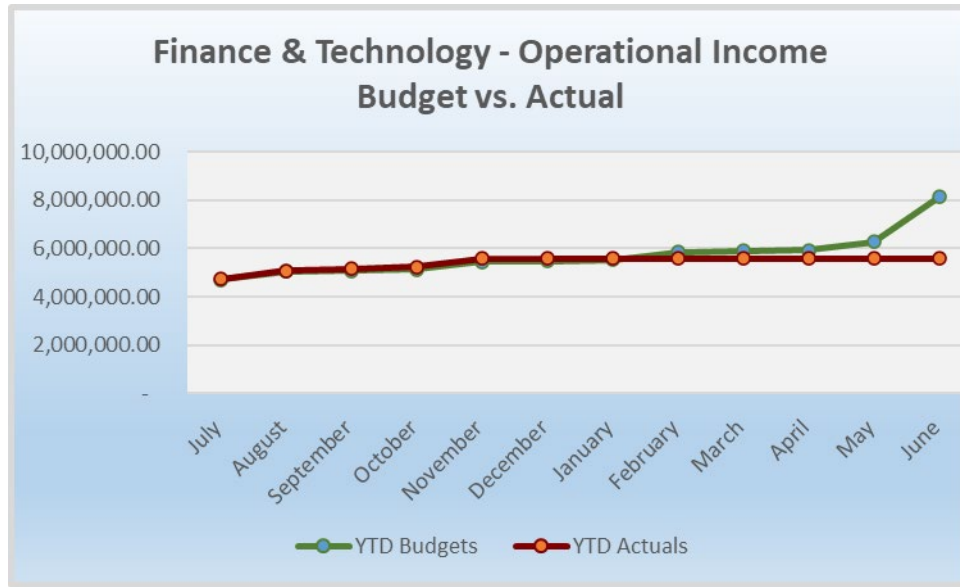


COA	22/23 Review 1 Budget	22/23 YTD Actuals November	22/23 Percentage Spent
Emergency Services	232,514	(121,367)	-52.20%
1. Operating Income	(448,895)	(310,685)	69.21%
2. Operating Expenditure	681,409	189,318	27.78%

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.</p> <p>Data entry into "ARENA HP" is continuing, which is 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>Council Community Recovery Officer's contract has now been extended until June 2024, due to the extension of the NSW Resilience funding.</p>	 MONITOR


9. Finance and Technology



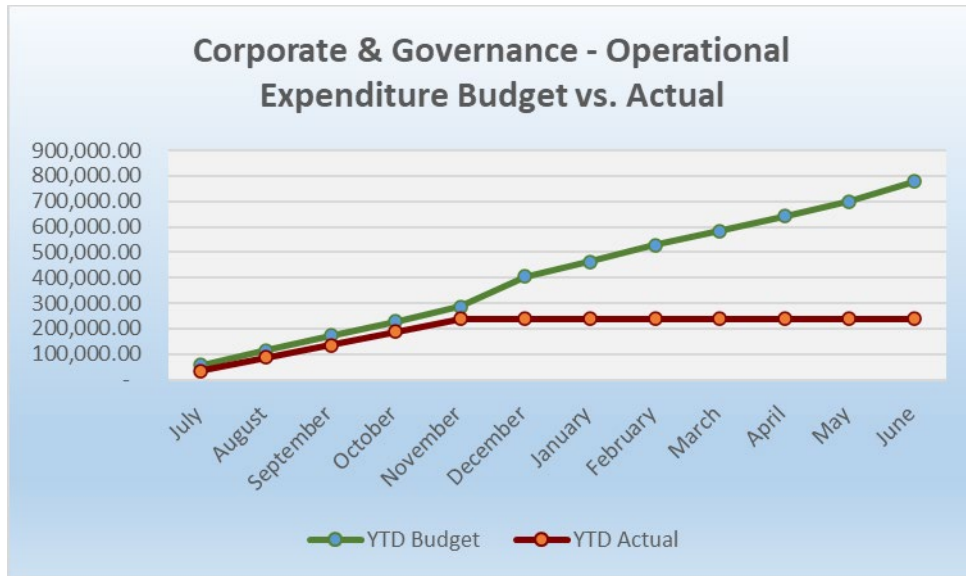
COA	22/23 Review 1 Budget	22/23 YTD Actuals November	22/23 Percentage Spent
Finance & Technology	(7,197,997)	(5,251,834)	72.96%
1. Operating Income	(8,142,471)	(5,594,726)	68.71%
2. Operating Expenditure	641,181	297,821	46.45%
4. Capital Expenditure	225,000	28,289	12.57%
1810501. Computer Equipment - Finance & Tech	75,000	0	0.00%
1810508. Capitalised Software	150,000	28,289	18.86%
6. Liabilities	78,293	16,782	21.43%

9. FINANCE & TECHNOLOGY

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	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. Council has prepared a Draft Application to IPART in line with the Notification of Intent to Apply and which will be submitted to Council in December Council meeting. The final determination by IPART in May 2023 will determine the level of services available across the shire. Council is continuously ensuring its Working Capital is used effectively in providing operational services to its stakeholders. As at November 2022 Council is delivering and managing its financial services.	 MONITOR
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	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. 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. During the month Council received the Final Management Letter from NSW Audit Office. The Audited Financial Statements were submitted to the Office of Local Government on 17 November 2022.	 MONITOR
5.1.2.3 Manage investments - Plan develop and manage Council's investment portfolio.	Manager Finance and Technology	Investments are managed within Council's Investment Policy guidelines. Investments are reported to Council every month as part of the Finance and Accounts report, with the latest update being provided for November 2022. 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. Council has adopted an updated Investment Policy during the month of November and all investments are to be managed and administered under the new policy.	 MONITOR



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 cyber security and threats originating from external sources. Council IT staff are in continuous training and development with NSW cyber security. Further, quotations are being received and compared from external service providers experts in the field of cyber security 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 Council Asset Management Provider The service delivery and quality expectation has not been fulfilled by the provider. A close-off meeting has been held with Manager Finance and Technology and Provider. After extensive deliberations and negotiations the contract exit has been finalised and Council staff are awaiting final invoice to pay. 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>	 MONITOR



10. Corporate and Governance



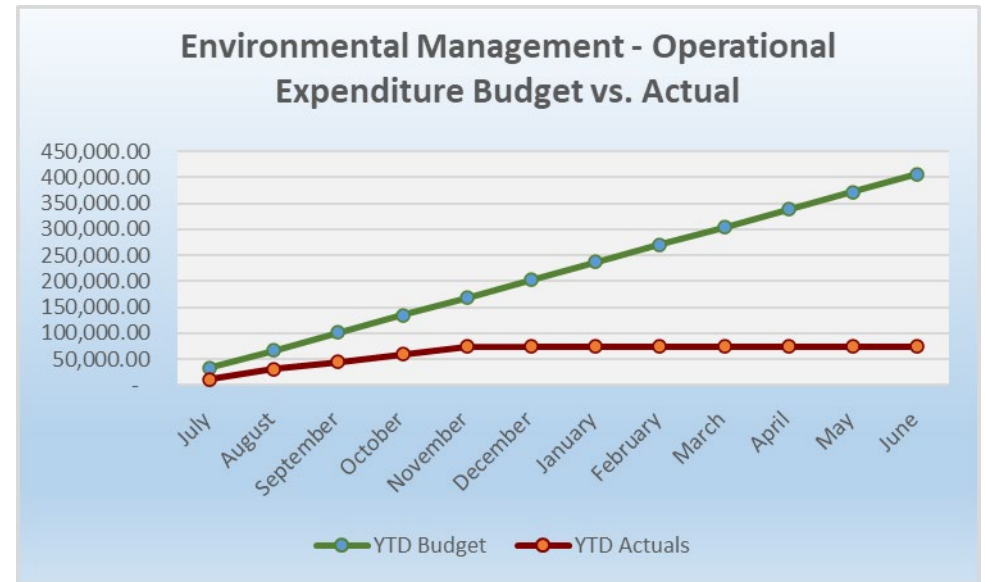
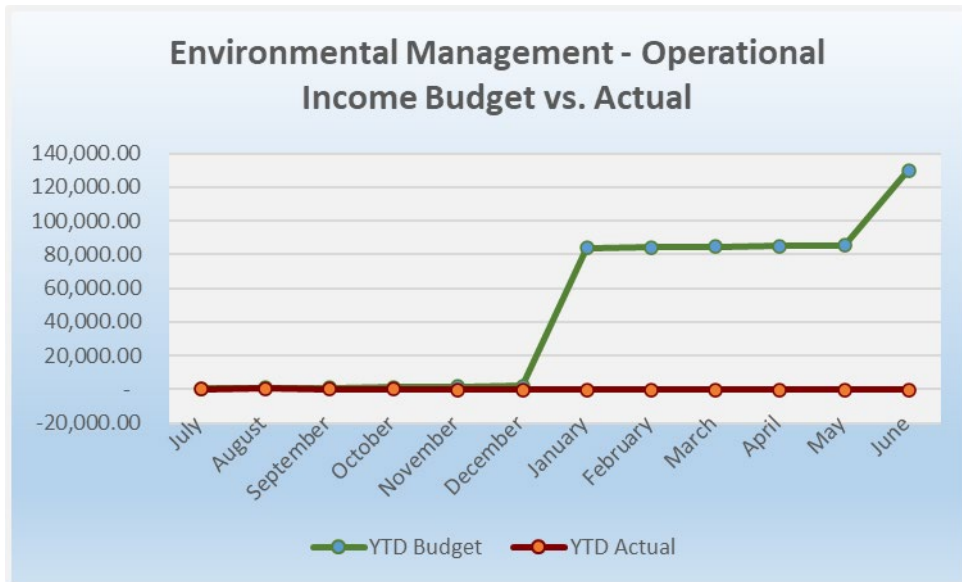
COA	22/23 Review 1 Budget	22/23 YTD Actuals November	22/23 Percentage Spent
Corporate and Governance	777,618	237,562	30.55%
1. Operating Income	(1,616)	(1,544)	95.57%
2. Operating Expenditure	779,234	239,107	30.68%

10. CORPORATE & GOVERNANCE

Business Unit: Corporate & Governance			
Service Profile: Corporate & Governance			
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 November 2022 - 0 Complaints for November 2022 - 0 Abusive customers for November 2022 - 0 Customer Service General Enquiries for November 2022 - 119 Total Inbound calls for November 2022 - 1,450 Inbound calls for Customer Service for November 2022 - 234 Inbound calls for Planning and Development Services for November 2022 - 104 Inbound calls for Infrastructure and Engineering Services for November 2022 - 219 Inbound calls for Rates for November 2022 - 109</p> <p>Customer service staff receipted and registered the following applications in November 2022: Section 10.7 Planning Certificates - 18 Section 603 Certificates - 28 Dwelling Permissibility Search - 7 Section 735A - 3 Sewer Diagrams - 9 Drainage Diagrams - 5</p> <p>Customer service continues to receive an increasing number GIPA applications for conveyancing purposes, as part of the sale of properties.</p>	
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	<p>Public Interest Disclosure Report for January to June 2022 submitted to NSW Ombudsman's Office in August 2022. Government Information (Public Access) Report for 2021/2022 submitted to the Information and Privacy Commission in October 2022. Annual Report, including audited financial statements, adopted by Council on 23 November 2022.</p>	



Action	Responsibility	Progress Comment	Status
5.1.1.3 Develop, manage and deliver Records Management Services, in accordance with legislation.	Manager Customer Service, Governance & Records	<p>Records staff continue to scan maps, School of Arts records and property cards during November 2022. Property cards will be reviewed and scanned in November 2022.</p> <p>Server storage continues to represent a risk which Records Management is managing with Finance and Technology. A separate drive is still being used to store scans, as the existing server storage is nearly at capacity for the organisation.</p>	 MONITOR
5.2.1.1 Deliver independent bi-annual Customer Satisfaction survey.	Manager Customer Service, Governance & Records	<p>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.</p>	 ON TRACK

11. Environmental Management



COA	22/23 Review 1 Budget	22/23 YTD Actuals November	22/23 Percentage Spent
Environmental Management	276,964	75,560	27.28%
1. Operating Income	(129,886)	255	-0.20%
2. Operating Expenditure	406,162	74,666	18.38%
4. Capital Expenditure	688	640	93.02%
4235501. Covid-19 Council Pound Grant Expenditure	688	640	93.02%

11. ENVIRONMENTAL MANAGEMENT

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>2 Feral cats were caught and euthanised for November 2 dogs surrendered and euthanised</p> <p>Council received notification via the police in relation to a dog attack at the farmers markets. The attack happened on Saturday morning, as Council no longer has a Ranger or suitable on call staff the attack was dealt with by the public. Council currently has no Ranger to enforce parking regulations, and miscellaneous complaints are being dealt with when time allows. No abandon vehicles impounded. No illegal dumping was reported for November 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. Complaints about dogs not being walked on leads and owners not picking up after their animal, Ranger not replaced to undertake patrols. 1 x Barking dog complaints received and dealt with.</p>	 MONITOR
3.1.2.2 Manage and deliver the Weeds Management Program, Council's Weeds Action Plan and regional weeds management plans.	Manager Open Space, Regulatory & Utilities	<p>Weed Officer Report - November</p> <p>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. St John's Wort - 2 control runs along the New England Highway from Deepwater to Wallangarra and along the Bruxner Highway to Black Swamp rd.</p> <p>Water Hyacinth - On dams in the legume area</p> <p>Shire Lands Sprayed - Rugby League park</p> <p>Private Property Inspections - 19 inspections undertaken for November.</p>	 ON TRACK

Cont..

Meetings - attended 2 day Topical Soda Apple taskforce Meeting and the Northern Tablelands Regional weeds committee AGM and meeting.

High Risk Pathways - Inspections carried out along the New England Highway from Deepwater to Wallangarra, from Tenterfield to Tabulam along the Bruxner Highway, St John's Wort found in Places along the New England and on the outskirts of Tenterfield on the Bruxner Highway.. Tenterfield to the Beardy River along the Bruxner way, Tenterfield to Woodenbong along the Mt Lindsey Highway and Tooloom rd. 1 x Tropical Soda Apple Plant found on Tooloom rd.

A Black Knapweed surveillance exercise was undertaken in the Tenterfield area on the 30th November and 1st of December with the assistance of NSW Department of Primary Industries, Local land Services and multiple other agencies and Biosecurity officers from across the State to conduct property inspections within the Tenterfield area to determine whether Black Knapweed is present at other sites other than the Core Infestation. No new infestations were found in adjoining properties, roadsides or downstream from the core infestation. treatments will continue on the core infestation to try and eradicate Black Knapweed from the Tenterfield area.

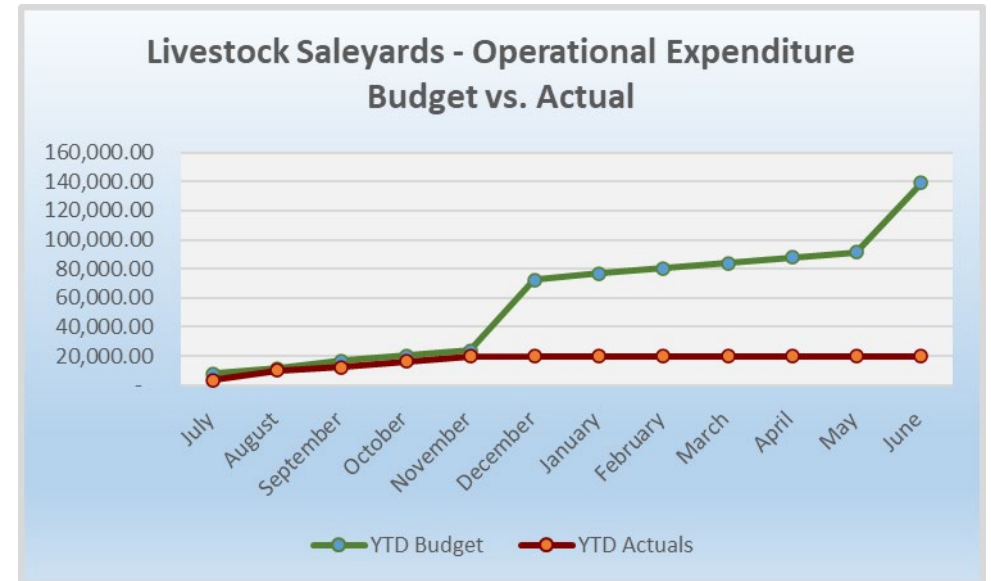
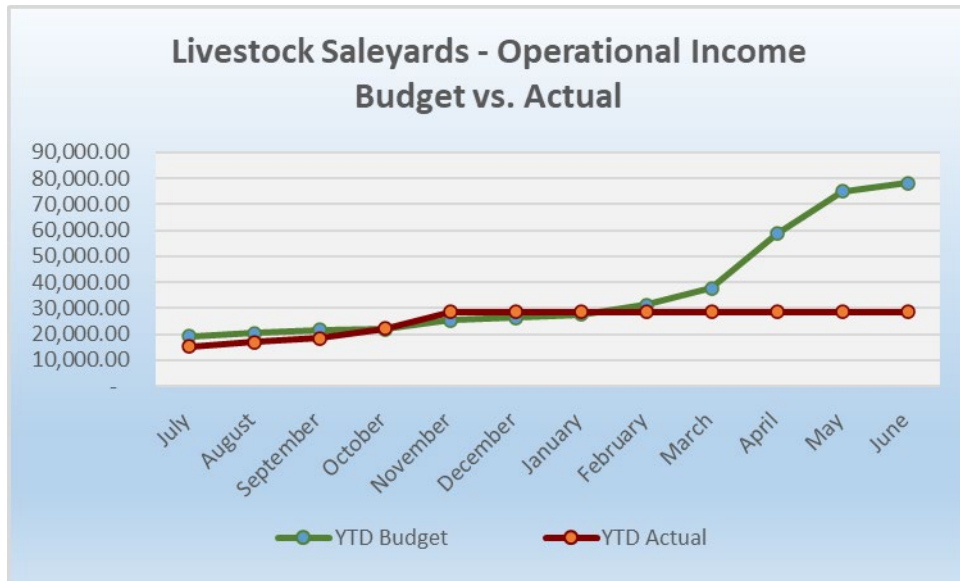
Four notices were issued in relation to overgrown/untidy blocks, of which 2 have been actioned.

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




12. Livestock Saleyards



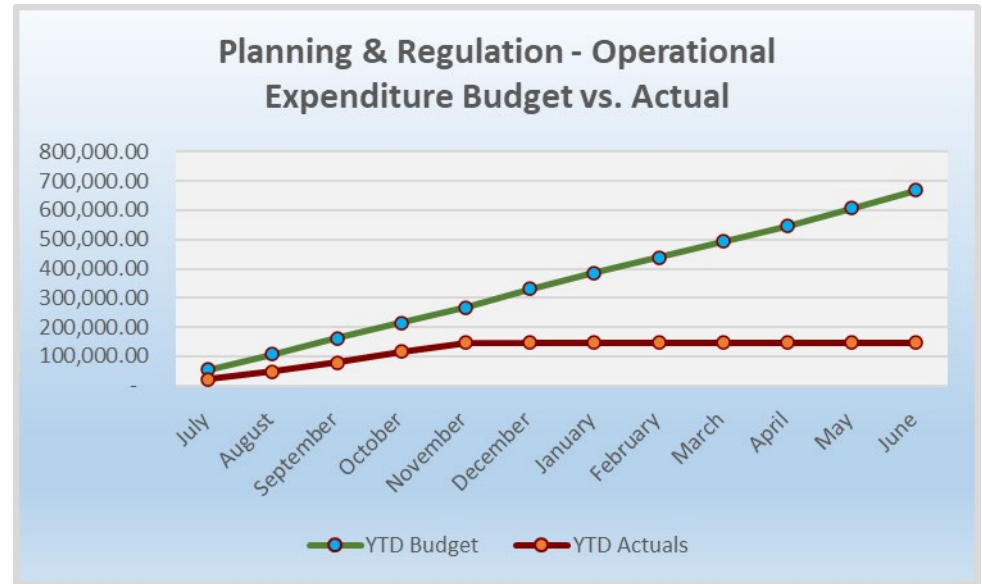
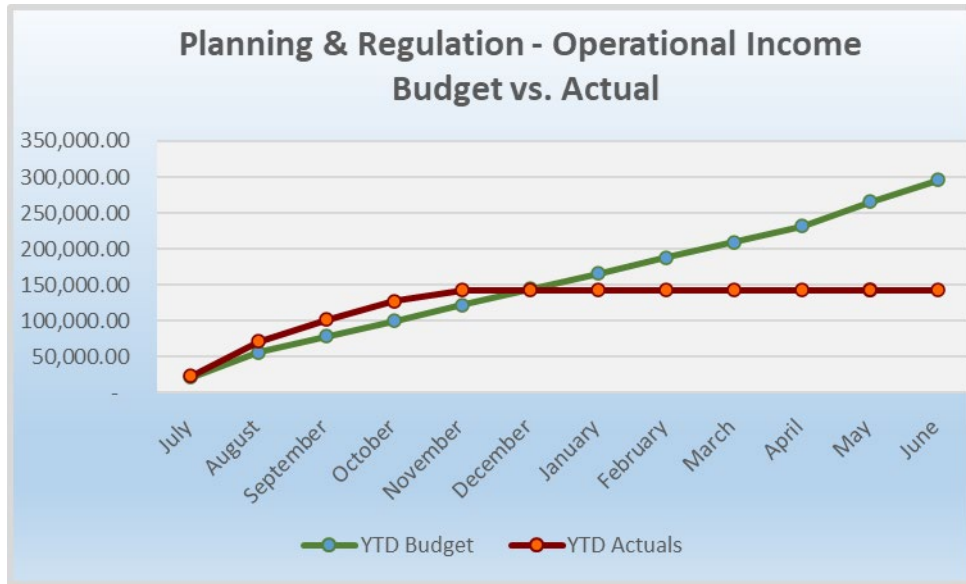
COA	22/23 Review 1 Budget	22/23 YTD Actuals November	22/23 Percentage Spent
Livestock Saleyards	431,341	154,007	35.70%
1. Operating Income	(78,188)	(28,453)	36.39%
2. Operating Expenditure	139,241	20,112	14.44%
3. Capital Income	162,348	162,348	100.00%
4. Capital Expenditure	207,940	0	0.00%
4220504. Improvements to Loading Ramps & Traffic Facilities	207,940	0	0.00%

Business Unit: Livestock Saleyards

Service Profile: Livestock Saleyards




Action	Responsibility	Progress Comment	Status										
2.1.2.1 Manage and deliver commercial Saleyards Services.	Manager Open Space, Regulatory & Utilities	November 2022	<table border="0"> <tr> <td>Prime Cattle</td> <td>542 Head</td> <td>\$901,900.34</td> </tr> <tr> <td>Private Weighing</td> <td>75 Head</td> <td>\$179,382.50</td> </tr> <tr> <td>Total</td> <td>617 Head</td> <td>\$1,081,282.84</td> </tr> </table>	Prime Cattle	542 Head	\$901,900.34	Private Weighing	75 Head	\$179,382.50	Total	617 Head	\$1,081,282.84	 ON TRACK
		Prime Cattle	542 Head	\$901,900.34									
		Private Weighing	75 Head	\$179,382.50									
		Total	617 Head	\$1,081,282.84									
		Financial Year 2022/2023	1,497 Head	\$ 2,464,028.55									
		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											
<p>Thompson Longhorn has been awarded the contract to construct the new double height loading ramp, as discussed at the recent Saleyard meeting.</p> <p>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. Saleyard induction on the website, with the public completing the induction process.</p> <p>Ramp 1 has been removed in readiness for the new double height ramp installation. Several yard panels have also been removed.</p>													

13. Planning and Regulation



COA	22/23 Review 1 Budget	22/23 YTD Actuals November	22/23 Percentage Spent
Planning & Regulation	347,521	6,686	1.92%
1. Operating Income	(295,550)	(143,151)	48.44%
2. Operating Expenditure	669,313	146,019	21.82%
3. Capital Income	(26,242)	3,818	-14.55%

13. PLANNING & REGULATION

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	November - 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	November- Local Heritage Fund Applications - successful applicants have until April 2023 to complete works. Heritage advisor working on Mingoola Heritage Trail project (funded) with draft sign completed.	 NEEDS WORK
3.1.1.3 Manage and deliver development, building and construction regulatory services.	Manager Planning & Development Services	November- 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 November 2022

DA Number	Applicant	Property Address	Description of Work
2022.138	Cole Crotty (Murray, Bryce & Amorette)	109 Miles Street, Tenterfield	Shed
2022.139	Karen Lancaster	193 East Street, Tenterfield	Dwelling
2022.140	John Dean	228 Old Ballandean Road, Tenterfield	Dwelling
2022.141	Janette Styles	2782 Torrington Road, Torrington	Amenities
2022.142	Tenterfield Surveys (Harvey)	706 Sunnyside Loop Road, Tenterfield	Ten (10) Lot Subdivision – Three (3) stages

Applications Determined November 2022

DA Number	Applicant	Address	Description of Work
2022.072	RUBIN Alexander Charles	259 Rouse Street, Tenterfield	Health Services Facility
2022.080	Tenterfield Surveys (Cunningham)	504 Bryans Gap Road, Tenterfield	Three (3) Lot Rural Subdivision
2022.081	Tenterfield Surveys (Hill)	67 Leechs Gully Road, Tenterfield	Two (2) Lot Rural Subdivision
2022.083	Tenterfield Surveys (Lawrence)	Bryans Gap Road, Tenterfield	Three (3) Lot Subdivision
2022.120	SOWDEN Alison	Legume – Various locations	Temporary Use - Trail Bike Event
2022.125	TREPKA Edwin	29 Parkes Drive Tenterfield	Dwelling
2022.126	HARDWICK Craig	Plains Station Road, Drake	Dwelling
2022.128	NORTHFIELD, William	1128 Scrub Road, Tenterfield	Dwelling
2022.130	CROTTY Cole (John McCormack)	Mt McKenzie Road, Tenterfield	Dwelling
2022.132	Mathew Minns (Piccini)	Bruxner Way, Tenterfield	Detached Studio
2022.133	Tom Murphy (Geoffrey Hannah)	91 Molesworth Street, Tenterfield	Shed
2022.134	RHODES-ROBERTS Lorraine	Bellevue Road, Tenterfield	Shed
2022.137	Tenterfield Surveys (Wardle & Row)	56 East Street, Tenterfield	Boundary re-adjustment
2022.138	Cole Crotty (Murray, Bryce & Amorette)	109 Miles Street, Tenterfield	Shed

Applications Outstanding November 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

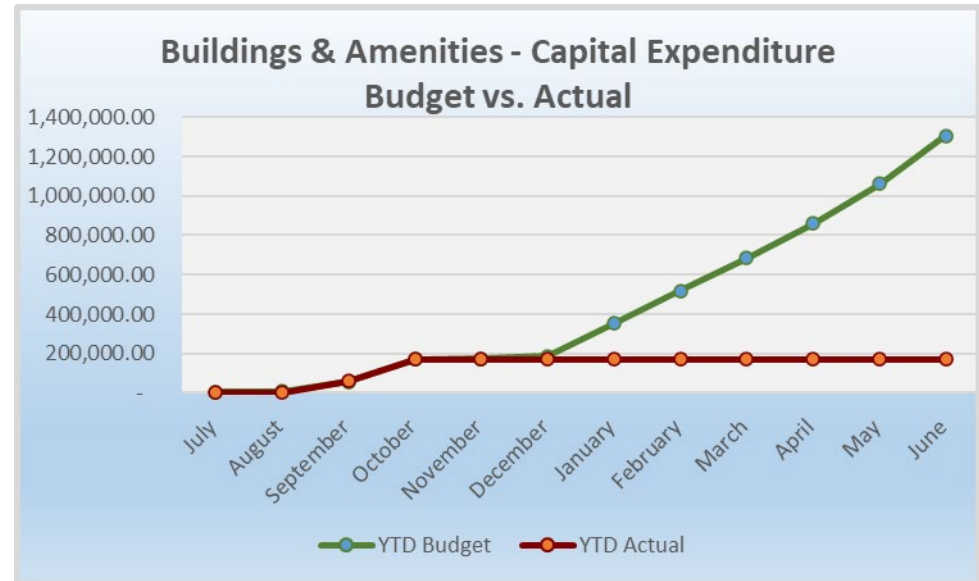
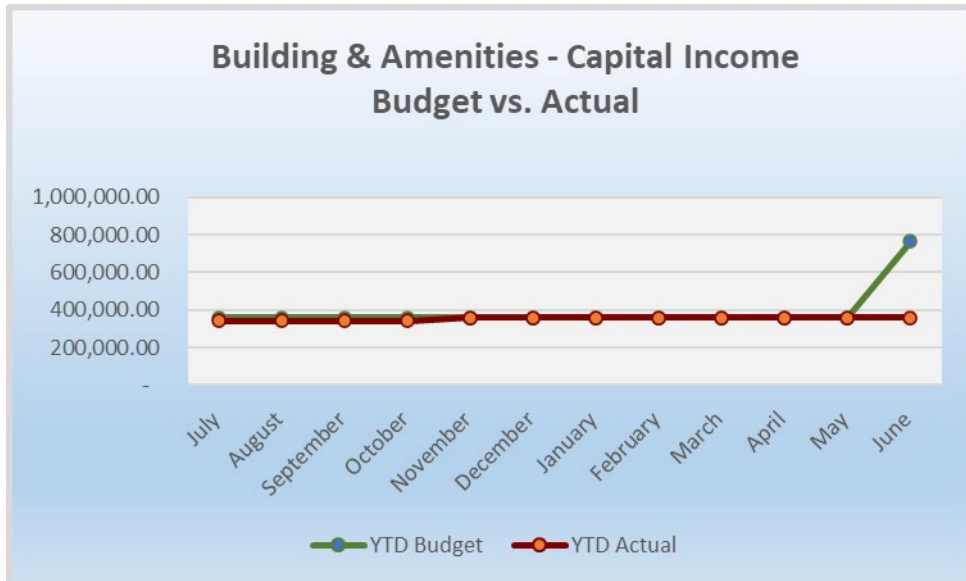
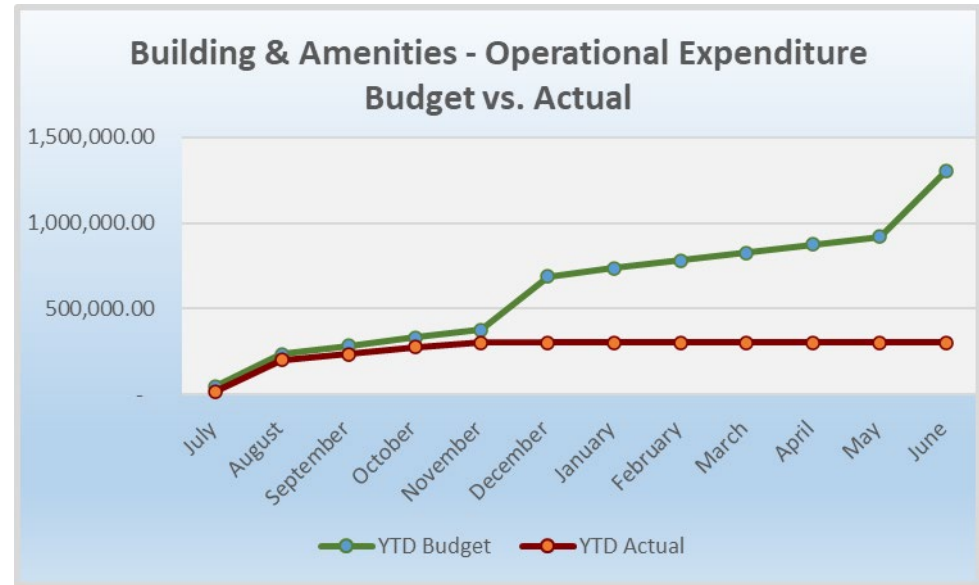
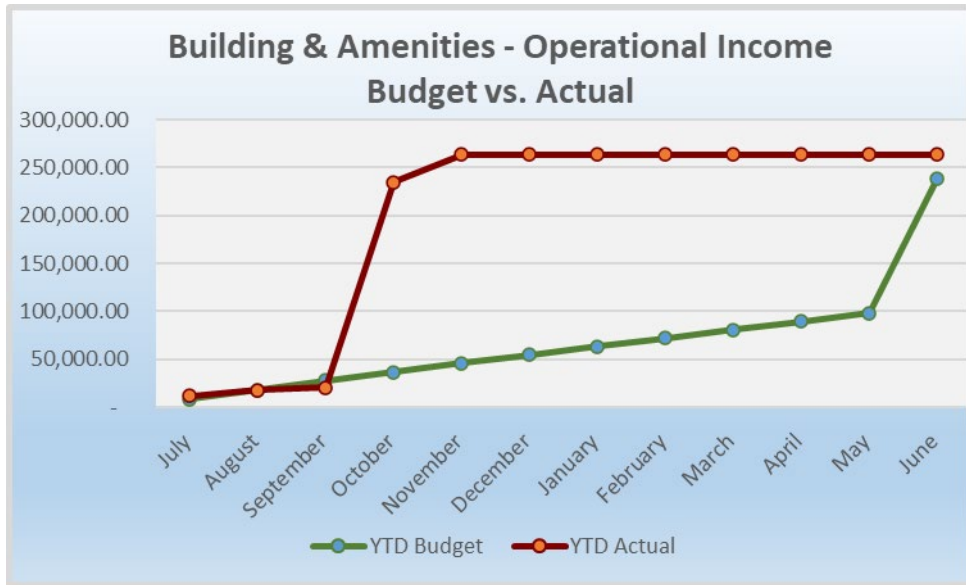
2021.158	SACCON Giana	49 Duncan Street, Tenterfield	Dual Occupancy, Detached Garage & Studio	Information Required from Applicant
2022.043	Tenterfield Surveys (Taylor)	60 Derby Street, Tenterfield	Five (5) Lot Staged Urban Subdivision	Information required from applicant
2022.048	Tenterfield Surveys (Uhrig)	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
2022.084	Tenterfield Surveys (Sattolo)	27 Casino Road, Tenterfield	Two (2) Lot Subdivision	Awaiting RFS recommendations/Under assessment
2022.091	TENTERFIELD SURVEYS (Anjerin Genetic Resources Pty Ltd)	Mole Station Road, Woodside	3 Lot Boundary Adjustment	Awaiting RFS recommendations
2022.112	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
2022.123	SISSON Lee & Nigel	131 Rouse Street, Tenterfield	Two (2) Lot Subdivision	Under assessment
2022.127	Tenterfield Surveys (White)	197 Bruxner Road, Drake	Three (3) Lot Rural Subdivision	Under assessment
DA2022.129	BURLEY Peter	454 Rouse Street, Tenterfield	Use of Existing Building as Studio & Recreation Facility (Outdoor) Open Garden	Under assessment

DA 2022.131	Tenterfield Surveys (George)	132 Sunnyside Loop Road, Tenterfield	14 Lot Rural Residential Subdivision	Under assessment/Awaiting RFS Recommendations
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
2022.139	Karen Lancaster	193 East Street, Tenterfield	Dwelling	Under assessment
2022.140	John Dean	228 Old Ballandean Road, Tenterfield	Dwelling	Under assessment
2022.141	Janette Styles	2782 Torrington Road, Torrington	Amenities	Under assessment
2022.142	Tenterfield Surveys (Harvey)	706 Sunnyside Loop Road, Tenterfield	Ten (10) Lot Subdivision – Three (3) stages	Under assessment/Awaiting RFS recommendations

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.	2	0	1	1	1	0	5	16
	Value	\$820,000.00	\$0.00	\$70,000.00	\$48,467.00	\$0.00	\$0.00	\$938,467.00	\$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)		22	8	9	3	9	2	53	
FY 22/23 Total Value (Year to Date)		\$6,081,445.00	\$720,100.00	\$428,416.00	\$183,467.00	\$0.00	\$48,000.00	\$7,461,428.00	
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 Review 1 Budget	22/23 YTD Actuals November	22/23 Percentage Spent
Buildings & Amenities	1,601,784	(152,556)	-9.52%
1. Operating Income	(239,128)	(263,671)	110.26%
2. Operating Expenditure	1,300,429	301,125	23.16%
3. Capital Income	(763,660)	(360,013)	47.14%
4. Capital Expenditure	1,304,143	170,003	13.04%
4200501. Admin Building -- Refurbishment	49,524	16,365	33.04%
4200508. Admin Building - Roof Replacement	300,000	0	0.00%
4205504. Housing - 268 Douglas St - Replace Water-Damaged Carpet	25,000	0	0.00%
4210500. Mt McKenzie Tower Construct Access Road (SRV)	70,000	0	0.00%
4230510. SCCF4-0858 Upgrades to Drake Hall	109,277	0	0.00%
4230512. SCCF4-0948 Improvements to Sunnyside Hall	138,116	110,493	80.00%
4230513. BSBR000689 - Mingoola Hall Improvements	120,000	0	0.00%
4235000. Tenterfield Memorial Hall Sporting Complex - SCCF-1023	64,667	12,402	19.18%
4235001. Memorial Hall Internal Acoustic, Ventilation & Insulation Treatments	97,019	30,744	31.69%
4235002. Restorations to Pioneer Cottage	14,131	0	0.00%
4235003. BCRRF Stream 1 Memorial Hall	31,292	0	0.00%
4235005. BSBR000682 - Installation of Ceiling Fans & Emergency Lighting at Memorial Hall	154,000	0	0.00%
4235006. SCCF4-0949 Floor Refurbishments to Memorial Hall	131,117	0	0.00%

14. BUILDINGS & AMENITIES

Business Unit: Buildings & Amenities			
Service Profile: Buildings & Amenities			
Action	Responsibility	Progress Comment	Status
1.2.1.4 Develop and deliver the Property Management Strategy.	Buildings & Amenities Coordinator	<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 January 2023. • Staff are currently trying to manage Council property in November 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. Only maintenance that is being completed is items that pose a issue to staff or community safety. • 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 November 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 by the end of December 2022. • Current Capital Works • Memorial Hall Foyer, Toilets and Kitchen work is to be commence in December 2022. • Waiting for the plans to show walkway systems to gain access to the plant room and air-condition units that are located on the Administration 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 - ongoing. 	

1.2.1.5 Manage and update Land and Property Register.

Buildings & Amenities Coordinator

- Land and Property register is currently being managed as required. Spreadsheets are being updated as needed. The operational land database was last updated in October and now 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.

Buildings & Amenities Coordinator

Licences & Agreements on Council owned/managed Land

- Heads of terms agreement between Council and Telstra for Prime TV has been executed by both parties. Agreement has now been executed.
- Signed Licence Agreement between Council and BackTrack Works Ltd has now been executed and invoice for Licence has been issued.



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 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.

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 to be completed in early December.

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 has commenced, 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.

1.2.1.7 Manage Crown Lands and prepare designated Native Title Advice.

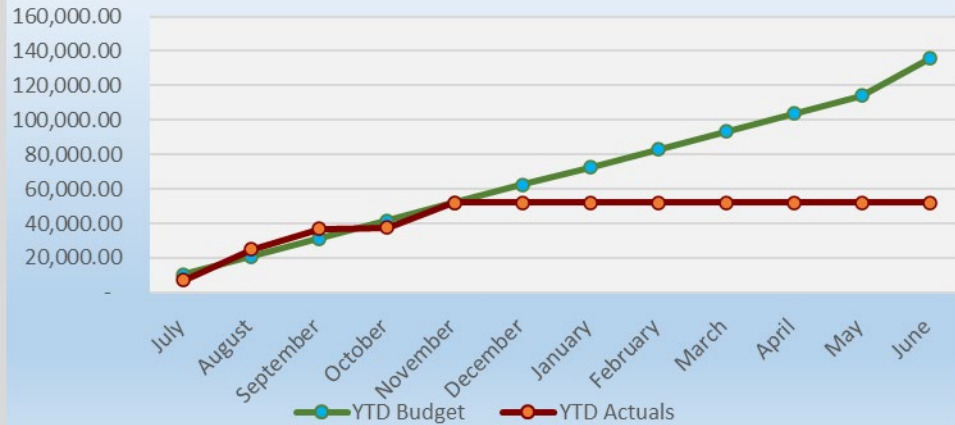
Buildings & Amenities Coordinator

- Awaiting outcome to a request from Crown lands regarding Aboriginal Land Claim 9002 & 47019
- Draft POM for Crown Street reserve has been endorsed by Council at the September 2022 Council Meeting, a draft POM and the application for Ministerial consent for the POM was forwarded to Crown Land –currently awaiting approval.
- Continuing to investigate and locate evidence for aboriginal land claims over Claim 31776 & 9253

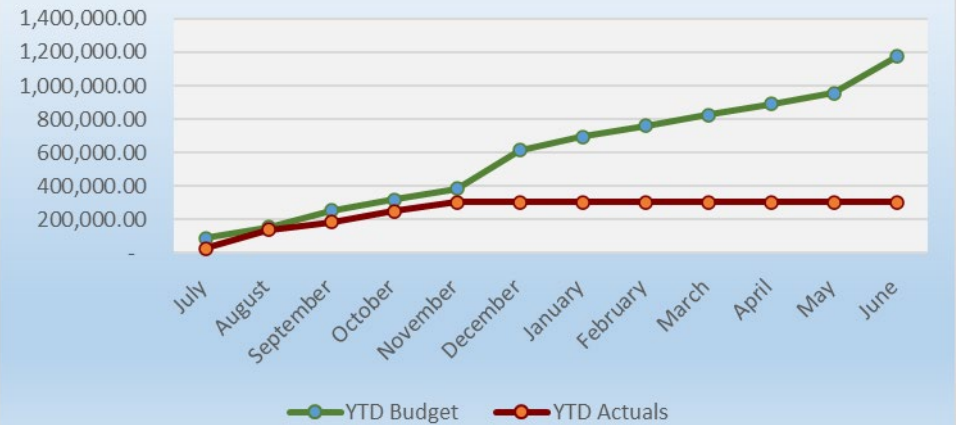


15. Parks, Gardens and Open Space

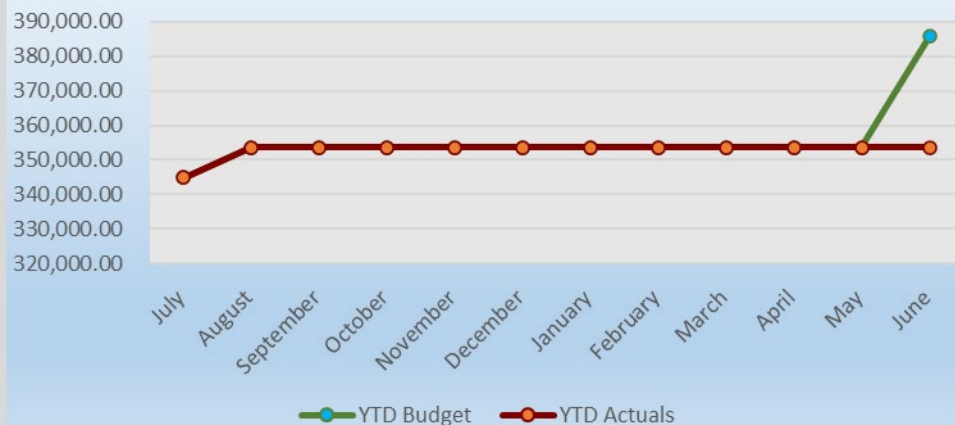
Parks, Gardens & Open Space - Operational Income Budget vs. Actual



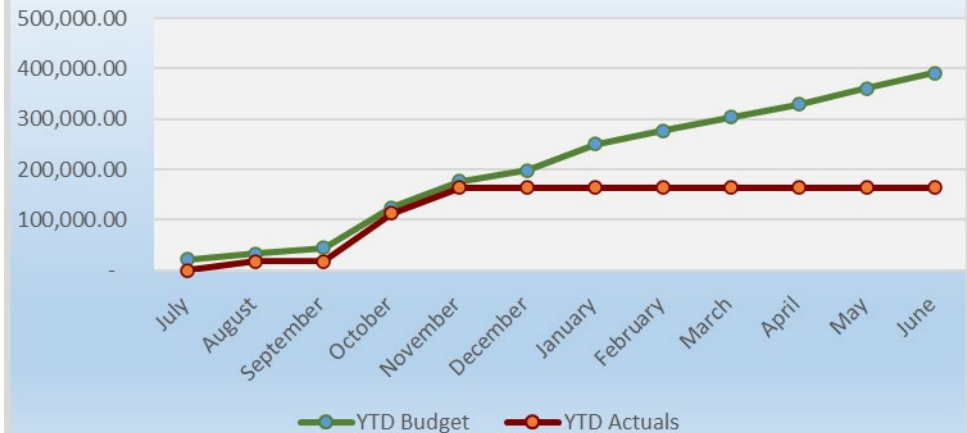
Parks, Gardens & Open Space - Operational Expenditure Budget vs. Actual



Parks, Gardens & Open Space - Capital Income Budget vs. Actual






Parks, Gardens & Open Space - Capital Expenditure Budget vs. Actual



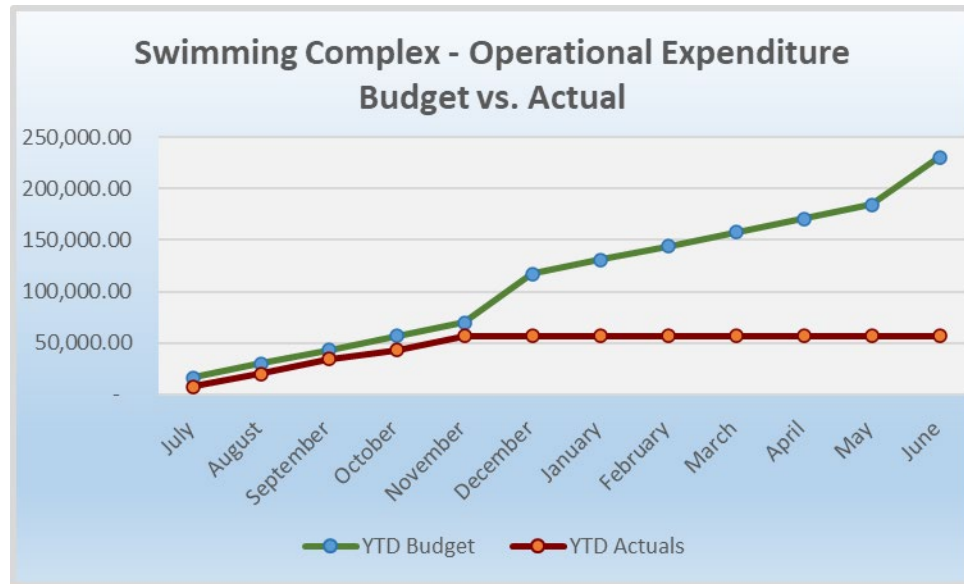
COA	22/23 Review 1 Budget	22/23 YTD Actuals November	22/23 Percentage Spent
Parks, Gardens and Open Space	1,043,520	60,718	5.82%
1. Operating Income	(135,737)	(52,101)	38.38%
2. Operating Expenditure	1,172,587	302,829	25.83%
3. Capital Income	(385,667)	(353,667)	91.70%
4. Capital Expenditure	392,337	163,657	41.71%
4215502. Cemeteries - Earthworks Preparation for Stage 1 Expansion	15,428	0	0.00%
4605514. PSLP - Jennings Playground Precinct	216,909	163,657	75.45%
4605516. SCCF4-0951 Revitalisation of Tenterfield Netball Courts	160,000	0	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 toilets. Playground maintenance being undertaken. Suppliers contacted in relation to the upgrade of the netball courts.</p> <p>One (1) staff member required at the Cemetery on a rotating roster. New shade cloth over the playground at Jubilee park has been replaced. Several pin oaks are still to be removed along Cowper and Logan streets. All staff over two (2) and half (1/2) day totalling (117hours) completed traffic control and implement traffic control.</p> <p>Anti-social behavior still occurring in the front of Bruxner Park. Rubbish left and thrown on the footpath. Two (2) staff are required on a daily bases for Toro Zero turn and Toro Triple Deck mowers.</p> <p>The recent windy weather and dry days has made mowing easier. Being able to push mowers in some areas that have been difficult to mow in then previous months. The windy weather and storms at the start of the month saw 4 large trees come down, along with a large number of limbs, which took 119 hours over a five (5) days to clean up.</p> <p>Memorandum of Understanding signed with Essential Energy to formalise existing work practices and processes to meet Australian Standards and existing policies.</p>	 MONITOR
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	<p>Parks and Garden and Arts and Culture Committee are now combined. Village concept plans have been adopted and on Council website Grant funded upgrade to Jennings playground, 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 looktin at installing a timer tap and remove the push plate.</p>	

Action	Responsibility	Progress Comment	Status
1.2.1.3 Implement the tree management plan.	Manager Open Space, Regulatory & Utilities	<p>Tree management Plan approved by the Parks and Garden Committee, to adopt the plan excluding the tree replacement species along Logan Street.</p> <p>No street trees have been planted or replaced due to budget restraints.</p> <p>At the recent Parks and Garden meeting, a discussion to include tree planting on the New England Hwy south in memory of Queen Elizabeth.</p> <p>Essential Energy are planning to remove large Pin oak tree on Cowper Street (Dangerous split in trunk) in November.</p>	 MONITOR

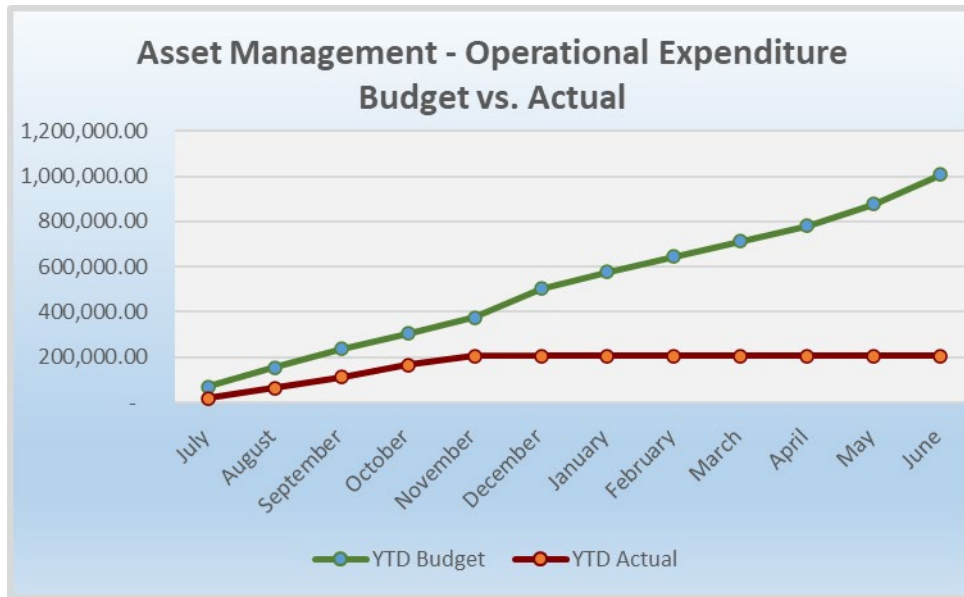
16. Swimming Complex



COA	22/23 Review 1 Budget	22/23 YTD Actuals November	22/23 Percentage Spent
Swimming Complex	255,853	63,330	24.75%
2. Operating Expenditure	230,853	56,629	24.53%
4. Capital Expenditure	25,000	6,701	26.80%
4600512. Swimming Pool - Equipment Renewal	25,000	6,701	26.80%






Action	Responsibility	Progress Comment	Status																																																
1.2.2.1 Manage the Tenterfield War Memorial Baths (TWMB) Management Plan, and contribute to service delivery.	Buildings & Amenities Coordinator	<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 																																																	
		Total Attendances																																																	
		<table border="1"> <thead> <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> </thead> <tbody> <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>16,377</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>14,530</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> </tbody> </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	16,377	2020/21	1,459	4,144	2,568	4,383	2,759	1,064	14,530	2021/22	1,684	1,456	2,673	3,291	2,523	1,779	13,406	2022/23	1,573						1,573	
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17. Asset Management and Resourcing

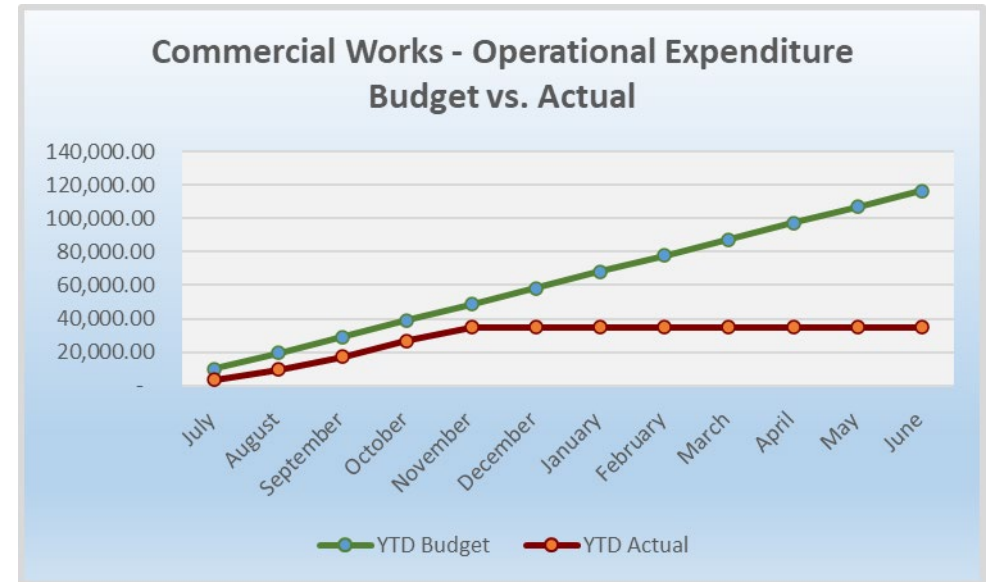
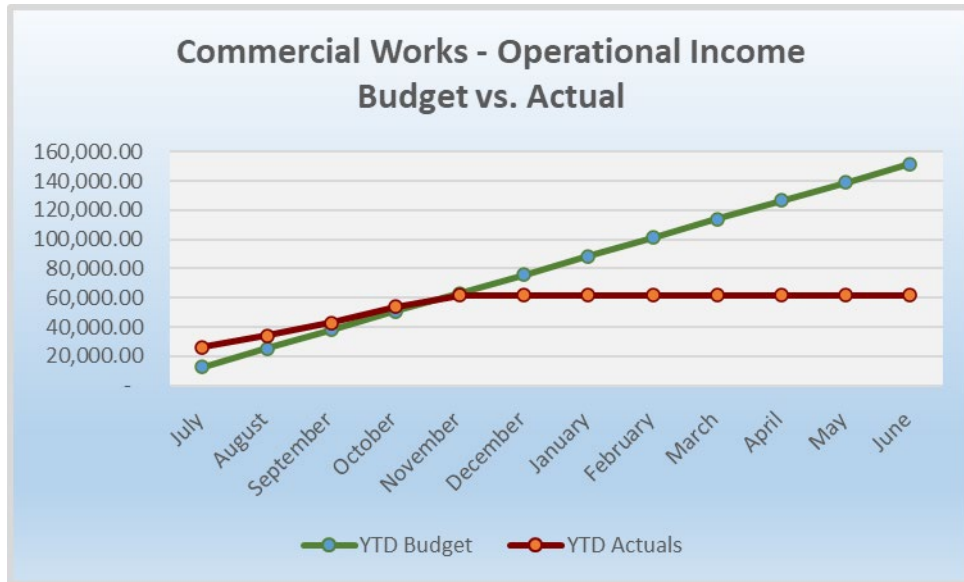


COA	22/23 Review 1 Budget	22/23 YTD Actuals November	22/23 Percentage Spent
Asset Management & Resourcing	1,226,589	210,565	17.17%
1. Operating Income	(10,000)	0	0.00%
2. Operating Expenditure	1,007,752	205,207	20.36%
4. Capital Expenditure	220,000	1,863	0.85%
6250502. Tenterfield Depot - Wash Down & 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	1,863	1.86%
6. Liabilities	8,837	3,496	39.56%

17. ASSET MANAGEMENT & RESOURCING


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	November - Asset Management Strategy action plan is being implemented with focus on reviewing integrity of asset data for updates where staff resources are available.	 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	November - Improvement for footpath access at Molesworth / Rouse St intersection accessibility is being designed.	 NEEDS WORK
5.1.3.3 Infrastructure and assets inspections.	Manager Asset & Program Planning	November - Asset inspections are being undertaken where possible with available resources as the Asset Inspector role is a vacant position. Inspection record sheets and backlog data needed to be updated.	 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	November - Risk Register will be updated as respective Asset planning tasks are completed. Risk are assessed as part of the development in planning major projects. Routine inspection documentation is still to be updated as the Asset Inspector position is vacant.	 NEEDS WORK
5.1.3.6 Develop and implement the Depot Master Plan.	Manager Asset & Program Planning	November - Depot Master Plan is still being prepared with focus on environmental protection, worker and public safety, traffic movements, fuel delivery fixtures and wash bay as priorities. Staffing resources for design work and other projects limit the progress on this goal.	 NEEDS WORK

18. Commercial Works

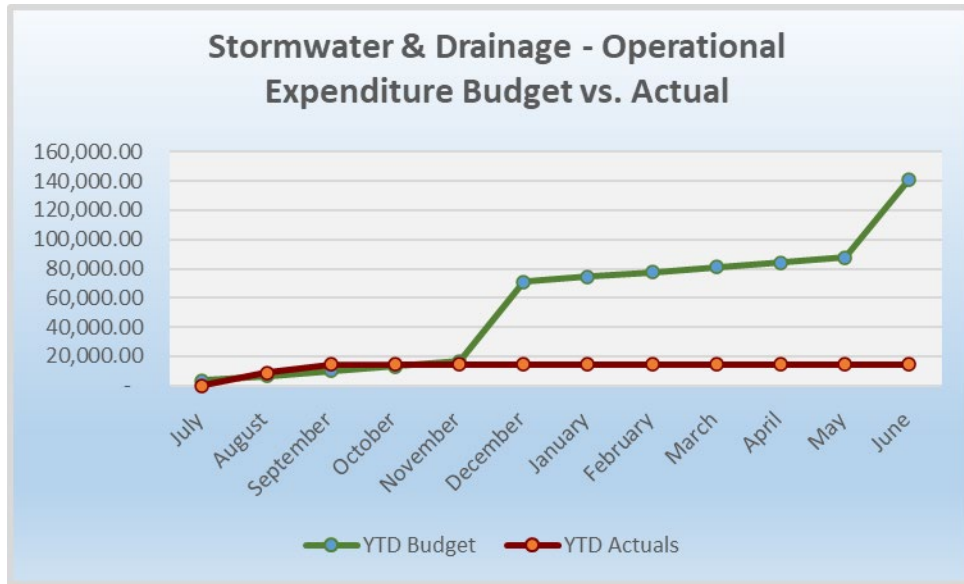


COA	22/23 Review 1 Budget	22/23 YTD Actuals November	22/23 Percentage Spent
Commercial Works	(35,159)	(26,647)	75.79%
1. Operating Income	(151,842)	(61,597)	40.57%
2. Operating Expenditure	116,683	34,950	29.95%

18. COMMERCIAL WORKS

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	November 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. Low staffing levels have affected Council's ability to deliver Commercial Works.	 NEEDS WORK

19. Stormwater and Drainage



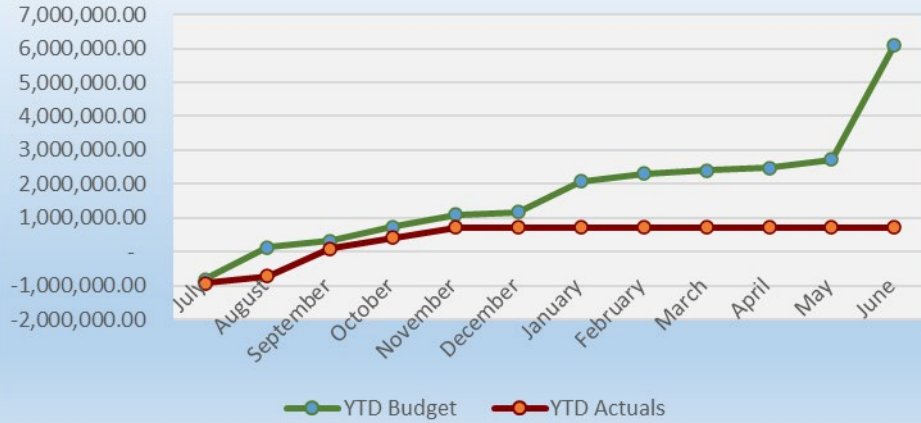
COA	22/23 Review 1 Budget	22/23 YTD Actuals November	22/23 Percentage Spent
Stormwater & Drainage	199,993	(57,617)	-28.81%
1. Operating Income	(71,478)	(71,550)	100.10%
2. Operating Expenditure	141,271	14,301	10.12%
3. Capital Income	0	(367)	0.00%
4. Capital Expenditure	130,200	0	0.00%
8252502. Drainage 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

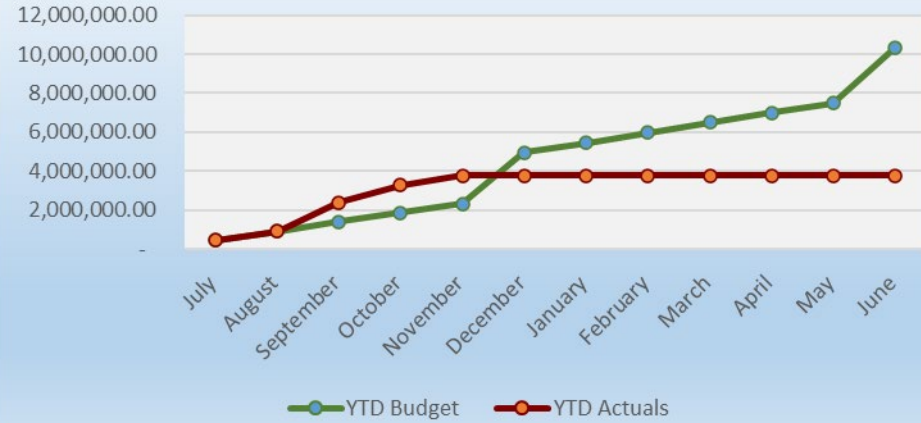
Business Unit: Stormwater Drainage			
Service Profile: Stormwater Drainage			
Action	Responsibility	Progress Comment	Status
4.1.2.1 Implement the Storm water Asset Management Plan.	Manager Asset & Program Planning	November - Capital renewal works in the drainage system are being programmed including pit upgrades for improved maintenance access in Molesworth Street, scoping and design works are underway.	 NEEDS WORK

20. Transport Network

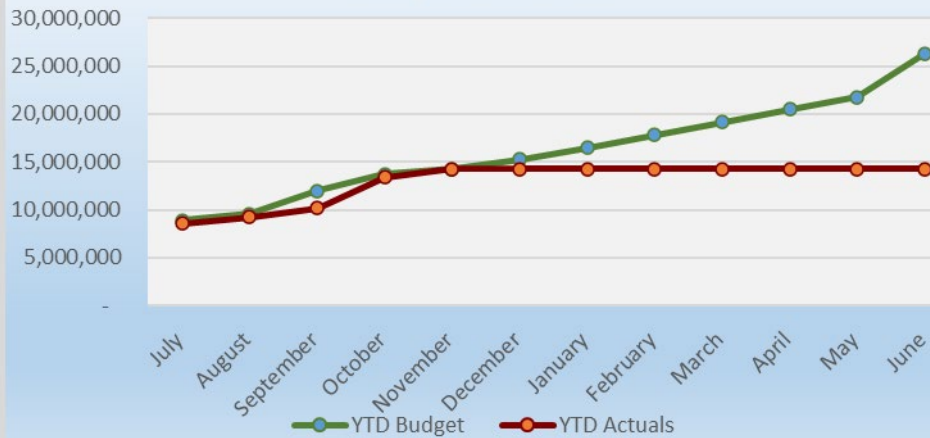
Transport Network - Operational Income
Budget vs. Actual



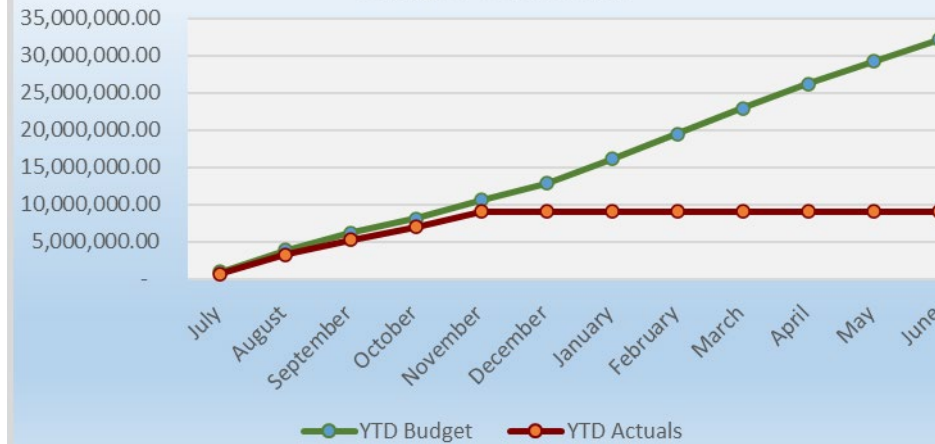
Transport Network - Operational Expenditure
Budget vs. Actual



Transport Network - Capital Income
Budget vs. Actual




Transport Network - Capital Expenditure
Budget vs. Actual



COA	22/23 Review 1 Budget	22/23 YTD Actuals November	22/23 Percentage Spent
Transport Network	10,577,467	(1,971,222)	-18.64%
1. Operating Income	(6,114,278)	(719,417)	11.77%
2. Operating Expenditure	10,364,925	3,767,293	36.35%
3. Capital Income	(26,310,530)	(14,277,247)	54.26%
4. Capital Expenditure	32,148,269	9,073,083	28.22%
6215110. Regional & Local Roads Traffic Facilities	68,000	34,143	50.21%
6215510. Regional Roads Block Grant - Reseals Program.	582,668	264,582	45.41%
6215531. Special Grant Mt Lindesay Road (RMS/Fed)	5,323,347	3,878,052	72.85%
6215544. BLERF - 0737 - Improve Mt Lindesay Road	5,297,708	1,221,283	23.05%
6215550. Footpaths Capital Works	15,000	1,337	8.91%
6215552. Roads to Recovery 2019-24	1,044,335	18,200	1.74%
6215568. FLR200241 - Kildare Road (Tenterfield Tourist Route 9)	2,666,325	845,443	31.71%
6215570. DRFA AGRN960 EPAR Bruxner Way - Bridge 7325 Dumaresq River Overflow Channel	0	60,463	0.00%
6215572. FLR300128 - Tooloom Road West Rehabilitation	2,970,024	128,000	4.31%
6215575. ROSI - Sunnyside Platform Road Upgrade	1,752,075	1,199,175	68.44%
6215576. BSBR000641 - Drake Village Revitalisation	2,900,300	67	0.00%

COA	22/23 Review 1 Budget	22/23 YTD Actuals November	22/23 Percentage Spent
6215579. Local Roads & Community Infrastructure Program - Round 3	2,088,670	91,735	4.39%
6215580. Repair Program 2022/23	565,572	72,162	12.76%
6220271. Bridges Renewal Program - Deepwater River Bridge Renewal - Torrington Road	13,000	13,000	100.00%
6220272. Bridges Renewal Program - Kangaroo Creek Bridge Replacement - Paddys Flat Road Nth	1,100,574	444,455	40.38%
6220274. Bridges Renewal Program - Unknown Creek Bridge (67203) Replacement, Paddy's Flat Rd Nth	722,414	54,217	7.50%
6220276. Bridges Renewal Program - Unknown Creek Bridge (67161) Replacement, Paddy's Flat Rd Sth	532,955	370,634	69.54%
6220277. Fixing Country Bridges - Grahams Creek Bridge Replacement, Grahams Creek Rd	644,907	3,601	0.56%
6220278. Fixing Country Bridges - Washpool Creek Bridge Replacement, Leechs Gully Rd	306,867	209,241	68.19%
6220500. Urban Streets - Reseal Program	60,000	0	0.00%
6220501. Road Renewal - Gravel Roads	601,519	82,111	13.65%
6220503. Gravel Resheets	632,452	3,934	0.62%
6220505. Kerbing & Guttering	40,000	0	0.00%
6220506. Bridges / Causeways (SRV to 2023/24)	530,000	648	0.12%
6220507. Rural Roads - Reseal Program	653,940	0	0.00%
6220512. Rural Culverts & Pipes	100,000	0	0.00%
6220513. Concrete Bridges	40,223	0	0.00%
6220514. Causeways	208,163	0	0.00%

COA	22/23 Review 1 Budget	22/23 YTD Actuals November	22/23 Percentage Spent
6240101. Gravel Pit Rehabilitation	10,664	0	0.00%
6240509. SCCF4-0946 Extension to Urbenville Footpath	159,815	0	0.00%
6240511. Molesworth Street Footpath Replacement Grant	10,000	0	0.00%
6240512. Streets as Shared Spaces - SASS00027 Linking People and Place	500,000	76,600	15.32%
6240513. Other Contributions to Works (Capital) - Expenses	6,752	0	0.00%
6. Liabilities	489,081	185,066	37.84%

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>November status for transport projects in progress -</p> <p>Mount Lindesay Road (Legume - Woodenbong) bitumen sealing of the Koreelah section has been undertaken.</p> <p>Mount Lindesay Road (Legume - Woodenbong) formation widening has been undertaken along the Big Hill section.</p> <p>Tooloom Road (Paddys Flat Rd Nth to Mt Lindesay Rd) formation work near the intersection of MR622.</p> <p>Kildare Road - 3.2km section from Sunnyside Loop Rd has been sealed and further drainage / pavement works are continuing.</p> <p>Sunnyside Platform Road - Formation widening for auxilliary lanes and pavement works have been undertaken at the Bruxner Way intersection.</p> <p>Paddys Flat Road (North) - Kangaroo Creek Bridge concrete structure is complete and road approaches are being undertaken. Paddys Flat Road (North) - Unnamed Creek bridge has had old timber structure removed for start of work on new bridge and side track is in place.</p> <p>Paddys Flat Road (South) - Unnamed Creek bridge culverts concrete works are complete and road approaches are being undertaken.</p> <p>Leeches Gully Road - Washbrook Creek Bridge culvert concrete works are being finalised with pouring of concrete deck in early December.</p> <p>Grahams Creek Road has commenced with side track being prepared for bridgeworks.</p>	 NEEDS WORK

4.1.1.2 Manage and deliver maintenance services for transport infrastructure.

Manager Works

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

November Grading Report 2022:

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

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. – staff permitting.

o Northern Grader – This grader is currently grading Beaury Ck Rd and tributaries. Paddy’s Flat Rd North LRCI project will commence on the southern end (chainage 49.476 to 52.621, now from 48.319 to Tin Hut Rd) 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 earthworks by Christmas 2022, weather depending and conduct an initial seal in February 2022.

o Western Grader – subject to staffing availability, currently stood down. A contract grader has graded Haddocks Rd in preparation for an LRCI seal and Roos Rd under DRFA. This crew has constructed a slip lane and turning lane at the intersection of Bruxner Way and Sunnyside Platform roads. This intersection will be asphalted by Christmas. 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 in the New Year - subject to DRFA EPAR (Essential Public Restoration works.) approval. Currently a contract excavator is completing minor damage works on Silent Grove.

o Central Grader –Constructed low cost preparation on Robinson’s Lane, Leeches Gully Rd, Washpool Ck Rd and Homestead Rd. Homestead Rd and Haddocks roads will also be prepared and sealed to tie in with developer contributions.

o Bridge Crew replacing the bridge on Leeches Gully Rd with culverts, deck is complete.

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 – Nutshell Rd, Castlerag Rd, Pyes Ck Rd and others will be completed in the new calendar year once approvals have been received for DRFA EPAR.

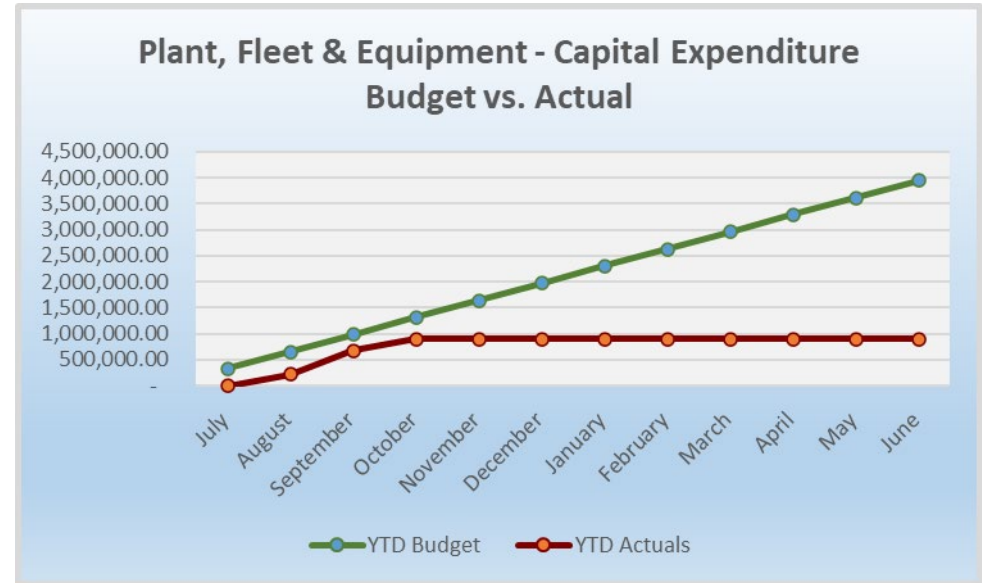
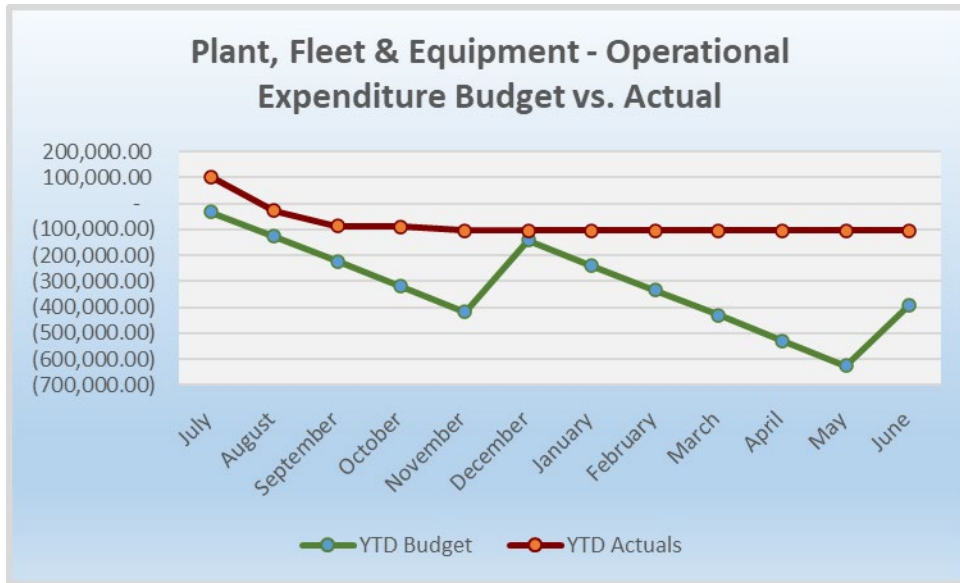
o Following the completed drainage, Council will engage contractors to rehabilitate the pavements on Council Local Roads as well as Regional roads in the new calendar year, subject to funding approvals for DRFA EPAR. A contractor has completed pavement rehabilitation works on the worst areas between Legume and Tenterfield.

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




SHIRAZI CONSULTANTS

21. Plant, Fleet and Equipment

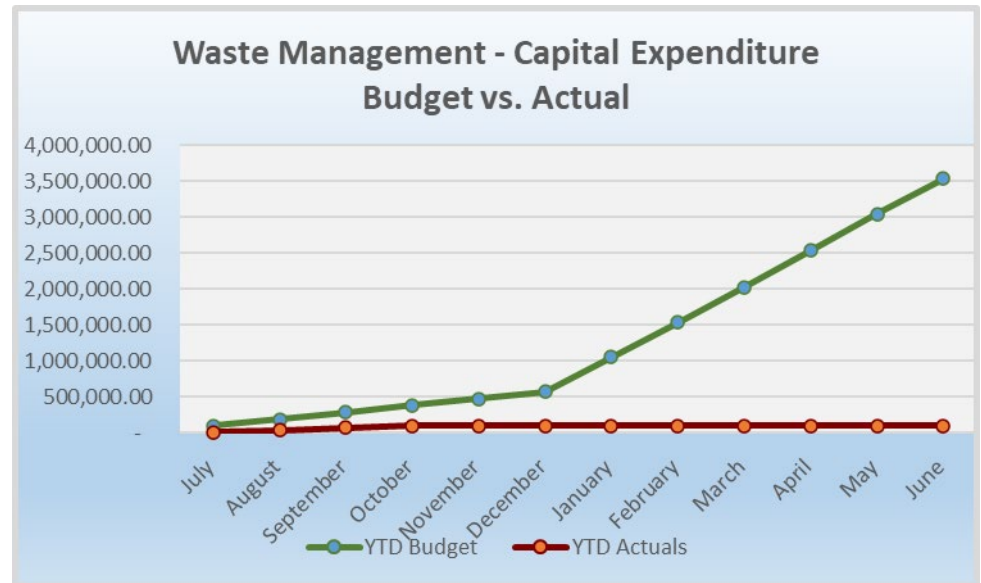
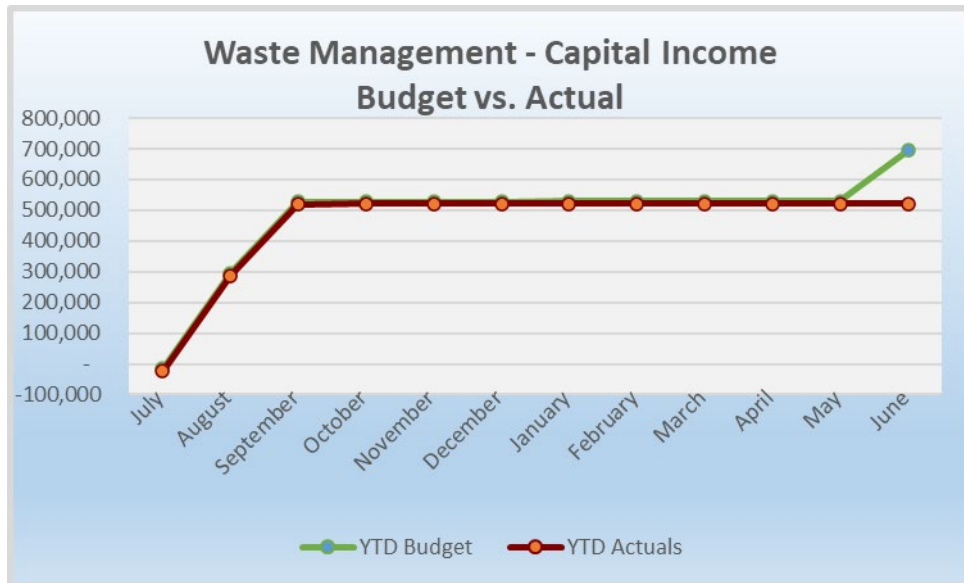
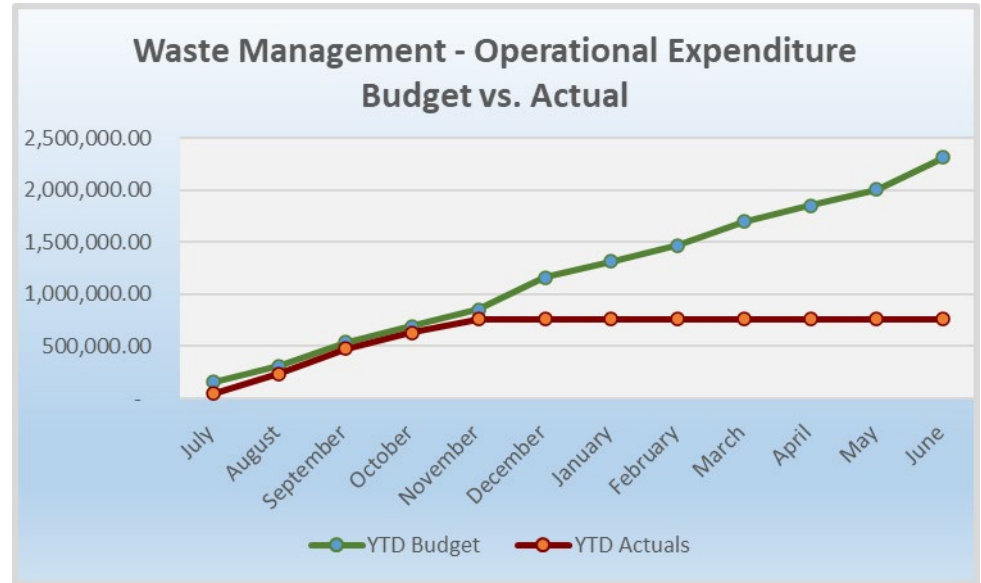
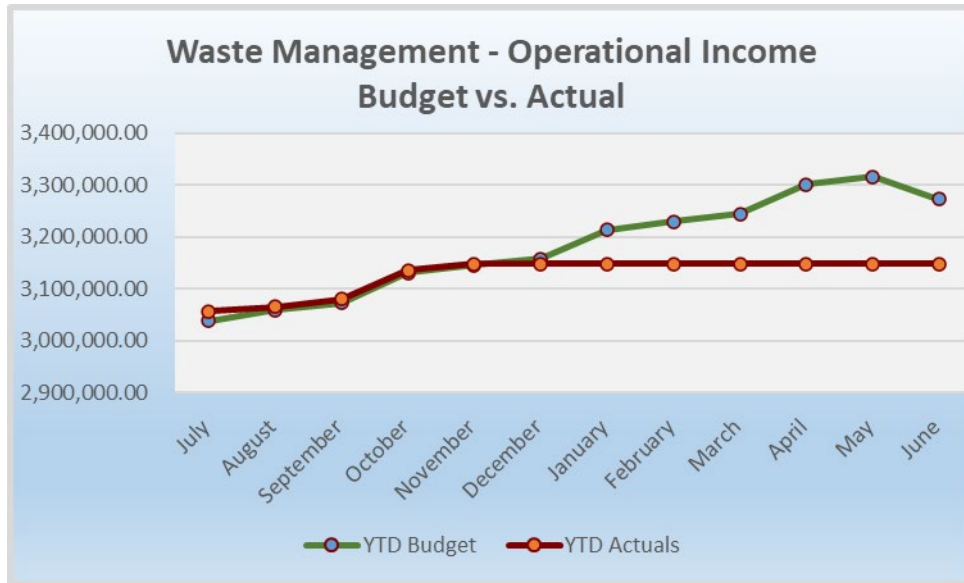


COA	22/23 Review 1 Budget	22/23 YTD Actuals November	22/23 Percentage Spent
Plant, Fleet & Equipment	323,887	(114,997)	-35.51%
1. Operating Income	(188,190)	(12,418)	6.60%
2. Operating Expenditure	(390,346)	(104,729)	26.83%
4. Capital Expenditure	3,944,257	898,750	22.79%
6210500. Public Works Plant - Purchases	3,944,257	898,750	22.79%
8. WDB of Asset Disposals	(3,041,834)	(896,600)	29.48%

21. PLANT, FLEET & EQUIPMENT


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 Asset & Program Planning	November - Monitoring of the major Fleet assets is continuing with ongoing maintenance while replacement of General Fund assets is on hold outside of waste, water, and sewage operations. The impact of this upon the long-term replacement of Council's fleet in respect to the Long Term Financial Plan will need to be considered with forward year budgeting.	 No TARGET

22. Waste Management



COA	22/23 Review 1 Budget	22/23 YTD Actuals November	22/23 Percentage Spent
Waste Management	2,074,433	(2,718,382)	-131.04%
1. Operating Income	(3,273,259)	(3,148,252)	96.18%
2. Operating Expenditure	2,316,618	761,535	32.87%
3. Capital Income	(693,858)	(520,622)	75.03%
4. Capital Expenditure	3,539,265	97,168	2.75%
7080500. 240L Wheelie Bins	2,101	0	0.00%
7080503. Industrial Bins	16,304	3,522	21.60%
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	2,000	146	7.30%
7080560. EPA Bushfire Recovery Program for Council Landfills	685,209	31,303	4.57%
7080561. Boonoo Boonoo Landfill - Environmental Improvements	12,020	9,326	77.59%
7080564. Boonoo Boonoo - Develop Stage 5	2,569,752	50,856	1.98%
7080568. Boonoo Boonoo - WHS Facilities & Amenities Upgrade	0	33	0.00%
7080720. Mingoola - Open Transfer Station	70,000	0	0.00%
7080732. Torrington Landfill - Convert to Transfer	2,000	228	11.42%
7080811. Tenterfield WTS Groundwater Bores	119,879	1,754	1.46%
6. Liabilities	185,667	91,787	49.44%

22. WASTE MANGEMENT

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 Water & Waste	<p>November 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. Expansion of the future cell (cell 5) and finalisation of storm water sediment basins have been completed. Leachate management plan is completed and sent to EPA.</p> <p>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, feedback received 24/11/2022, discussions with designers for response, pending.</p> <p>Upgrade for Mingooola new waste transfer station has stalled, Council entered into leases with Crown lands initially and now Council are 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>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, planning continues with quotations called for weighbridges site ground truthing completed November 2022, fencing quotations received and awarded, front fence completed-pit completed August 2022, surveys completed awaiting drawings. Installation of satellite connections completed November 2022 and solar quotations received and awarded September 2022, expecting installation December 2022.</p> <p>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, finalised policy completed. Notification of asbestos in recycling was again provided this month, through Councils Contractors. 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.</p>	 ON TRACK

Cont...

Inspection of Site 51, Boonoo Boonoo Landfill occurred in October 2022 with EPA. 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. Theft and fence damage reported at Drake November 2022 Alternative cover landfill (Posi-shell) spray unit completed and deployed to Boonoo Boonoo Landfill (Site 51).

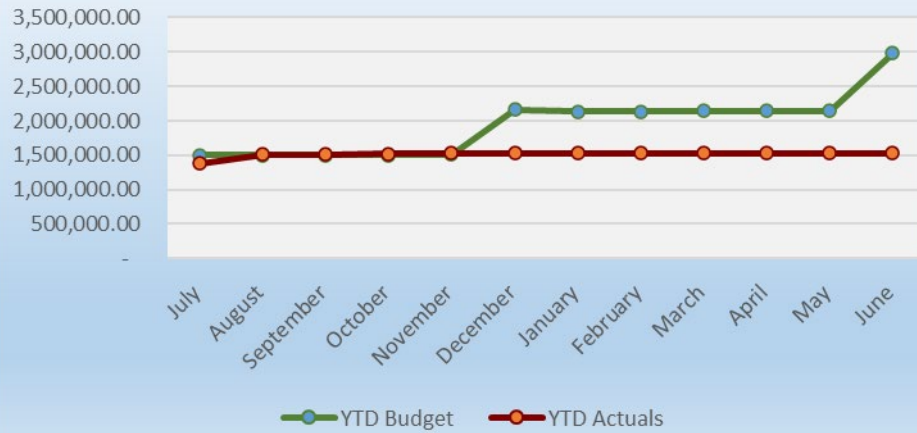
Quarterly toolbox meeting occurred November 2022.

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

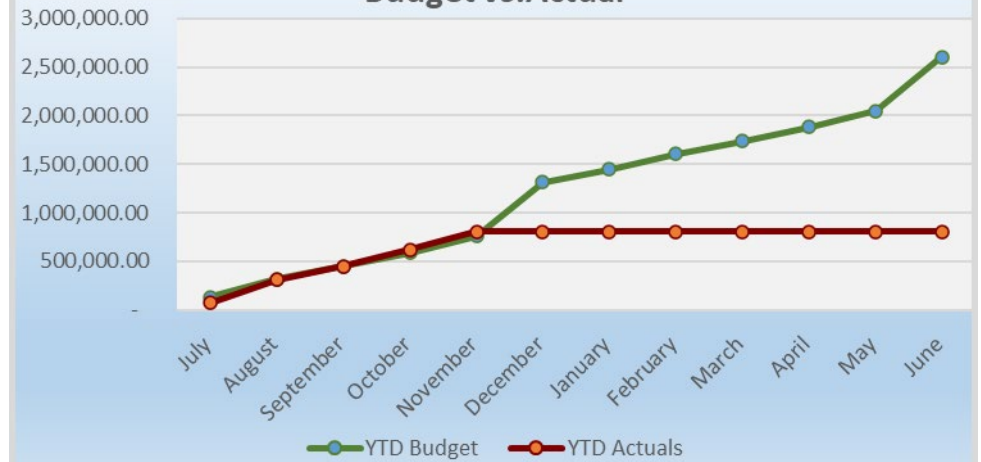
NIRW, annual meeting held in Tenterfield on the 24th November 2022, the Mayor opened the event, which was a success.

23. Water Supply

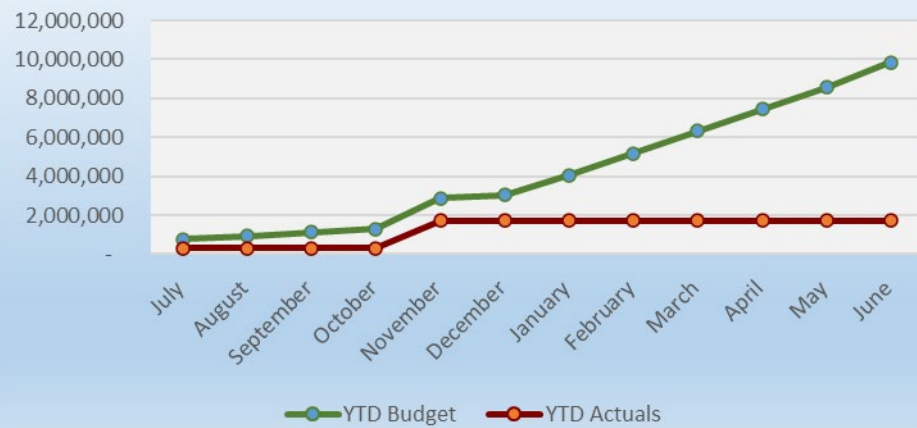
Water Supply - Operational Income Budget vs. Actual



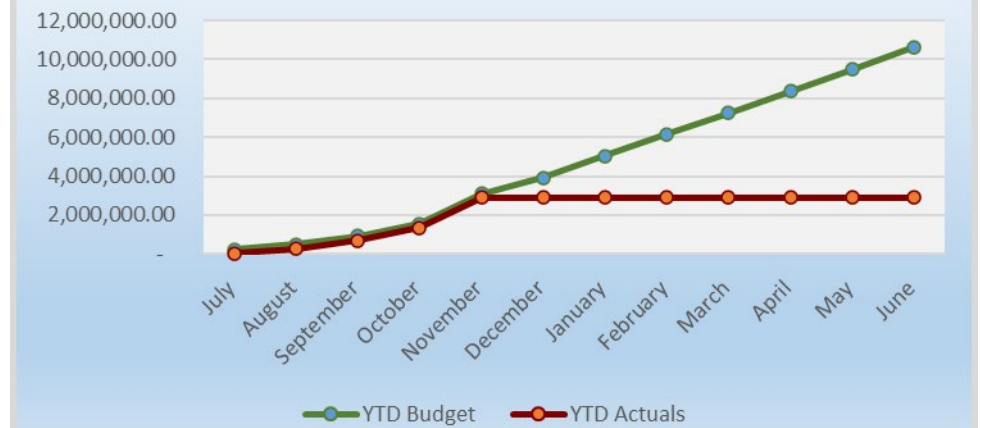
Water Supply - Operational Expenditure Budget vs. Actual



Water Supply - Capital Income Budget vs. Actual




Water Supply - Capital Expenditure Budget vs. Actual



COA	22/23 Review 1 Budget	22/23 YTD Actuals November	22/23 Percentage Spent
Water Supply	668,628	509,556	76.21%
1. Operating Income	(2,985,719)	(1,531,094)	51.28%
2. Operating Expenditure	2,604,426	808,380	31.04%
3. Capital Income	(9,857,899)	(1,720,472)	17.45%
4. Capital Expenditure	10,647,855	2,886,195	27.11%
7484505. Tenterfield Mains Replacement	282,900	139,267	49.23%
7484506. Tenterfield Meter Replacement	22,600	398	1.76%
7484522. Tenterfield Water Treatment Plant Construction	7,614,384	2,446,342	32.13%
7484533. Water Network Mapping Improvements	20,000	10,885	54.43%
7484538. BLERF 0377 - Tenterfield Villages Emergency Water Program	970,153	180,605	18.62%
7484540. Bulk Water Metering Grant	49,125	3,810	7.76%
7484541. New Grid Urbenville Water Supply Project	1,558,000	3,384	0.22%
7484542. Tenterfield Apex Park Bore - Relining	39,193	39,193	100.00%
7484811. Urbenville Water Treatment Plant Upgrade	50,000	46,050	92.10%
7484812. Urbenville Sewer Scada Renewal	10,000	561	5.61%
7484901. Jennings Mains Replacement	11,500	0	0.00%
7484950. Legume Catchment - Water Supply Options Study	20,000	15,700	78.50%
6. Liabilities	259,965	66,546	25.60%

23. WATER SUPPLY

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 Water & Waste	<p>November 2022-Update</p> <p>Bore sampling program is complete awaiting finalisation of analysis results. Checking of Shirley Park, Apex Park and East Street bores through CCTV commenced in July with Apex Park bore showing it's age and requiring a reline to continue it's operation this will be scheduled this financial year and has been completed in September 2022. Shirley Park constructed at the same time as Apex Park bore in 1994 was also showing signs of deterioration and was will be scheduled next financial for re-lining/refurbishment. East street bore as a flowing bore was also checked by CCTV (requested by NRAR) and was found to be in excellent condition, however will need to be re-grouted as non-compliant with artesian bores, quotations requested for works expected to be undertaken next financial year.</p> <p>This month of November 2022, the roof with solar panels have been installed on the new water filtration plant with major brick work nearing completion, chemical tanks have been installed over grated bunded area, electrical conduits have commenced installation and pipes have arrived onsite.</p> <p>Council staff have commenced the replacement of the major water main for the new filtration plant to the East Street reservoir, works slowed due to rock encountered this ha been rectified with the hire of a rock saw which arrived November 2022. NSW Dam Safety regulation with compulsory risk assessment for the dam under NSW Dam Safety requirements underway due in December 2022.</p> <p>An opportunity to continue the Urbenville flood risk assessment has gained OEH endorsement. Tenterfield update of the flood risk study has also gained endorsement, grant has been successful, with Council awarded \$89,998. 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 December 2022.</p> <p>Water meter readings commenced October/November 2022.</p> <p>Staff Training Chemical Handling Course in Tenterfield and Fluoride course in Casino. Congratulations to Matt Stubbings and Matt Mason for successfully achieving accreditation in Fluoride Course.</p>	 ON TRACK

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

Manager Water & Waste

November 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, secure yield assessment finalised in November 2022.

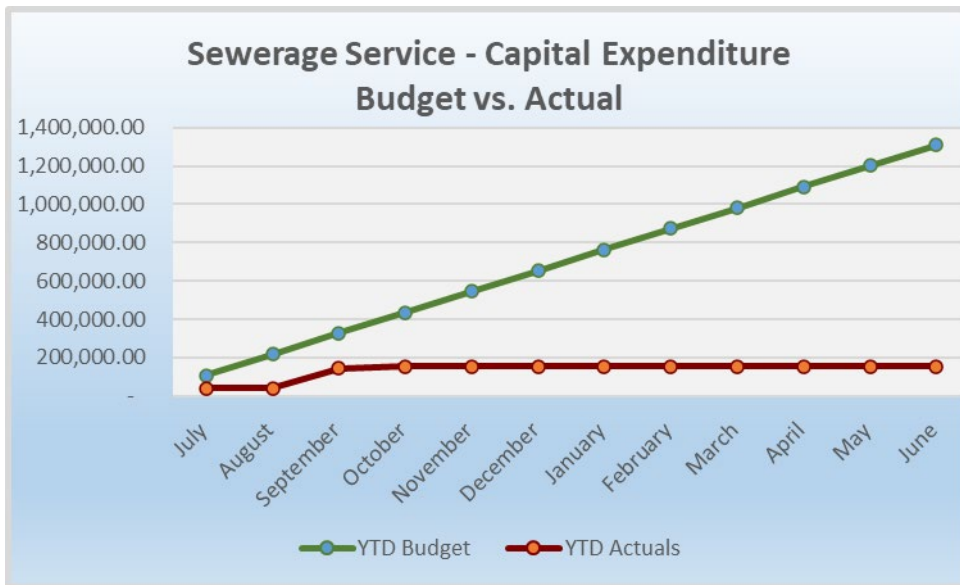
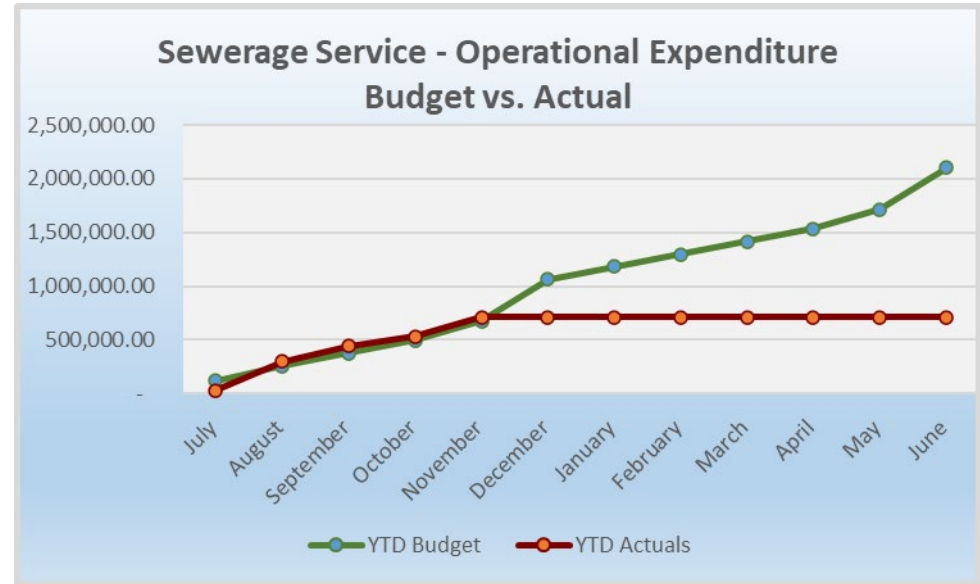
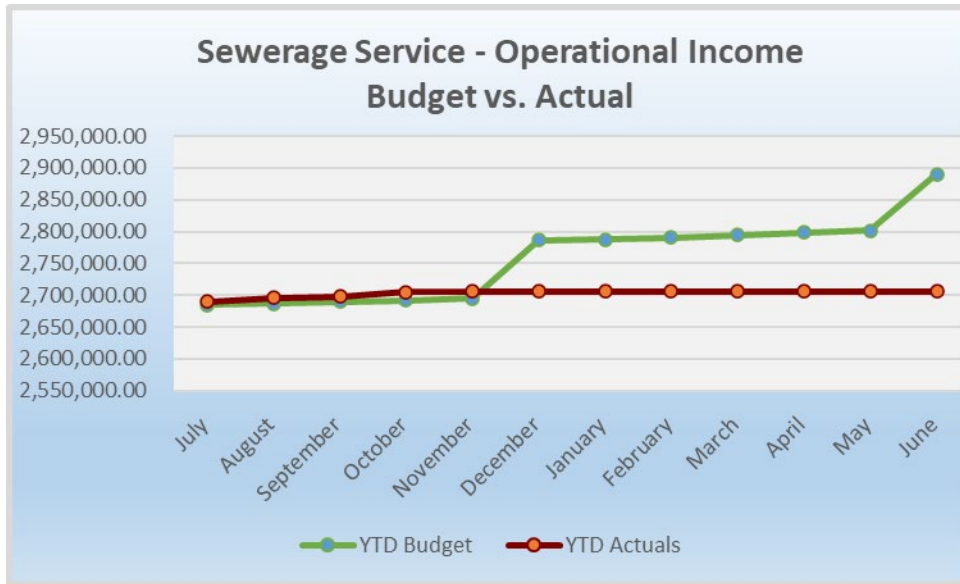
The Tenterfield Sustainable and Disaster Resilient Communities program, for the villages of Drake, Liston, Legume, and Torrington. The reticulation will predominantly service pumps for groundwater/ river water holding tanks and standpipe delivery systems, including solar systems. Bore location inspections occurred in September with Hydrogeologists and Drillers, NRAR application for drilling Legume submitted September, completed applications for Liston Drake and Torrington in October 2022, waiting approval November 2022.

Report for Backflow prevention under community consultation, completion in October extended till November 2022 due to advertising delay, completed report to Council in November 2022.




ON TRACK

24. Sewerage Service



COA	22/23 Review 1 Budget	22/23 YTD Actuals November	22/23 Percentage Spent
Sewerage Service	610,601	(1,795,000)	-293.97%
1. Operating Income	(2,889,930)	(2,706,204)	93.64%
2. Operating Expenditure	2,100,586	709,632	33.78%
3. Capital Income	(10,000)	(3,100)	31.00%
4. Capital Expenditure	1,309,354	154,376	11.79%
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%
7872515. Tenterfield Upgrade Road to Tertiary Ponds	7,000	0	0.00%
7872517. Tenterfield Scada System Upgrade	21,853	0	0.00%
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	20,000	10,885	54.43%
7872800. Urbenville Dehydrator	10,000	0	0.00%
7872801. Removal Sludge from Tertiary Ponds/Renewal of Capacity	10,600	0	0.00%
7872804. Urbenville Telemetry Upgrade	15,000	0	0.00%
7872807. Urbenville Telemetry From PS to STP	10,000	0	0.00%
7872813. Urbenville Sewer Pump Station Emergency Works - Replacement	102,701	102,701	100.00%
6. Liabilities	100,591	50,295	50.00%

24. SEWERAGE SERVICES

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 Water & Waste	<p>November 2022-Update</p> <p>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. RFQ for manhole refurbishment under development to continue to refurbish the level 4 manholes, quotations received under LGP under review. Awarded with Council contractor expected to commence in January 2023.</p> <p>RFQ for sewer relining under development expected to release in December 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. 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 February 2023 the end of this financial year.</p> <p>New sewer main for the WTP, with planning completed and gravity main plans supplied, equipment has been ordered with work scheduled to commence in December/January in conjunction with major main replacement for the WTP to East street reservoir. Urbenville STP, bearings on rotor replaced, decanter repaired, PLC reset due to synchronisation issues from power outages, limit switches repaired.</p> <p>Petri Street Major pump station has been scheduled for pump replacement, expected to occur next month.</p> <p>Our customer base is the public, other Council departments and contractors.</p> <p>Tenterfield:</p> <p>Sewer connections 0; Major pump station clearing 0; Blockages were reported and cleared at 4 locations; 0 broken main repair; with 0 mains visually checked with new CCTV. Large tree roots in Tenterfield and 0 major manhole repair, 0 broken main repairs and 1 section 67 private works jobs completed in this reporting period. Pump refurbishment 3 at STP July 2022, Major pumpstation maintenance 0. Trade Waste inspections.</p> <p>Urbenville</p> <p>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. Trade waste seminar/refresher held in November 2022.</p>	 No TARGET